Introduction to Public Speaking
COMM 1040 – (Semester, Year)

University of Missouri – St. Louis
Department of Communication
590 Lucas Hall
One University Blvd
St Louis, MO 63121

Instructor: Leigh Heisel                                      Office: 577 Lucas Hall
Em: HeiselL@umsl.edu              Hours: by appointment
Ph: 314-516-7390

Required Text:

Course Overview:
This public speaking course is designed to acquaint students with the basic principles of speaking in front of an audience. The course content will be directed toward speaking principles, critical issues, social awareness, and analytical thinking. Emphasis is placed on learning public speaking theory and applying speaking skills in classroom exercises.

Course Objectives:
• understand the role and importance of public speaking in a democratic society
• recognize that, while hearing is natural, listening is an acquired skill
• develop effective speech organization and delivery, including introductions, conclusions and patterns

Evaluation Criteria:
Course Agreement (included at the end of this syllabus) 10 pts
4 Pop Quizzes 40 pts 200-180 = A
Reflection Journal 30 pts 179-160 = B
Group Informative Speech 30 pts 159-140 = C
Group Presidential Speech 30 pts 139-120 = D
Group Persuasive Speech & Research collection 40 pts 119 and below = F
Written Speech Critique 20 pts

Attendance Policy:
Students are encouraged to meet during scheduled days. In the event that there are scheduled presentations, attendance is mandatory on those days. Students will be made aware of those days in advance so that appropriate scheduling may be made for personal situations.

NO DELAYED GRADES WILL BE PROVIDED WITHOUT A UNIVERSITY APPROVED EXCUSE.

Expectations:
• Students are expected to complete all the readings prior to attending class and arrive prepared to participate in discussions regarding those readings.
• Please turn off all cell phones and beepers during class time. If a family emergency requires outside contact during class time, please notify the instructor in advance.
• In the event that presentations are scheduled, do not be late on speech days! If for some reason beyond the student’s control s/he is late (car difficulties, accident, etc.) the student should please wait until there is a break between speakers before entering the room.
Continual disregard of this expectation will result in points deducted from the student’s final grade.

- Academic misconduct (i.e., plagiarism and cheating) will be punished to the fullest extent possible according to UM-St. Louis regulations. Please read the Note on Academic Dishonesty below.
- Speech videotapes or presentations (in the event that live presentations are scheduled) are due on the date assigned to the presenter. There will be no speech make-up dates. Grade-sharing will be used for all group assignments.
- Assignments late 1 day will receive a 10% grade penalty. Assignments 2 or more days late will NOT be graded and will receive a “0.”

Note on Academic Dishonesty: Students should read and be familiar with UMSL guidelines regarding academic dishonesty, including the definitions of plagiarism and cheating. Any violations of the policies referenced above will result in an “unforgivable” F for the entire course, and any other applicable consequences. Please do your own work and earn your own grade.

Timeliness:
(1) All assignments not assigned due dates must be turned in on or before ____________.
(2) No assignments will be accepted or graded after ______________________________.

Format:
(1) All assignments must be typed or word-processed.
(2) All assignments must include a cover sheet with the following information: Title of assignment, Student name, semester (_______), course number (Com 1040), Professor’s name, and the date the work was submitted.
(3) All assignments must be double-spaced with a maximum one-inch margin on each page’s edge.
(4) Standard fonts (i.e., Times New Roman, Arial, Universal, etc.) must be used.
(5) All assignments must use a 12 point font size.

Course Requirements
- All speeches must be given extemporaneously (except for the presidential speech).
- All speeches require research. A minimum of 3 sources should be used and documented both in the speech and in the bibliography for the informative, presidential, and persuasive speeches.
- All sources must be documented in the speech and on an accompanying reference page in proper APA bibliographical format as found in the Publication Manual of the American Psychological Association, 5th edition.
- Students must submit all research completed for each speech.
- ONLY keyword outlines/note cards may be used during the speech. The instructor reserves the right to randomly check items used during the presentation. Items other than keyword outlines/note cards will result in a grade penalty.
- The instructor reserves the right to refuse speeches that are unethical, immoral, and illegal in nature.
- Assignments required in written format should be double spaced with 1” margins and a 12 point standard font such as Arial or Times New Roman. Deviation from these requirements may result in a grade reduction.

