

CMST 1315: Fundamentals of Public Speaking

Instructor: Penny Burdette	Email: pburdette@uttyler.edu
Classroom: CAS 258	Office Hours: Wednesdays 10-11:00 and by appointment.

Course Goals and Objectives: The major aim of this course is to make you a more effective professional communicator, analytical thinker, and critical listener. Throughout the semester you will study the theories and principles of effective communication, practice applying these principles in a variety of assignments, and critique the performances of other speakers. These assignments and exercises will work at developing your speaking abilities, organizational and preparation techniques, as well as the capacity to effectively appraise your audience and diverse backgrounds and ethically apply communication theory. By the end of the semester, you should be able to plan and prepare professional informative, persuasive, and team extemporaneous presentations. Major skills include:

- **Critical Thinking:** Construct and articulate logical arguments to justify sound conclusions in a variety of speaking contexts.
- **Communication:** Communicate and interpret ideas effectively through written, oral, and visual/technological means. Students will not only be able to demonstrate this skill in formal extemporaneous presentations, but also through their written evaluations of themselves and others.
- **Teamwork:** Coordinate and utilize team strategies to accomplish a given task through effective problem solving, leadership styles, cohesive interactions, and negotiation of team roles. This requires collaboration within teams to consider differing points of view, to display personal responsibility, and to work effectively toward a shared goal.
- **Personal Responsibility:** Defend a personal ethical position that incorporates ethical decision making, proper and justified research to support the idea, compelling organization, and appropriate reasoning free of fallacies within formal presentations. Students will also demonstrate their personal responsibility through classroom interactions and engagement/listening during others' presentations.
- **Comprehending** a basic level of understanding about public speaking theory and the foundational models of communication.

- Displaying and mastering content, structure, style, and delivery skills in the presentation of informative, persuasive, and invitational messages to effectively impact a given (and thoroughly analyzed) audience.

Expectations and Course Structure: I will conduct this course in an interactive lecture format. That is, I will present notes and information during each class meeting, and I will count on your contributions. I expect you to come to class ready to participate in our creation of our collective knowledge. I invite you to ask questions, answer questions, share insights, and engage in the material during activities. Lectures will not duplicate readings. You should stay atop of the weekly readings and complete them **before** coming to class and be prepared for activities that assess your understanding of ideas in each chapter or article.

Course Website: We will be using **Canvas**. I will upload necessary texts that are not part of your book, as well as any other course documents that may be of use to you throughout the semester, such as gradesheets. I will also use Canvas as a communication tool to contact you. All assignments must be uploaded into Canvas.

Important Note: On the day that you present a speech in class, you should print the grade sheet for the assignment for which you are giving a speech and bring it to class. I will use it to grade your speech.

Required Texts: Stephen E. Lucas, *The Art of Public Speaking*, 13th edition. New York: McGraw Hill, 2020. Available at NO COST on this link:

<https://ebookcentral.proquest.com/lib/uttyler/detail.action?docID=6328469> **Please save the textbook to your desktop for easy access.**

Course Evaluation: The final grade will be based on the following criteria:

Team Presentation	10%
Informative Speech (“Backgrounder”)	10%
Analysis of Controversy	20%
Persuasive Speech	20%
Mid-Term Exam	15%
Final Exam	15%
Attendance/Participation	10%
TOTAL	100%

For each graded assignment, students will receive an A, B, C, D, or F. Each of these letter grades corresponds with a number value: an A carries a numeric value of 4, a B is worth 3, C is worth 2, D is worth 1, and F is worth 0. To calculate your grade, multiply 4, 3, 2, 1, or 0 that corresponds with your letter grade by the percentage value (above) of a given exercise. For example, if you receive a B for the “Informative Speech 2,” you would multiply 3—which corresponds with a B—by 20% and you would get a .60 for that assignment. At the end of the semester, to calculate your final grade, you would add each of the scores and divide by 100. Final grades will be awarded as follows:

Numeric Value of Grades

A	=	4
B	=	3
C	=	2
D	=	1
F	=	0

If your grade falls between two numbers (e.g., between a 3 and a 2), you will receive the grade corresponding with the lower number (in this case, a C, corresponding with 2) since technically you will not have achieved a B (a 3.0) unless you fall within .25 of the higher grade (e.g., a 3.76 would be an A).

