# Comm 204 Public Speaking
# Fall 2016 – Section 20381R
# M/W/F 10:00-10:50 ANN 211

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**Office**: ASC G6—PhD offices (basement of West lobby)
**Office Hours**: M 1 – 3, T 9 – 11, and by appointment
**Email**: storla@usc.edu

## What is a class on public speaking?

You already know a lot about public speaking—you know when someone's monotonous droning has you falling asleep versus when you are hanging on their every word. Likewise, you already have a lot of experience speaking in public—you give presentations in class and make proposals at work. The point of this class isn't to teach you what you already know. Instead, we'll work together to augment the public speaking knowledge and skills you already have by equipping you with the concepts and skills necessary to become a more effective listener and public speaker. To do so, we will cover the fundamentals of public speaking, including listening to and analyzing speeches, effective organization and delivery of speeches, and how to construct various genres of speeches, including persuasive and informative.

## At the end of the semester, what will I be able to do?

By the time the course ends, you will have learned how to:

- Identify, define, and explain key concepts related to pubic speaking
- Analyze and evaluate speeches delivered by others
- Research, construct, and present informative and persuasive speeches
- Adapt to your audience and circumstances as appropriate
- Effectively utilize PowerPoint as a part of your speeches

## Course Notes

If you have any concerns with the class or assignments, it is your responsibility to come speak with me about them ASAP. The earlier we can address any issues, the better.

## Email Policy

Emails will be responded to within *no more than* 24 hours of receipt (48 hours on weekends and holidays). In order to guarantee a response to an email concerning an exam or assignment, the email must be received by 9:00 PM the day before the due date (e.g. if you have a speech due Wednesday, emails sent at 3 AM Wednesday morning will not be answered before the speech is due; emails sent at 3 PM on Tuesday will be).

In order to help ensure emails don't get "buried" in my inbox, please include the course number (Comm 204) and a brief reference to the subject you're emailing about in the subject

line of the email. If you haven't received a response from me within the appropriate time frame, email again in case your first email was not received.

Similarly, you should regularly check your official university account for any email correspondence from me. I will also use Blackboard's email tool to correspond with the class as a whole, which will direct messages to your USC email account.

**Classroom Conduct and Respect**
Everyone in our class should respect, strive to learn about, and work to understand and appreciate varied races, classes, genders, physical and mental abilities, sexualities, and other sites of identity. Such diverse positionalities lead to different worldviews and experiences. Everyone matters, and all individuals are to be respected and treated with dignity and civility. Everyone—including me—shares the responsibility of making our class a positive and better place to live, work, and learn.

The class will collaboratively establish specific rules for classroom conduct during the first class session. All of us will follow these rules.

**Required Readings**
- *Public Speaking: The Virtual Text*
  - This is a free textbook available online. While it is accessible through any web browser, it is advisable to download each chapter so that you retain access to the material in case there are any issues with the website.
  - Technical difficulties with the website (e.g. the website being unavailable the night before the exam) will not be accepted as an excuse for being unprepared.
- Other readings will be made available on Blackboard.

**Grading and Assignments**
This course will use specifications ("specs") grading. In specs grading, each assignment will have a list of specific objects that must be met. Assignments are graded on a pass/fail basis, and *each and every* objective must be met in order for the assignment to pass.  If you do not meet all the objectives, you will fail the assignment. However, you will have four (4) tokens that you can use to revise assignments and resubmit them by the dates indicated on the syllabus. Other than the opportunities provided by these tokens, there is no re-grading.

*While the assignments are graded on a pass/fail basis, this course as a whole is graded on the same grading scale as the rest of the university (A, B, C, etc.). You are wholly responsible for the grade you receive in this course,* which you will determine by which assignments you choose to complete. Assignments consist of a mixture of speeches/presentations, written speech analyses, and a test. In order to pass the class with the minimum of a D, you *must* pass all four modules and achieve at least a 60% on the exam; in order to get a higher grade, you must also

complete 1 or more additional assignments. A complete layout of what assignments are required for each grade can be found below.

*Please note that you must complete and pass all assignments in the grade category as listed in order to earn that grade, and that completing and passing simply one requirement for a higher grade category is not sufficient to earn that grade.* So, for example, if you complete all four modules and one bundle but earn a 65 on the test, you will earn a D in the class.

