

CMST 4326 Advanced Public Speaking ~ Mondays and Wednesdays, 9:30-10:55 a.m.
Syllabus – Fall 2023 ~ Fine & Performing Arts Center 01222 “Choir Room”

Instructor: Lorri Allen – please call me “Professor Allen” or Ms. (pronounced “Miz”) Allen.
Office: FAC 2012, 903-566-6120 Email: LorriAllen@UTTyler.edu – this is my preferred method of contact, NOT through Canvas. I encourage office visits!

OFFICE hours: Mondays 11 a.m. – 2 p.m., Tuesdays 2-5 p.m. **and** by appointment at your convenience. Meetings can be held in person or by the virtual method you prefer.

Course Overview: An in-depth exploration of writing and delivering speeches appropriate for the occasion and goal. You’ll learn techniques to gather information for different audiences. You’ll analyze and evaluate audiences, speeches and delivery.

How does this course help you?

Communicating clearly and efficiently helps in any career. Master it and you’ll master your future.

“If you improve your communication skills, I will guarantee you that you'll earn 10% to 50% more money over your lifetime.” – Warren Buffett

Improve your **speaking, critical thinking, creativity** and **writing** skills in this course by paying attention to assignment details and keeping up with required reading.

Student Learning Outcomes:

1) Advanced Presentation Skills
2) Storytelling-creativity
3) Analysis-critical thinking-evaluation
4) Writing

By the end of this course, you’ll be able to:

- Speak on a moment’s notice (i.e., ad lib) comfortably, confidently and clearly.
(Competency: Advanced presentation skills)
- Write and deliver speeches aimed toward a goal and specific audience.
(Competency: Writing, critical thinking, advanced presentation skills, storytelling, creativity)
- Evaluate your own and others’ delivery in an effort for continuous improvement.
(Analysis, critical thinking, evaluation)

Every assignment helps you develop employable skills.

Required Textbooks and Reading:

- Your textbooks will be provided free of charge on the first day of class
- Handouts, articles posted on Canvas

Required Materials: Students need a recording device to capture classroom speeches for self-evaluations. Most smartphones and digital cameras have recording capabilities. Secure a person in class to record your speeches (or bring a tripod); I cannot record speeches for you. You will also need a pen/pencil and notebook or something to WRITE your notes on, although sometimes, I will provide a worksheet.

Special Course Notes:

- 1) *Alternate Class Locations and Field Trips* –We will visit a radio station and the UT Tyler Archives and Special Collections.
- 2) *Special guests:* To familiarize you with careers available to those who speak for a living, I'll ask several professionals visit. Be polite. Take notes, ask questions. Their material reinforces our lessons and will likely be found on exams.

Assignments and point values

- **Ad lib speeches** (7 at 10 points for 70 total): Designed to build confidence and ability to think quickly.
- **Five presentations** (100 points each for a total of 500): These more formal assignments develop skills associated with advanced speakers.
- **Self and peer evaluations** (50 points each for a total of 100): By constructively reviewing yourself and your peers, you improve and help others get better, too.
- **Great speech analysis** (100 points): You will be assigned a famous historical speech to study.
- **Reflection questions** (Three at 10 points each for 30 total): Recent learning retention research indicates you keep lessons longer if you reflect on how they're helpful or how they contribute to a bigger goal.
- **Mid-Term** (100 points): Checks your comprehension and application of assignments.
- **Final** (100 points): Tests your application of skills learned through the semester.

***Note:** I'll give you a detailed rubric for each assignment. The rubric will also show you how the assignment relates to student learning outcomes as well as real-world skills.

Grading Scale:

A	900 -- 1,000 points
B	800 – 899 points
C	700 – 799 points
D	600 – 699 points
F	599 points or below

I'll grade your assignments as soon as I can; however, extra credit points aren't added to Canvas; I keep a separate spreadsheet. Keep track of scores on your own and come to my office if you want to confirm totals.

I use multiple assessment strategies so you can earn points in several ways—it helps those who suffer from test anxiety, and I get a more accurate measure of how much you have learned.

Grading rubrics: Even though each assignment has a rubric to guide you, the following apply to all assignments:

- **Clean copy.** Your grade for each assignment will be reduced depending on how many grammar, spelling, punctuation or AP errors you have.
- **Facts are important.** An error of fact results in a zero.
- **Names are just as important.** If you misspell a name (including mine), you will get a zero for the assignment.

In accordance with **Bloom's Taxonomy**, assignments increase in difficulty.

Assignment policy

- Use **Microsoft Word** to complete your writing projects. If this is a problem, see me soon to discuss your options.
- Include your name, date, assignment name and course on the upper left of page 1.