Grade Grievance Policy:

If you wish to appeal a grade, please follow this procedure:

- Wait 24 hours before contacting me about a grade unless there was an error in calculation of the grade. I ask that you wait so that you can look back over the assignment or exam and your notes and the textbook, then think about the reasons why you earned the grade. I want you to *act* rather than *react* to the grade.
- As per my policy, submit the appeal in writing. E-mail me **within one week of your receipt of the grade**; include your specific appeal and which grade you believe you earned. E-mail me again only if I do not acknowledge your first appeal.
- Disputes will not be entertained after 7 days after the assignment was returned to you. If any grade is to be reevaluated, the new earned grade may be lower than the previous grade. If I reevaluate an assignment, I may find something that I did not find before that should actually lower the grade. This regrade will be the final grade.
- I will not entertain conversations in the last week of class or after final grades have been posted about being only a few points away from earning a particular letter grade. As you can see, points have already been rounded up. You will receive the grade that you earn throughout the semester, so please start working hard early on.

Midterm and Final Exam: Guidelines and Review to be provided.

Speeches: (*Meets learning outcomes #1, 2, 3, 4, 6*) You will construct and deliver a total of 4 speeches – 1 team project and three speeches on a Term Topic. The “Term Topic” refers to a controversial topic on which, during the semester—or “term”—you will research and give three speeches:

- the “**Backgrounder**” on the Term Topic to provide background information useful in giving the audience some context for the issue (e.g., who the main influencers are on the issue; the history of the issue; the people affected by the issue, and the like);
- the **Analysis of the Controversy** pertaining to a moral dimension of the Term Topic;
- and a **Persuasive Speech** in which you recommend some course of action regarding the Term Topic.

Speech dates (and team assignments) will be given on/around the end of the prior assignment. We will go over each speech when your speech day is assigned, but for each assignment you will turn in your speaker’s outline and visual aids in advance to your presentation. These are to be turned in BOTH on Canvas and handed to me on the day that you speak but prior to presenting the speech. These must be typed according to APA formatting (12 size, Times New Roman, typical outline format, etc). You are responsible for delivering your speech on the day(s) assigned to you. Students who fail to deliver speeches on their assigned day(s) will not have the opportunity to give them at a later date unless arranged prior to the speech day. You MUST come to class prepared with the possibility that technology will fail you and be prepared to present anyway. You MUST also come to class with your visual aid uploaded on a flash drive to put your presentation on the main computer at the beginning of class. **Opportunities to make-up speeches are limited to emergencies involving unforeseeable and potentially life-threatening injuries and, in any case, are wholly subject to instructor authorization.**

Self- and Peer-Evaluations in Group Project: (*Meets learning outcomes #4*) You will complete self-evaluations on how you did in each speech. You will also be responsible to be an ethical audience member, engaging with the speaker, providing peer evaluations, and listening respectfully.

Your speeches will be presented in an extemporaneous style. (*You will not write your entire speech or memorize it.*) (*Meets learning outcomes #1, 2, 3, 4*) It is through your three individual presentations and one team presentation that you will learn the most. By thoroughly researching your topic, organizing that material in an appropriate manner, and practicing your presentation, you will develop and master your oral, visual, technological, nonverbal, and written communication skills. By taking these steps and consequently presenting in front of the class, you will put to the test your newly founded understanding of delivery skills, organizational and structure skills, and ability to create an argument in either an informative or persuasive manner. You will also build your ability to: critically think through arguments, collaborate, and coordinate with your peers, and demonstrate your comprehension of theory and foundational models of communication. In addition to these course goals, it is *my* goal that by the end of

the semester you feel more comfortable in front of an audience, know how to be a professional and functioning adult in our society, and be an ethical human.

Participation: Throughout the semester, you will be asked to partake in discussion and contribute to class. Please be ready, having read the course materials for that class period, with your own thoughts, questions, or insight. This type of participation is key in a small class like this; different points of views will also allow the class to understand the material better.

Attendance: Attendance is necessary in this class. However, you will be given THREE (3) “FREE” days to miss with no penalty for your absence(s). For each absence thereafter, the Participation/Attendance part of your grade will drop one letter grade. If a student misses eight (8) course meetings or more, the student will fail the class. Arriving to class late or leaving class early shall be considered an absence. If you know you will be missing class due to religious observance, athletics, or competitions, you must inform me no later than the second week of classes. If you are going to miss class or be late, especially on an assignment day, you must let me know via email BEFORE the class begins to be considered for an assignment extension (which is an *extremely rare* occurrence).

If you are absent from class, it is *your* responsibility to determine what was missed and to hand in any work or to do any readings that were announced during your absence. If you need assistance because of university-related absences (e.g., debate, sports, etc.), contact me before the missed class. This goes for any personal-related absences as well. It is always better to communicate with me when there is a problem than to not.