*Assignments*

| ASSIGNMENT | A | B | C | D | F |
|---|---|---|---|---|---|
| Module 1: Introductory Speeches | ✔ | ✔ | ✔ | ✔ | Does not fulfill requirements of 'D' grade |
| Module 2: Informative Speeches | ✔ | ✔ | ✔ | ✔ | |
| Module 3: Speech Analysis | ✔ | ✔ | ✔ | ✔ | |
| Module 4: Persuasive Speeches | ✔ | ✔ | ✔ | ✔ | |
| Bundles | Pick 2 of 3 | Pick 2 of 3 | Pick 1 of 3 | | |
| Test | ≥70% | ≥70% | ≥70% | ≥60% | |
| Bundle for A track—Speech to hostile or indifferent audience | ✔ | | | | |

*Brief Assignment Descriptions*
- *Module 1: Introductory Speech*: You will deliver a 2-3 minute speech introducing yourself and telling the class what your goals for the future are.
- *Module 2: Informative Speech*: You will make a 15-20 minute presentation that includes a sensory/visual aid, covering the assigned topic for that day of class. Topics will be signed up for during the second week of the semester (some days will have two students presenting on related topics).
- *Module 3: Speech Analysis*: You will write two (2) 2-3 page analyses of speeches. One speech must be one that you attend in-person, while one can be one that you either read a transcript of or watch a video of online.
- *Module 4: Persuasive Speeches*: You will deliver a 5-7 minute speech on a social justice issue, taking a position and attempting to convince your classmates.
- *Bundles*: Students will have a choice of delivering a special occasion speech of 3-4 minutes, a digital (e.g. Skype or Google hangouts video calls) presentation of 3-4 minutes, or a group presentation (6-8 minutes for groups of 2; 9-12 minutes for groups of 3).

- *Test*: Short answer and multiple choice questions based on the materials covered in class (the textbook and other provided readings, as well as class presentations/lectures).
- *Bundle for A track--Speech to hostile or indifferent audience*: Students who choose to do this speech will be given a list of possible topics that the majority of the class either does not think is important or takes the opposite position on the topic (these topics will be determined based on the results of an anonymous class survey). Students will then construct a 7-10 minute speech designed to convince their audience of the topics' importance or to change their P.O.V., as appropriate.

*Turning in Assignments*

Hard copies of peer feedback sheets and participation logs (more details available on Blackboard) should be turned in in class. Speeches will be delivered in class; you will sign up for the day you deliver your speech. Not delivering your speech on this day will result in failing the assignment (as per the objectives). Written assignments (e.g. speech analyses) should be turned in via Blackboard by 9:00 PM on the day they are due.

*Grading Scale*

| A  | 90-100 | B- | 80-83 | C- | 70-73 | D- | 60-63 |
|----|--------|----|-------|----|-------|----|-------|
| B+ | 87-89  | C+ | 77-79 | D+ | 67-69 | F  | ≤ 59  |
| B  | 84-86  | C  | 74-76 | D  | 64-66 |    |       |

Gradations within each letter grade (i.e. whether or not a B is a B+, B, or B-, will be determined by the number of points you earn (out of a total possible of 9) based on the following criteria:
- *1 point—Attendance*: ≤ 2 unexcused absences
- *3 points—Peer feedback*: Provide fellow students with feedback on their speeches (1 point per feedback sheet filled out; can do up to 3 feedback sheets for credit)
- *5 points—Participation*:
    - 1 point—My assessment (based on attentiveness, my appraisal of class contributions, and attendance on speech days)
    - 1 point—Impromptu speech at start of class period
    - 3 points—Participation logs: 1 point for every set of 7 daily participation logs and 1 self-assessment and reflection submitted (see Blackboard for details)

So, for example, if you came to every class period, submitted 1 peer feedback sheet, and generally paid attention in class and occasionally spoke up but did not submit any participation logs while otherwise fulfilling all the criteria for a B grade, you would receive an 83/B-.

