

COMM 1100: Public Speaking

instructor: Thomas Meade, Ph.D.

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office hours: **MW 11 – 12:15, M 1:15 – 1:45, & by appt.** OFFICE HOURS ON WEBEX

YOU MUST MAKE AN APPOINTMENT THROUGH NEXUS. Please make an appointment by reserving a time on Nexus (you do not need to email me). Please make an appointment at least 24 hours in advance. This link should send you to the available time slots: https://nexus.uconn.edu/secure_per/schedule1.php?stser=3334

I will hold office hours through WebEx. This is my room link: <https://uconn-cmr.webex.com/meet/thm16102>. YOU MUST HAVE AN APPOINTMENT made through Nexus, at least 24 hours in advance.

You do not need to email me to set up an appointment unless you cannot meet during my office hours.

teaching assistants: Nathan Chase – Nathan.chase@uconn.edu
James DiCairano – James.dicairano@uconn.edu
Charlotte Kohn – Charlotte.kohn@uconn.edu
Evan Melara – Evan.melara@uconn.edu
Rachel Tucker – Rachel.tucker@uconn.edu

*When you have a question directed to your TA, please be sure to contact your correct TA!

COVID Rules – These rules apply to me, the TA's, and to you!!

Please note - I will be extremely strict about these rules, for you, the TA's, and myself because I have three young children that cannot yet be vaccinated, including a newborn.

1. If you are sick in any way (even just a sniffle), do not attend class until you feel better and have a negative covid test.
2. If you come into contact with someone that is sick (even just a sniffle), DO NOT ATTEND class until you have a negative covid test.
3. Please wear a mask at all times while in class and near any other students. Do not remove your mask to sneeze, cough, etc.
4. I will not answer questions at the front of the room before or after class. If you have a question, please stay in a seat and raise your hand, knowing that many students may hear your question. If you have a question that you do not wish for others to hear, it is best to email it to me or discuss it during office hours.
5. I will not be holding drop-in office hours. I will not be seeing students in my office. You may drop-in or make an appointment for office hours on WebEx using Nexus.
6. No questions asked if you need to leave in the middle of class.
7. Please keep at least 10 ft between us at all times.

If YOU are sick:

1. Do not attend class until you feel better and have a negative covid test. You can make up any missed work, and I will do my best to record lectures to post to HuskyCT. Your discussion section may not be recorded as different rooms have different capabilities. And there may be technical issues with recording any class period. However, it is important to keep everyone in the classroom safe.

If a family member, friend, or anyone that you have recently come in contact with is sick:

1. Do not attend class until you have a negative covid test. Again, any work can be made up.

If I or your TA is sick or has come into contact with someone that is sick:

1. I will conduct class online as appropriate. I or your TA may be too sick to lecture. In that case, the schedule will be revised, and you will know as soon as possible how it will be revised.

Communicating with the Instructor:

Course announcements will be made through HuskyCT and email. Please pay close attention to both. If you have a question about the course, I am available through email, during office hours, and after class (however, time is very limited after class, so if you have more than a quick question, it's best to see me during office hours). I will be in my office more than my office hours state, so please do not hesitate to contact me and set up an appointment. If you have a question about any given grades, you must see me in person as it is a violation of privacy laws to discuss grades over email. Email is not a private or secure method of communication.

Course Description:

This course is designed to:

- enhance speech preparation and delivery.
- reduce anxiety about public speaking.
- develop presentation skills across a variety of contexts, with different types of interactional goals.
- sharpen critical thinking and evaluation skills as consumers of communication.
- improve research and organizational skills.
- apply public speaking skills to effectively respond to different speaking situations.

Course Format:

This course will be divided into two parts – a lecture section and a discussion section. Your lecture section will have a large lecture on Fridays with Tom. Your discussion section will be a small group at your chosen time with your TA. You will give most of your speeches during your discussion section and you will receive most of the lectures during the lecture section. Be sure that you are enrolled in both a lecture and discussion, and that you have access to both on HuskyCT.

Required materials:

Gunn, J. (2021). *Speech Craft* (2nd ed.). Boston, MA: Macmillan.

Note: This book will be used for exam material, quiz material, as well as instruction for completing speeches.

iClicker

Note: The iClicker will be used for peer feedback during speeches.

Grading:

Grades are not given; they are earned. I expect you to perform and produce work of the highest quality. Keep up with the material and see the instructor or teaching assistant whenever you have any questions. We're here to help and want you all to succeed.

Grades will be posted on HuskyCT as soon as they become available. Come to office hours or set up an appointment to discuss questions about grades. If you do not question a grade within one week, **a grade becomes permanent one week after it has been posted to HuskyCT**. Privacy laws prohibit the discussion of grades via email.