Arriving late to class twice will count as one unexcused absence. Leaving the class early is not permitted without prior permission and will count as an unexcused absence. If you need to leave the class for an emergency, please do so with minimal distraction to others—this needs to be a rare and extraordinary occurrence. Permission will not be given to leave early or arrive late on a regular basis (e.g. because of work, classes, etc.)

Elasticity Clause: I reserve the right to modify the existing course calendar and assignments. If changes must be made, I and/or my teaching assistants will notify students as soon as possible.

Classroom Civility: People and ideas must be treated with respect. Please avoid disruptive behavior that makes it difficult to accomplish our mutual objectives.

Changes to the schedule: Changes may be made at my discretion and if circumstances require. I will do my best to notify you via email, in class, and with a hard copy of the changes. It is your responsibility to note these changes when announced. Readings must be completed for the day they are assigned on the course schedule. Lectures are intended to complement the readings.

Course Communication: You MUST read emails and announcements from me. These will be sent through Canvas. It is your responsibility to keep up to date with how things will be carried out

throughout the semester. Your not reading emails/announcements from me is NOT an excuse for missed assignments, classes, or so on.

Canvas is my preferred form of contact. I cannot guarantee a response to e-mails sent to other addresses. Allow a 48-hour window for a response. If a message is sent after 4 p.m. on any given day, I cannot guarantee a response before 9 a.m. the following business day. Emails about assignments will not be responded to after 9 p.m. and are not guaranteed after 2 p.m. the night before the assignment is due.

You should treat our online correspondence with the same respect as any business or legal communication. Emails that do not conform to these standards will not be answered. At minimum, I ask you to begin any new email to me by greeting me (e.g., “Good morning, Dr. Cali” or “Dear Professor Cali” or simply “Hello”—anything along these lines. Likewise, in ending your email, I ask that you conclude with a respectful comment (e.g., “Thank you” or “Sincerely” or “Regards” or even the one that’s in vogue right now: “Best”). Write your course emails with intelligence and respect. That means you should have a subject, a header, a body of the email without slang or abbreviations, and a signature. I typically will not respond to an email that doesn’t address me respectfully. I ask for this same courtesy in your email correspondence with any classmates.

I invite you to communicate with me if any extenuating circumstances arise (e.g., if Wifi/Internet has gone out; if your computer crashes; if your childcare situation has been disrupted).

Laptop and Technology Policy: Please commit to using your laptop for class- related work only. I do reserve the right to ask you to put away all technology at any time during class. Unless otherwise indicated, I do not grant permission for any portion of the course to be video recorded except your own speeches.

Assignments: All papers must be typed using Times New Roman in 12-point font, double- spaced, one-inch margins (with no extra spaces between paragraphs), and proper APA style. You must cite ALL bibliographic sources used in your papers (using APA) within text and in a references page. For help with APA style and writing, please do not hesitate to visit the Undergraduate Writing Center on campus or online. You may also wish to consult [Purdue OWL’s website about APA.](#)

Paper/outline headings should include the student’s name, course name/number, due date, and assignment title. No other information is needed. Papers/outlines will mostly be turned in via Canvas. Word documents are the only type of documents accepted, unless otherwise noted. Assignments submitted in the wrong format will be given a zero. Always check the assignment instructions and ask the professor if further clarification is needed. Spelling, grammar, and neatness count towards your grade for all assignments.

College-Worthy Work is Expected: Not only does this mean that you are expected to turn in college-level work, but that it also must be presented appropriately. This means that you adhere to the above format unless otherwise noted by the professor. If you are unsure what college-worthy work means,

feel free to discuss with the professor. It is also likely the professor has posted how to get an A in this course on Canvas.

College-worthy work also means your behavior in this class. A syllabus has been provided for you to know what to read when, when assignments are due, and when exams will take place. It is 100% your responsibility to follow that calendar, as the professor may or may not remind you that something is due on a certain date. It is also 100% your responsibility to reach out to the professor if you are unsure about something, need additional help, would like to further understand lecture/reading material, or would like to discuss how everything connects within the course. The professor is HAPPY to help you, as we are all here to ensure that you are learning and understanding (not for the sake of a grade, however). So, please feel free to reach out and ask for what you need to help you succeed.

Late Assignments & Make-up Work: There is no such thing as late work, nor is there make-up work for unexcused, missed or failed assignments. I do not give make-up exams or quizzes except under serious unforeseen and/or extenuating documented circumstances about which I am notified immediately.