**Course Schedule**
The course schedule may be adjusted as needed in response to the needs of the class. All changes will be communicated via Blackboard announcements in advance. The topic is indicated for each day—if a chapter is listed, be sure to read the appropriate chapter from each textbook *before class* each class period. In addition, check Blackboard for additional readings that you will need to review before class. Although each individual reading is not listed on the syllabus, you are responsible for that material.

| WEEK | CLASS | MODULE | TOPIC |
|---|---|---|---|
| | M 8/22 | | First day of class |
| | W 8/24 | | Chapter 1: Introduction to public speaking |
| 1 | F 8/26 | | Chapter 2: Origins of public speaking |
| | M 8/29 | | Chapter 11: Speaking with confidence<br>*1st day allowed to sign up for presentation for Module 2 (please note that we will not have covered the material for this Module yet)* |
| | W 8/31 | | Chapter 12: Delivering your speech |
| 2 | F 9/2 | | NO CLASS--Work on Module 1 Assignment |
| | M 9/5 | | NO CLASS--LABOR DAY |
| | W 9/7 | | EXAMPLES/WORKSHOP DAY<br>*Opinions Survey Due* |
| 3 | F 9/9 | | Chapter 10: Using language well |
| | M 9/12 | | SPEECH DAY |
| | W 9/14 | M1: Introductory Speeches | SPEECH DAY<br>*Module 1 due* |
| 4 | F 9/16 | | Chapter 8: Organizing and outlining |
| | M 9/19 | | Chapter 15: Informative speeches |
| | W 9/21 | | Chapter 13 Visual aids |
| 5 | F 9/23 | M2: Informative Speeches | Avoiding death by PowerPoint |
| | M 9/26 | | EXAMPLES/WORKSHOP DAY |
| | W 9/28 | | Chapter 4: Listening Effectively |
| 6 | F 9/30 | M3: Speech Analysis | Chapter 5: Audience Analysis |
| | M 10/3 | | Chapter 6: Critical thinking and reasoning |
| | W 10/5 | | Chapter 16: Persuasive speaking |
| 7 | F 10/7 | | Chapter 7: Supporting your idea |
| | M 10/10 | | Chapter 9: Introductions and conclusions<br>*Module 3: 1st speech analysis due* |
| | W 10/12 | | Chapter 3: Ethics in speech making |
| 8 | F 10/14 | | EXAMPLES/WORKSHOP DAY |
| | M 10/17 | M4: Persuasive Speeches | SPEECH DAY |
| 9 | W 10/19 | | SPEECH DAY |

| | | | |
|---|---|---|---|
| | F 10/21 | | SPEECH DAY<br>*Module 4 due* |
| 10 | M 10/24 | | Digital public speaking |
| | W 10/26 | | Chapter 17: Special occasion speeches |
| | F 10/28 | | Chapter 18: Group presentations |
| 11 | M 10/31 | | Chapter 14: Speaking to a global audience<br>*Module 3: 2nd speech analysis due* |
| | W 11/2 | | BUNDLE/REVISION SPEECH DAY |
| | F 11/4 | | EXAM |
| 12 | M 11/7 | | BUNDLE/REVISION SPEECH DAY |
| | W 11/9 | | Public speaking as activism |
| | F 11/11 | | NO CLASS--Work on bundles and/or revision assignments<br>*Readings for 'A' track students on speaking to hostile/indifferent audiences* |
| 13 | M 11/14 | | BUNDLE/REVISION SPEECH DAY<br>*Last day to turn in revisions for Modules 1, 3, and 4* |
| | W 11/16 | | When NOT to speak<br>*Last day to have signed up for presentation for Module 2* |
| | F 11/18 | | BUNDLE SPEECH DAY |
| 14 | M 11/21 | | BUNDLE SPEECH DAY |
| 15 | M 11/28 | | Student's choice day |
| | W 11/30 | | Buffer<br>*Last day to turn in revisions for bundles, test, and Module 2* |
| | F 12/2 | Bundles | Final day of class |

## Statement on Academic Conduct and Support Systems
**Academic Conduct**

Plagiarism – presenting someone else's ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences.  Please familiarize yourself with the discussion of plagiarism in *SCampus* in Section 11, *Behavior Violating University Standards* https://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions.  Other forms of academic dishonesty are equally unacceptable.  See additional information in *SCampus* and university policies on scientific misconduct, http://policy.usc.edu/scientific-misconduct.