Grades are based on total points earned. The grading chart is as follows:

	+		-
A		678 – 730 pts. (92.8% - 100%)	653 – 677 pts. (89.4% - 92.7%)
B	638 – 652 pts. (87.4% - 89.3%)	602 – 637 pts. (82.4% - 87.2%)	580 – 601 pts. (79.4% - 82.3%)
C	565 – 579 pts. (77.4% - 79.3%)	529 – 564 pts. (72.4% - 77.2%)	507 – 528 pts. (69.4% - 72.3%)
D	492 – 506 pts. (67.4% - 69.3%)	456 – 491 pts. (62.4% - 67.2%)	434 – 455 pts. (59.4% - 62.3%)
F	433 and below (59.3% and below)		

****NOTE: These grades have already been rounded up. Where your grade lands at the end of the semester will therefore NOT be rounded up. Please be sure to look at these grades, do the math, and make sure that you are comfortable with this grading system before you begin the course.***

****There will be NO EXTRA CREDIT offered in this course***

******IMPORTANT: Once a grade has been posted on HuskyCT for one week, it will NOT be changed for any reason!***

A = Significantly above average/incredibly impressive

B = Above average/very well done

C = Average work

D = Below average/needs more work

F = Well below average – student may have worked very hard on assignment and spent many hours on the assignment; however, the work does not meet the standard

Definition of average: “a level typical of a group, class, or series”; “not out of the ordinary”; “common” (Merriam Webster)

Assignments:

Introductory Speech (50 points) – 2 to 3-minute speech

Informative Speech (150 points) – 4 to 6-minute speech

Social Activism Speech - Online (100 points) – 3 to 5-minute speech

Persuasive Speech (200 points) – 5 to 7-minute speech

Outlines (4 at 10 points each = 40 points); minus 10 points for each outline not completed

Peer Feedback (30 points)

Weekly Quizzes (60 points)

Exams (2 exams at 50 points each = 100 points)

TOTAL POINTS: 730 points

*****Please note: Many assignment descriptions are posted on HuskyCT. These assignment descriptions are an extension of this syllabus. It is your duty to fully read and understand the assignment descriptions on HuskyCT as well.***

Speeches (4 for a total of 500 points)

Throughout this course you will, obviously, do some public speaking. There will be a total of four speeches. Three will be presented in your discussion course on one of the specified dates in the course syllabus. Your TA will have a sign-up sheet for times. One speech, the social activism speech, will be done online – you will record yourself and submit your speech for your discussion section to view.

Your speeches must fall within the allotted time. Further directions for each speech can be found on HuskyCT, and there will be multiple discussion course days dedicated to preparing for these speeches.

You will know well beforehand what date and time you will speak. You must be present on that day unless there are extenuating circumstances (i.e. a University approved excuse). If you cannot make it for any reason, please contact your TA beforehand to reschedule.

Speech Outlines (4 at 10 points each for a total of 40 points)

For each speech, you will prepare an outline before presenting. You will often work on these during class time. If you do not complete an outline, you will not only get zero points, but you will lose ten points from your grade. For example, if you do not submit all four, you will lose 40 points from your point total at the end of the semester.

Peer Feedback (30 points)

You will give feedback on each student’s presentations using your iClicker. You will rate each student from 1 (poor) to 5 (excellent) in five areas: preparation, nonverbals, clarity, interest, and dynamism. The student will see those responses in aggregate form, but will not know your individual rating of them. There are 11 discussion days dedicated to speeches. You must be fully responsive on at least 8 of those days. To be fully responsive, you must respond to at least 75% of the iClicker questions for the day. Peer feedback cannot be made up.

If for some reason your iClicker doesn't work, or you forgot it, you MUST submit a sheet of notebook paper with your name on it at the end of class to get credit. I will not accept an email.

Weekly Quizzes (7 quizzes at 10 points each – you can miss one – for a total of 60 points)

At the start of each week (during the classes that are not speeches), you will be given a short five question quiz on the information from the book readings from the previous week. There are seven weeks that are not “speech weeks” – therefore, you can miss one quiz without penalty. Quizzes cannot be rescheduled or retaken. You cannot take a seventh quiz for extra credit – if you take seven quizzes, your lowest grade will be dropped.

EXAMS WILL BE DONE ON HUSKYCT DURING THE SCHEDULED CLASS PERIOD.