Exceptions: Assignment make-ups will be allowed only in extreme emergency situations. Work-related events do not qualify as an extreme emergency. The course schedule and due dates are set well in advance and students have access to this information; thus, plan accordingly. You will also be required to let the professor know BEFORE the assignment is due that you will be missing the due date. In order to make up an assignment:

- The student must take the initiative to contact the professor for permission to do a make-up an assignment within two days of missing the due date. After this point, if the professor does not hear from the student, they will not be allowed to make up the assignment and will have earned zero points.
- The student must meet the make-up deadline set by the professor. If the student misses the make-up deadline, there will not be another opportunity to make-up the speech. Zero points have been earned in this case.
- There must be sufficient class time remaining for the student to make up an assignment. If not, the student may have to make-up the assignment in the professor's office at a set, scheduled time.

Research Participation: There may be varying research participation opportunities offered throughout the course of the semester. These will be announced during class time as soon as we find out about them. The amount of extra credit to be awarded will be announced when the research opportunity is announced. **There will be no penalty for NOT participating in research that is conducted outside the class.**

Guide to Uploading Video in Canvas Studio:

Here is a guide for students on how to turn in a Canvas Studio video to an assignment -

<https://community.canvaslms.com/t5/Studio/How-do-I-submit-Canvas-Studio-media-as-a-File-Upload-assignment/ta-p/1677>

Guide on how to upload videos to Studio - <https://community.canvaslms.com/t5/Studio/How-do-I-upload-media-files-in-my-Canvas-Studio-account/ta-p/1705>

General Classroom Infractions

- All electronic devices must be silenced or turned off before class begins.
 - *If I can hear it vibrating, it must be turned off. If I hear a device again in the semester, it stays home for good.*
- Cell phone use, ear buds, headphones and other electronic devices are not welcome in the classroom.
- Working on unrelated material, copying, or writing on someone else's notes during class is prohibited.
 - *If you need a pen, paper, etc., then raise your hand and wait for the professor to acknowledge you.*
 - *A lack of preparedness on your part does not give you the right to interrupt a lecture.*
- Private comments, jokes, nudges, pokes, texts, or written notes between students are a major disruption.
 - *If your attention is not exclusively on the board, your notes, or me, then you will be told to leave.*
 - *Keep tablets, phones, and smartwatches put away!*
- Inattention, sleeping, or the appearance of sleeping (as decided solely by the professor) is prohibited.
- Disruptions such as closing books, zipping bags, or packing up before being dismissed are not welcome.

Consequences: Attendance/Participation grade dropped. Further infractions will result in your permanent dismissal from class. Also, I reserve the right to permanently assign seats to counter disruptive behavior.

Major Course Infractions

- Arguing within the class setting (or on Canvas) with your instructor or with anyone, especially when you've been accused of an infraction.
 - *We can discuss your behavior later in my office, but arguing with me during class only worsens your offense.*

- *If you ever find yourself being sent out of class, gather your things and quietly leave. Be aware that, from the moment the infraction started, everything you are saying and doing will be written in a report to the Dean.*
- Disrespectful or uncivil conduct of any form, either online or in the classroom.
 - *While you have the right to your own opinion, inflammatory language, including discriminatory, is unacceptable.*
- Religious, political, ethnic diversity must be represented in a respectful manner.
 - Please pay attention to [biases](https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg) [HYPERLINK "https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg"](https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg) [HYPERLINK "https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg"of](https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg) [HYPERLINK "https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg"](https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg) [HYPERLINK "https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg"your](https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg) [HYPERLINK "https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg"](https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg) [HYPERLINK "https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg"sources](https://www.adfontesmedia.com/interactive-media-bias-chart/?v=402f03a963ba&fbclid=IwAR2KmBuWUENLss1YssqafOWZVQurnKvDplBCla1TC9fhS5fTastnd-Gg) before making any arguments
- Academic dishonesty is prohibited in any form.

Consequences: You will be dismissed from class and sent to the Dean for disciplinary action. The Dean may determine that a note be permanently placed on your transcript, barring you from any future college plans.

Plagiarism


Academic Honesty: The core values of The University of Texas at Tyler are integrity, optimism, curiosity, accountability, leadership, initiative, and development. Each member of the university is expected to uphold these values.

All students must adhere to the UT- Tyler Honor Code (“Honor and integrity that will not allow me to lie, cheat, or steal, nor accept the actions of those who do”). Furthermore, students must complete their work with academic integrity outlined at

<http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>. All students are expected to maintain absolute honesty and integrity in academic work undertaken at The University. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation.

Questions related to course assignments and the academic honesty policy should be directed to the instructor. Cases of suspected academic dishonesty will be pursued to the fullest extent allowed by University policies and procedures. Adding another student's name to an attendance roster when he or she is not in class is academic dishonesty.