Discrimination, sexual assault, and harassment are not tolerated by the university.  You are encouraged to report any incidents to the *Office of Equity and Diversity* http://equity.usc.edu or to the *Department of Public Safety* http://adminopsnet.usc.edu/department/department-public-safety.  This is important for the safety of the whole USC community.  Another member

of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. *The Center for Women and Men* http://www.usc.edu/student-affairs/cwm/ provides 24/7 confidential support, and the sexual assault resource center webpage http://sarc.usc.edu describes reporting options and other resources.

**Support Systems**
A number of USC's schools provide support for students who need help with scholarly writing. Check with your advisor or program staff to find out more. Students whose primary language is not English should check with the *American Language Institute* http://dornsife.usc.edu/ali, which sponsors courses and workshops specifically for international graduate students. *The Office of Disability Services and Programs* http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html provides certification for students with disabilities and helps arrange the relevant accommodations. If an officially declared emergency makes travel to campus infeasible, *USC Emergency Information* http://emergency.usc.edu will provide safety and other updates, including ways in which instruction will be continued by means of blackboard, teleconferencing, and other technology.

**USC Confidentiality Policy Regarding Sexual Assault**
All staff or faculty who become aware of a sexual assault should report all known information to the university's Title IX Coordinator, Jody Shipper, at (213) 740-5086, or jshipper@usc.edu. This disclosure will be kept as confidential as possible. Disclosing this information does not mean that the student or employee about whom the report is made will be required to make any disclosures to DPS, LAPD, or to participate in any university investigation. Instead, this disclosure to the Title IX Coordinator ensures that information regarding resources, reporting options, and student and employee rights is provided. Please note that certain specific individuals are exempt from this obligation: licensed physician and clinical staff in the Engemann Student Health Center, licensed therapists or social workers at the Center for Women and Men or the Center for Work and Family Life, and clergy, are exempt from this reporting obligation.

Confidential options for reporting to someone on campus are the Center for Women & Men and Student Counseling Services.

**Comm 204 Public Speaking**
**Fall 2016—Section 20381R**
**Course and Grading Policies Contract**

*Turn in by Wednesday 8/31*

By signing and turning in this contract, you agree that:

_____You have read and understood the learning objectives, rules, and expectations of this course.

_____You are responsible for ensuring you have access to the course textbook and will make arrangements so that you can still study the material in the event the website is unavailable.

_____You have read and understood the "specs" grading system being used in this course.

_____You acknowledge that you are responsible for asking for clarification if any part of the course, syllabus, or an assignment is unclear; failure to do so is not a valid excuse for not meeting course or assignment expectations.

_____You have read and understood the university's academic integrity policies.


Name (please print): _____

Signature: _____

Date: _____

# TOKENS FOR ASSIGNMENT REVISIONS

## Token 1

Name: _____

Assignment: _____

Date: _____

*All revisions for Modules 1, 3, and 4 must be complete by Monday, 11/14 (including re-giving speech in class, if appropriate).*
*All revisions for Module 2, the exam, and the bundles must be complete by Wednesday 11/30, (including re-giving speech/presentation in class, if appropriate).*

## Token 2

Name: _____

Assignment: _____

Date: _____

*All revisions for Modules 1, 3, and 4 must be complete by Monday, 11/14 (including re-giving speech in class, if appropriate).*
*All revisions for Module 2, the exam, and the bundles must be complete by Wednesday 11/30, (including re-giving speech/presentation in class, if appropriate).*

## Token 3

Name: _____

Assignment: _____

Date: _____

*All revisions for Modules 1, 3, and 4 must be complete by Monday, 11/14 (including re-giving speech in class, if appropriate).*
*All revisions for Module 2, the exam, and the bundles must be complete by Wednesday 11/30, (including re-giving speech/presentation in class, if appropriate).*

## Token 4

Name: _____

Assignment: _____

Date: _____

*All revisions for Modules 1, 3, and 4 must be complete by Monday, 11/14 (including re-giving speech in class, if appropriate).*
*All revisions for Module 2, the exam, and the bundles must be complete by Wednesday 11/30, (including re-giving speech/presentation in class, if appropriate).*