These exams will open at the exact moment that class starts and will not be visible until that time (you may have to refresh your page to see it). They will close at the end of class, if you are done or not. You may be anywhere you have internet access to complete the exam; they will not take place in the classroom. However, you may NOT complete the exam while interacting with any other student in any way – you may not work together, be in the same room together, message each other, etc. If you are found to have done any of that during any exam, you will be assigned a zero on the exam. If you are found to have done any cheating more than once, you will fail the class. It is expected that you do NOT use your book or study materials during the exam.

Exams (100 total)

There will be two multiple choice exams in this course – a midterm and a final. The final will not be cumulative. The final exam will take place during the last week of class. Exams can be rescheduled with a University approved excuse given to your course instructor within 24 hours of missing the exam.

Class policies:

Attendance – Please attend every class possible and be on time. Please do not skip days that you are not presenting. Please do not skip large lectures. Tests and speeches due to absence can only be made up for legitimate reasons with documentation. No other assignments can be made up. Legitimate reasons include, but are not limited to: absence while under the care of a health professional; absence due to a University-sanctioned event; absence due to your presence at a legal proceeding (documentation required); absence due to religious holiday; and absence due to family crisis, funeral, death, or serious illness.

If you miss a test or a speech due to an excused absence, you are responsible for contacting me to schedule a make-up time. I expect that you will contact me in a timely manner (i.e., before the absence occurs, if possible). If I do not hear from you by one week after the test/quiz, your grade will be a zero.

HuskyCT - This course uses HuskyCT for all course material. All course announcements are posted on HuskyCT, so please check frequently. You are responsible for all information posted there. You will have two sections on HuskyCT – the large lecture and the discussion section. You will find your grades in the discussion section.

Late assignments – Absolutely no late assignments will be accepted. This class will follow a business type atmosphere in this way – you cannot submit any assignment late. There are no

exceptions to this rule, unless a student has made arrangements with the professor before the assignment was due, or in the case of a documented emergency.

Assignment guidelines – Written assignments should be double-spaced. Please use black ink and a 12-point font. Please use a stapler if necessary. All work should reflect APA formatting guidelines.

Classroom Civility - In this course, it is important that people and ideas are treated with respect, and that class time is used productively. Please avoid behaviors that make it difficult to accomplish our mutual objectives (e.g., side conversations, showing disrespect to classmates, coming to class late or leaving early, etc.). In addition, please refrain from disruptive technology use in class. Understand that I will impose appropriate penalties if such behaviors are flagrantly or routinely exhibited. Immature behavior will not be tolerated, period. It is very important to be respectful of opinions of others.

Cell phones – Cell phones must be silenced and **put away** during class. Texting during class is unacceptable.

Laptops, Tablets, etc. – These devices may be used in class for notetaking purposes only.

Email – I will need 48 hours to answer email. Please note: I will not be able to answer email received Saturday or Sunday until the following week.

Academic Misconduct

Academic misconduct is dishonest or unethical academic behavior that includes, but is not limited to, misrepresenting mastery in an academic area (e.g., cheating); failing to properly credit information, research, or ideas to their rightful originators; or representing such information, research, or ideas as your own (e.g., plagiarism). Cheating or plagiarism may result in failing this course and/or removal from the university.

Misrepresenting someone else's work as one's own is a serious offense in any academic setting and it will not be condoned. A student who knowingly assists another student in committing an act of academic misconduct shall be equally accountable for the violation. If there is evidence of any deliberate violation of academic integrity (e.g., cheating, plagiarism, or the like), including collaboration or sharing of course content, materials, etc., your instructor will pursue the most punitive response the university allows. Sometimes these standards are subtle; please ask if you have questions or concerns.

See community.uconn.edu/the-student-code-appendix-a/ for more information on the University's student code as it pertains to Academic Integrity.

Students with Disabilities

Please contact the instructor at the beginning of the semester to discuss academic accommodations that may be needed during the semester due to a documented disability.

The Center for Students with Disabilities (CSD) engages in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case basis. Depending on the nature and functional limitations of a documented disability, you may be eligible for academic

accommodations. CSD collaborates with students and their faculty to coordinate approved accommodations and services for qualified students with disabilities.

If you have a documented disability for which you wish to request academic accommodations and have not contacted the CSD, please do so as soon as possible. The CSD is located in Wilbur Cross, Room 204 and can be reached at (860) 486-2020 or at csd@uconn.edu. Detailed information regarding the process to request accommodations is available on the CSD website at csd.uconn.edu.