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- “Cheating” includes, but is not limited to:
 - copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;  taking, keeping, misplacing, or damaging the property of The University of Texas

at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and

- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- All written work that is submitted will be subject to review by SafeAssign™, available on Canvas

The “Common Knowledge” Clause: Material does not have to be cited if it is common knowledge—that is, knowledge that most American high school graduates already know. (E.g. Humans once painted in caves. Berlin is the capital of Germany, etc.)

The “10% Rule”: As a general rule, a college assignment is considered an original work only if the vast majority of text is original. Generally, no more than 10% of a work can be someone else’s words, regardless of proper quotes or citation.

Intent: When reviewing a possible case of plagiarism, the student’s intent will not be taken into consideration. In other words, an act of plagiarism is plagiarism whether or not the student claims to have intended plagiarism.

Mistakes & Accidents: The possibility that the student mistakenly or accidentally committed plagiarism will not be taken into consideration. I strongly suggest that you discuss your sources with the Writing Center before turning in work.

Appeal to Ignorance: A student’s claim to ignorance with concern to policy will never be treated as a valid justification of plagiarism.

Collaboration: Students are not permitted to collaborate on an essay, discussion post, quiz, test, or any written assignment. Having someone proofread your work is ok, but that can only entail matters of style, grammar, and spelling.

Disciplinary Action for Plagiarism: Per departmental policy, the first offense of plagiarism will result in a zero for the assignment. Any additional acts of plagiarism will result in an F for the course and possible disciplinary action by the Dean (e.g. expulsion).

University Policies and Information

Withdrawing from Class - Students you are allowed to [withdraw HYPERLINK "https://www.uttyler.edu/registrar/registration/withdrawals.php" \(Links to an external site.\)](#) (drop) from this course through the University's [Withdrawal Portal HYPERLINK "https://apps.uttyler.edu/mc/registrar_apps/" \(Links to an external site.\)](#). Texas law prohibits students who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule HYPERLINK "https://www.uttyler.edu/cashiers/refund/" \(Links to an external site.\)](#). CAUTION #2: All international students must check with the [Office of International Programs HYPERLINK "https://www.uttyler.edu/oip/" \(Links to an external site.\)](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.

Final Exam Policy: Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy: If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

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["https://www.utt Tyler.edu/oip/"](https://www.utt Tyler.edu/oip/) (Links to an external site.) before withdrawing. All international students are required to enroll full-time for fall and spring terms.

Final Exam Policy: Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy: If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

FALL 2023 Tentative Schedule of Topics, Assignments, & Readings

Week	Date	Topic/Assignment	Assignments & Due Dates
1	8/21	Intro to Course; Intro to Each Other	Chapters 1 and 20 read by our next class meeting.
	8/23	Working in Groups (Intro Group Project)	
2	8/25	Ethics and Apprehension	Chapter 2
	8/28	Listening and Audience Analysis	Chapters 3 and 6

3	8/30	Using Language; Delivery	Chapters 12 and 13
	9/1	Using Visual Aids (<i>Class will not meet. Assignment in Canvas</i>)	Chapter 14
4	9/6	GROUP PRESENTATIONS	
	9/15	GROUP PRESENTATIONS	
5	9/20	Ass.: Informative Speech; Selecting a Topic	Chapters 5 and 15
	9/22	Gathering Materials; Supporting Your Ideas	Chapters 7 and 8
6	9/27	Exam # 1 Review; Organizing Body of Speech	Chapter 9
	9/29	Exam # 1	
7	10/4	Outlining & Transitions; Intros & Conclusions	Chapters 10 and 11
	10/6	Informative Speech Workshop	
8	10/11	INFORMATIVE SPEECH PRESENTATIONS	
	10/13	INFORMATIVE SPEECH PRESENTATIONS	

9	10/18	INFORMATIVE SPEECH PRESENTATIONS	See Materials in Canvas
	10/20	Analysis of Controversy; Fact/Value/Policy; Ass: A of C Speech	
10	10/25	Workshop on Analysis of Controversy: Moral Disputes	
	10/27	ANALYSIS of CONTROVERSY SPEECHES	
11	11/1	ANALYSIS of CONTROVERSY SPEECHES	
	11/3	ANALYSIS of CONTROVERSY SPEECHES	
12	11/8	Speaking to Persuade	Chapter 16
	11/10	Methods of Persuasion	Chapter 17
13	11/15	PERSUASIVE SPEECHES	
	11/17	PERSUASIVE SPEECHES	
14	11/20- 11/26	THANKSGIVING BREAK	

15	11/29	PERSUASIVE SPEECHES	
	12/1	Review for Final	

Final Exam will take place on the date mandated by the University