Assignments
1) Course Agreement (The course agreement indicates that the student has read and understood the expectations of the course and the instructor.)
2) 4 Pop Quizzes
3) Reflection Journal
4) Critique
5) Speech 1: Group Informative Speech  
6) Speech 2: Group Presidential Speech  
7) Speech 3: Group Persuasive Speech  

**Speeches**  
Students will be given the opportunity to work in Speech Teams during this semester. At the beginning of the semester, students will be provided an opportunity to meet their classmates and group themselves into teams of 4-5 members. Preferably, one member should have access to a video camera. Speeches will then be prepared for presentation with time allowed in class for that preparation. Team members will take turns filming each other’s presentations and submit one videotape containing all of the team member’s presentations to the instructor for review*. This opportunity provides the student with a more stress-free presentation environment in the introduction to performance. It is expected that students will help one another with criticisms and encouragement, which will result in the instructor receiving the best performance possible from each student.

Group speech assignments will result in each speech team creating a single speech. Teams will elect a presenter, a researcher, and writers for the assignment. *It is advisable that student speakers rotate!* The same guidelines listed above must to be met.

A properly formatted reference page must accompany all speeches excluding the presidential speech. The research gathered for the persuasive speech and alternate assignment must be submitted. See each individual speech assignment sheet for further details concerning the research collection.

Once the instructor has reviewed each team’s videotape, speeches will be viewed in class in order to discuss the contents of his/her performance. *Speeches containing inappropriate material will result in a score of zero for the assignment for each member.*  

* Student teams who do not wish to work with a video camera will be provided with the option of presenting their speeches on assigned class dates. However, this presentation may be videotaped by the instructor without the benefit of editing.

**ALL PROJECTS MUST BE COMPLETED TASTEFULLY. ANY MATERIALS DEEMED DISRESPECTFUL TO ETHNICITY, SEX, AGE, RELIGION, RACE OR CREED WILL AUTOMATICALLY RECEIVE A FAILING GRADE. DECISIONS ARE AT THE DISCRETION OF THE INSTRUCTOR AND ARE FINAL.**

| All assignments and projects will be kept on file with the instructor. The instructor reserves the right to use any particularly effective assignment as an example for future students. Student’s anonymity will be protected. |

<p>| Record of Scores |  |</p>
<table>
<thead>
<tr>
<th>Speech</th>
<th>Point Value</th>
<th>Score Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Pop Quizzes</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Reflection Journal</td>
<td>30</td>
<td></td>
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<tr>
<td>Group Informative</td>
<td>30</td>
<td></td>
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<tr>
<td>Group Presidential</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Group Persuasive</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Speech Critique</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Course Agreement</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>200</strong></td>
<td></td>
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</tbody>
</table>
Course Agreement: Due: ___________________

Com 1040: Introduction to Public Speaking Sec. _____
(Semester, Year)
University of Missouri – St. Louis
____________., Instructor

Student Name: _____________________________________________________

Student Identification Number:________________________________________

I have read the syllabus and understand the completion requirements of the course. I understand that I must complete this agreement, 4 pop quizzes, three speeches, reflection journal, speech criticism, and all appropriate requirements in order to complete the course. _____ (initial)

I have read and understand the Note on Academic Dishonesty, which states: Students should read and be familiar with UMSL guidelines regarding academic dishonesty, including the definitions of plagiarism and cheating. Any violations of the policies referenced above will result in an “unforgivable” F for the entire course, and any other applicable consequences. Please do your own work and earn your own grade. ______ (initial)

Student’s Signature: ______________________________________________

Student’s printed name:____________________________________________

Date: (due by _______)  _____________________________________________

Student Email Address:____________________________________________

Contracts must be returned to the instructor no later than ____________.

Revised: Dec 15, 2008: lmh, University of Missouri-St. Louis