Other Resources

CLAS Academic Services Center
860-486-2822
clasadvising.uconn.edu

Career Services
860-486-3013
career.uconn.edu

Counseling and Mental Health Services
860-486-4705 (after hours: 860-486-3427) counseling.uconn.edu

Dean of Students Office
860-486-3426
dos.uconn.edu

UNIVERSITY POLICIES

Policy Against Discrimination, Harassment and Related Interpersonal Violence

The University is committed to maintaining an environment free of discrimination or discriminatory harassment directed toward any person or group within its community – students, employees, or visitors. Academic and professional excellence can flourish only when each member of our community is assured an atmosphere of mutual respect. All members of the University community are responsible for the maintenance of an academic and work environment in which people are free to learn and work without fear of discrimination or discriminatory harassment. In addition, inappropriate amorous relationships can undermine the University's mission when those in positions of authority abuse or appear to abuse their authority. To that end, and in accordance with federal and state law, the University prohibits discrimination and discriminatory harassment, as well as inappropriate amorous relationships, and such behavior will be met with appropriate disciplinary action, up to and including dismissal from the University. Additionally, to protect the campus community, all non-confidential University employees (including faculty) are required to report sexual assaults, intimate partner violence, and/or stalking involving a student that they witness or are told about to the Office of Institutional Equity. The University takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with University officials who can help.

More information is available at equity.uconn.edu and titleix.uconn.edu.

Statement on Absences from Class Due to Religious Observances and Extra-Curricular Activities

Faculty and instructors are strongly encouraged to make reasonable accommodations in response to student requests to complete work missed by absence resulting from religious observances or participation in extra-curricular activities that enrich their experience, support their scholarly development, and benefit the university community. Examples include participation in scholarly presentations, performing arts, and intercollegiate sports, when the participation is at the request of, or coordinated by, a University official. Such accommodations should be made in ways that do not dilute or preclude the requirements or learning outcomes for the course. Students anticipating such a conflict should inform their instructor in writing within the first three weeks of the semester, and prior to the anticipated absence, and should take the initiative to work out with the instructor a schedule for making up missed work. For conflicts with final examinations, students should contact the Office of the Dean of Students.

Faculty and instructors are also encouraged to respond when the Counseling Program for Intercollegiate Athletes (CPIA) requests student progress reports. This will enable the counselors to give our students appropriate advice.

Course Schedule

***SCHEDULE MAY CHANGE**

Week	DISCUSSION – IN YOUR DISCUSSION CLASSROOM Monday	DISCUSSION – IN YOUR DISCUSSION CLASSROOM Wednesday	LECTURE – IN SCHN 151 Friday
Aug. 30 – Sep. 3	Course Introduction/Syllabus	Listening and Peer Feedback Read Ch. 2	Introduction to Public Speaking/Syllabus Read Ch. 1
Sep. 6 – 10	NO CLASS	Introductory Speech Expectations Quiz	Choosing a Topic Style and Delivery Read Ch. 4, 10
Sep. 13 – 17	Introductory Speech Outline Workshop Intro Topic Due Quiz	Audience Analysis Read Ch. 3 Outline Due	Organizing and Outlining Read Ch. 7
Sep. 20 – 24	Introductory Speeches	Introductory Speeches	Informative Speaking Read Ch. 14
Sep. 27 – Oct. 1	Research and Citing Sources Read Ch. 5 Quiz	Informative Speech Expectations and Outline Workshop Info Topic Due	Speaking for Social Change Speaking Online Read Ch. 18, 19
Oct. 4 – 8	Informative Speech Workshop Outline Due Quiz	Midterm Review	MIDTERM

Oct. 11 – 15	Informative Speeches	Informative Speeches	Introductions, Transitions, and Conclusions Style and Language Read Ch. 8, 9
Oct. 18 – 22	Informative Speeches	Informative Speeches	Supporting Materials and Rhetoric Read Ch. 6
Oct. 25 – 29	Online Speaking and Social Activism Speech Expectations SA Topic Due Quiz	Social Activism Speech Outline Workshop	Persuasive Speaking Read Ch. 15 SA Outline Due
Nov. 1 – 5	Nonverbal Delivery Tune-Up SA Speech Due on Husky CT Quiz	Persuasive Speech Expectations Persuasive Topic Due	Making Arguments Rhetoric Read Ch. 16
Nov. 8 – 12	Persuasive Speech Outline Workshop Quiz	Persuasive Speech Workshop Outline Due	Presentation Aids Read Ch. 11
Nov. 15 – 19	Persuasive Speeches	Persuasive Speeches	Speaking in the Workplace Read Ch. 17
Nov. 22 – 26	NO CLASS	NO CLASS	NO CLASS

Nov. 29 – Dec. 3	Persuasive Speeches	Persuasive Speeches	Understanding Speech Genres Celebratory Speaking Wrap Up Read Ch. 12, 13
Dec. 6 – 10	Persuasive Speeches	Final Exam Review	FINAL EXAM