

Communication Studies 012: Public Speaking
Fall 2005 Syllabus, M-W 12:00 class
Ms. Mary Wacker, Instructor
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288-7545 – office (707 Building, Room #330)

Required Text:

Lucas, S.E. (2004). *The Art of Public Speaking* (8th ed.). Boston, MA: McGraw Hill. Includes CD.

Course Objectives:

In the course of this semester, you will learn to:

- Identify the principles of communication theory and apply them to public speaking situations
- Demonstrate knowledge of effective listening strategies and roadblocks
- Demonstrate knowledge of ethical communication skills
- Prepare speech presentations that include the following components:
 - Appropriate topic selection
 - Sentence outline and bibliography
 - Effective introduction, transitions and conclusion
 - Clear organizational pattern
 - Effective support material
 - Visual aids where appropriate
 - Appropriate verbal and nonverbal delivery skills

Course Requirements and Grading:

Attendance: Class attendance is essential to your success in this class. You should come prepared to participate each session. Because public speaking requires an audience, you are expected to support classmates by being present to hear their speeches.

Please note: Tardiness is not conducive to learning. Arriving to class late twice will be the equivalent of an absence. **Four absences from class will result in your being dropped from the class.** A warning will be sent after three absences. Contact me immediately if you have an extended illness, family emergency, or other special circumstance. Such situations will be handled on a case-by-case basis.

Examinations: Two quizzes, a mid-term project (see Audience Analysis), and a final exam will be given. Quiz and exam material will be taken from the textbook, handouts, lectures and class discussion. Quiz dates will be announced at least one week in advance. The Final Exam is scheduled for **Friday, December 16 from 1:00 to 3:00 pm.** The Final Exam will be a combination of multiple choice, short answer and essay questions.

Speeches: Because this is a public speaking class, the majority of your grade will be based on your preparation and delivery of speeches. You will give at least four speeches:

- A speech of introduction (2-4 minutes)
- An informative speech (5-7 minutes)
- A persuasive speech (6-8 minutes)
- A commemorative speech (4-6 minutes)

Specific requirements will vary by speech, but a written sentence outline must be submitted on the assigned day. The commemorative speech requires a written manuscript to be submitted.

Participation: Your participation in class will consist of two components.

- You will be asked to complete written critique of certain speakers. Those evaluations will be completed in class and turned in at the end of the class in which the evaluation takes place. Your evaluation will not affect the speaker's grade. There will be no make-ups for this participation.
- A portion of your grade will be based on your participation in class discussion and activities, as well as self-evaluation of your own speaking skills.

Audience Analysis Assignment: You will develop an audience analysis questionnaire based on your speech topic and purpose. You will develop a 10-12 item questionnaire designed to determine the knowledge and attitudes of your classmates on the topic of your persuasive speech. You will analyze the data and explain how this information will be useful to you as you adapt to your audience.

Grading

Assignment	Points Possible	Informative Speech:	Outline	15											
Speech	50	Persuasive Speech:	Outline	15											
Manuscript	15	Speech	50	Audience Analysis Assignment	50	Participation	80	Quiz #1	25	Quiz #2	25	Final Exam	100	TOTAL POINTS	500

Grading Scale

GradePoints
A 475-500
AB 450-474
B 425-449
BC 400-424
C 375-399
CD 350-374
D 325-349
F 324 and below
Course Policies

Written Assignments: All written assignments will be graded on both style and content. Grammar and spelling errors will be deducted from the total grade. All written assignments must be typed. Proofread your papers carefully before submitting them. All written assignments must include your name, your class section and the title of the assignment and the date submitted. It is highly recommended that you keep a backup copy of each assignment through the end of the semester, should there be any discrepancies.

Late Work: All assignments will carry specific due dates, and are expected to be turned in on those dates. Absolutely no late work will be accepted. Plan accordingly.

Make-Up Work: If an emergency arises, causing you to miss a due date, contact me via email or telephone BEFORE the class and provide adequate documentation of the incident within a week of the absence. Written work can be turned in ahead of deadline in case of an unavoidable absence.

Speeches CANNOT be made before your assigned presentation day. If you must switch a speech date, prior approval of the instructor is required.

If you miss an exam, speaking assignment or due date without a legitimate excuse, there is no

recourse available.

Due to the performance nature of this class, incompletes are not an option unless extreme circumstances make it impossible to complete the course.

Reading Assignments: Bring your textbook to class. It is assumed that you have read assigned material before coming to class.

Lecture and Discussion: You are responsible for all information or assignments presented in class whether you are present or not. Arrange with a classmate to get notes if you miss a class. I will not provide class notes.

Class Atmosphere and Decorum: This classroom must be a safe and supportive environment for people of various levels of experience and comfort with public speaking. Talking during presentations, working on other assignments, sleeping, or other rude or disruptive behavior will not be tolerated. You are expected to applaud at the conclusion of speeches. Do not pack up to leave until the class is concluded and you are dismissed.

On speech presentation days, specific rules of etiquette must be followed:

- Do not enter or exit the classroom during a speech
- No eating or drinking in class on speech days
- Active, attentive listening is required

Discussions on Grades or other important matters . . .

I am more than happy to meet with you to discuss any assignment or review grades and comments. In order to properly review any assignment or grade, please allow 24 hours after receiving a graded assignment before discussing it with me.

The best way to reach me is always via email (mary.wacker@marquette.edu). I will check that twice daily. I can also meet you **by appointment** in the office of Alpha Sigma Nu, which is located at 707 N. 11th St., room 330 (next to Cobeen Hall). Office hours are by appointment only.

Academic Misconduct: All work submitted must be the original work of the student. Acts of plagiarism and cheating are serious acts of misconduct. All violations of the general University rules of academic misconduct will result in a failure (zero points) on the assignment in question, and possibly the course. Ignorance of what constitutes plagiarism and academic misconduct is not an excuse. For more information, see: <http://www.marquette.edu/academics/regulations/acaddishonesty.html>.