Katie Morrow

Sept. 3, 2022

CMST 4326 "Great Speech Analysis"

(Clever Title – the assignment is not a title)

- You must turn in all assignments by deadline. **No late assignments accepted.**

Assignments **must be turned in the way the rubric states.** If the assignment is not *submitted correctly*, it won't be accepted and earns a grade of zero.

WHY?

Being an excellent speaker requires good observation skills. Being a great employee in any field requires noticing details and following instructions. To reinforce these skills, assignments *and deadlines* will differ, *so read each rubric carefully.*

Truth, Honesty, Originality are important in any coursework.

Plagiarism or fabrication in any form is prohibited. Students caught plagiarizing or fabricating fail the assignment, may fail the class and will be subject to academic and disciplinary action.

Thanks to Emily Scheinfeld, Ph.D., for the following nuances:

- **Intent:** When reviewing a possible case of plagiarism, intent will not be taken into consideration. In other words, an act of plagiarism is plagiarism.
- **Mistakes and accidents:** The possibility you mistakenly or accidentally fabricated or committed plagiarism will not be taken into consideration.
- **Appeal to ignorance:** Your claim to ignorance about this policy is not a valid justification to plagiarize.

Forms of academic dishonesty include: Collusion— lending your work to another person to submit as their own; Fabrication— deliberately creating false information, and Plagiarism— the presentation of another person's work as your own.

The University requires its community to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend nor assume any responsibility for *student* violations of fair use laws. Violations of copyright laws could subject you to *federal and state civil penalties and criminal liability, as well as disciplinary action*.

Academic dishonesty is never tolerated by the University.

NO LATE ASSIGNMENTS are accepted. **So, it's better to turn in unfinished work and get *some* points rather than none.

***However, if you're having challenges not related to procrastination or time management, *talk to me at least 36 hours ahead of the due date*. I may extend your deadline.

- Speeches and adlibs must be delivered *in class*. If you have an *excused* absence, you have options. See me about them.
- Makeup Exams (mid-term, final) are not offered.

Note: Students late to class on test days will **not** be allowed to take the exam/quiz if others have already completed the exam and/or left the room.

Attendance Policy: Please read the UT Tyler [Class Attendance policy](#).

At the end of the semester, **if you've attended every class, you've come prepared, participated in discussions and remained engaged***, I'll add three points to your final total. You could go from an 897 (B) to 900 (A).

- Class attendance is required and expected.
- **Work does not** qualify as an excused absence.
- If you're sick, provide a doctor's note to earn an excused absence.
- If a close family member dies, send the obituary or funeral program for an excused absence. "Close" = *your* siblings, parents, child or grandparents.
- My children are my dogs, so while I understand the challenge of a sick pet, you can still carve 80 minutes out of your day to attend class.

CMST Advanced Public Speaking ~ Syllabus and Course Schedule subject to revision.

Rude, disrespectful or disruptive actions may result in **points subtracted** from your final grade—at my discretion.

Class Policies:

- A. Devices: Turn **off** all devices unless part of our class work. Allowing a phone or other device to ring or buzz disrupts class, especially if a student is delivering a speech. No text messaging or checking the time on your phone. Keep devices in your backpack unless notified otherwise. *Take notes by hand. *Engaged = not using your laptop unless it's part of the day's work.*
- B. No eating in class. Water in a container with a lid is permitted.
- C. Treat your classmates and me with respect and kindness.

Tips to succeed in this course:

#1 – Come prepared. You've read, watched or listened to the assigned content so you can use class time to discuss, ask questions or work.

#2 – Attend class. We only meet twice a week, so missing even one class means you may miss crucial instruction or that Aha! Breakthrough.

I offer flexibility for real-world emergencies such as COVID-19 and don't want you in class if you're contagious. I'll take appeals on a case-by-case basis.

#3 – Understand the assignment policy:

You're responsible for turning in all assignments by deadline. You're responsible for following instructions on how to submit assignments.

- Assignment due dates may change at the instructor's discretion with fair notice and *always to your benefit*.
- You must complete all assignments to pass. This does not mean, however, that merely completing all assignments guarantees a passing grade.

#4 – Practice classroom courtesies, described in "class polices."

#5 – Stay in touch:

- I use Canvas and email to communicate.
- Email policy: on weekdays, I'll do my best to answer you in 24 hours. On weekends, give me 48 hours.
- Text my personal cell if you have an emergency: 214-878-8610.

#6 – Realize Academic Honesty is the most important trait you can protect.

Careers – and grades – are lost when people cheat.

- Practice academic integrity and accept responsibility for your actions.
- Academic misconduct includes, but is not limited to, cheating, unattributed use of others' work (including test and paper "banks"), disruption of class, and discourtesy to, or harassment of, other students or me.