

COMG 251: Principles of Effective Public Speaking

W Mass Lecture & MF Lab Sections

Synchronous Online Instruction

Fall 2021

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IMPORTANT NOTICE

Aspects of this course and syllabus may be modified and updated throughout the semester due to the current pandemic (i.e., COVID-19 Coronavirus Pandemic). If there are any changes, you will be notified in class and/or via email.

COURSE FORMAT

This course will be delivered entirely through an online platform called Zoom (<https://zoom.us>). Classes will still be held at the designated class time (e.g., W 12:30p-1:20p, lab times on MF). A meeting ID and password for the online Zoom room will be provided via email and Laulima. Please download Zoom on your electronic device (e.g., laptop, tablet) to access this class. Smartphones should be used as a last resort to attend the Zoom classes due to its limited functionality for certain activities.

TEXT AND MATERIALS

1. University of Minnesota (2016). *Stand up, speak out: The practice and ethics of public speaking*. Minneapolis, MN: University of Minnesota Libraries Publishing. Retrieved from <https://open.lib.umn.edu/publicspeaking/>
2. You will be required to download course materials from Laulima (laulima.hawaii.edu). You must log in using your UH username and password.
3. Video capturing device to be used with Zoom (e.g., webcam, smartphone camera, etc.)

LEARNING OUTCOMES

This course will enhance your delivery, critical thinking, and analytic skills; focusing on how to organize a presentation, solve problems, build arguments, and use your creativity. As a result of satisfactory completion of this course, you should become a more confident presenter as well as a more proficient presentation writer. After completing this course, students will have a better understanding of:

1. The relevant concepts, theories, and principles of effective public speaking.
2. The ethical implications of speaking and being an attentive audience member.
3. How to select appropriate and effective speech topics.
4. How to research and gather supporting material for various types of public speeches.
5. How to effectively organize and outline the speech.
6. How to analyze and adapt to audiences.
7. How to develop and support a persuasive argument.
8. How to develop visual aids that augment rather than debilitate a presentation.
9. How to deliver the speech with maximum impact.
10. How to listen critically and provide constructive feedback to other public speakers.

COURSE POLICIES

Course Policy Agreement: By continuing to be registered for this course, you agree to the course policies, as outlined below. Additionally, you will be required to acknowledge that you have read and agree to the course policies. **Failure to acknowledge the course policies on Laulima by September 3, 2021 will result in a point deduction from your final grade.** Specific instructions for providing your acknowledgement will be covered in lab.

Academic Integrity: The mission of a university can only be accomplished in an environment where academic integrity is valued. The Student Code of Conduct states that academic dishonesty includes both cheating and plagiarism. Plagiarism is, but is not limited to, “the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials” (2019, Proscribed Conduct). **Word-for-word copying of another’s work without the use of quotation marks and the citation of the source, paraphrasing another person’s ideas without proper citation of the source, lack of reference to the source (i.e., reference pages) from which the information was obtained, and misleading citation are all considered plagiarism.** A paper given to an instructor with the student’s name on it is assumed to be in the student’s own words and to represent his or her original ideas, unless certain words and ideas are specifically credited to another source. A paper bearing a student’s name that does not do this is plagiarized and will be considered academically dishonest.

According to the Student Code of Conduct, “the term ‘cheating’ includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff, or student body; and (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion” (2019, Proscribed Conduct).

Students who disrupt teaching and research are also violation the Student Code of Conduct.

Finally, “engaging in, or attempting to engage in any of these behaviors subjects a student to the disciplinary process and sanctions” (2019, Proscribed Conduct). The penalties for academic dishonesty are severe, and I will do all I can to see that violators are punished. **If anyone is determined to have cheated, plagiarized,**

or misrepresented work in this class or if the student has disrupted class or research, **the best he or she can hope for is a notation on the student's permanent record of the violation and failure on the relevant assignment in the course.** The instructor may additionally recommend to the Department Head or hearing committees that the student be suspended or expelled from the University. Papers submitted for credit in other classes may **NOT** be submitted for credit in this course. Students are expected to have full knowledge of the University's Student Conduct Code. A copy of the code may be obtained from http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/.

Course Format: This semester, we will be utilizing Zoom to conduct our classes. These virtual classrooms are considered a space for learning. As such, you are expected to act with professionalism in our Zoom room. Documents with the basics of using Zoom (<https://docs.google.com/document/d/1H2BRlv9nZ8OLiitXraaoTkMfZs7KAECsrAWJOujmZ4/edit?usp=sharing>) and guidelines for classroom behavior (https://docs.google.com/document/d/1xZw17csTcFABlygyPfoAaARyE_gvVbU9zvNfxUYHVSE/edit?usp=sharing) are provided in separate documents. Students who act inappropriately and disrupt class will be seen as violating the Student Code of Conduct (see Academic Integrity section).

Technical Requirements: Access to reliable internet connection is a requirement for this course. You will also need a device (e.g., laptop computer, tablet) to participate in synchronous classes on Zoom. If you experience problems with your Internet connection and other technical difficulties that prevent you from participating in the class and completing coursework, please let me know as soon as possible. **A problem with your Internet access or technical difficulties with devices may not be used as an excuse for a missed class or for late, missing, or incomplete coursework.**

For system requirements needed for Zoom, please see the Zoom Help Center (<https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>).

Technology Support: Information Technology Service (ITS) offers technology resources and support for students (<https://www.hawaii.edu/its/help-desk/>). They can be reached at (808) 956-8883 or help@hawaii.edu.

Appointments and Office Hours: This semester, appointments will be held virtually. Our doors are always "open" should you need to make an appointment. Email your lab instructor or the course director to make an appointment. You will receive a Zoom invitation email as confirmation of that appointment. Please come ready with your materials and questions in order for us to help you get the most of our meeting. In addition, please let us know if you are running late or cannot make the appointment and we can reschedule appropriately.

Emails: The University of Hawaii e-mail is an official means for communication with students. You are responsible for checking your e-mail regularly to remain updated with University communications and announcements related to the course. Executive Policy E2.213 states, "Students are responsible for checking their e-mail account frequently and consistently to remain current with University communications. They are expected to monitor and manage their e-mail storage quota to make sure that their mailboxes are not saturated and are able to receive new messages." **When sending e-mails related to this course, the subject line should include the class name (i.e., "COMG 251"), your section number, and a title that describes the e-mail content.** When responding to an e-mail, you should include appropriate parts of the original message in your response. Remember that you are expected to communicate PROFESSIONALLY via e-mail. Please provide the instructor and/or teaching assistants one full business day to reply to emails.

Written Requirements: In general, all work turned in for credit must be typed, use left-justification, use double-spacing throughout, use a standard font type and size, and contain one-inch margins on the left, right, top, and bottom of each page. All group assignments submitted for this class must list the group member

names in alphabetical order by last name. Please avoid language that is sexist, racist, and ageist in your writing and speaking.

Written Assignments: Unless otherwise stated, all work must be typed and submitted electronically as a Microsoft Word document (.doc and .docx are acceptable) via Laulima. You will have **10 points** deducted if you submit your document in any other format.

1. Title and save your document with your last name and assignment identifier (e.g., Urashima_Informative.docx).
2. Log on to the COMG 251 Laulima website and click on the "Assignments" link.
3. Click on the appropriate assignment.
4. Select the correct file and attach your document.
5. Submit the assignment.
6. Double-check to ensure you attached the correct document. You should receive a confirmation email from Laulima confirming your assignment submission.
7. Assignments are due via Laulima BEFORE the beginning of a class period in which they are due. Assignments not submitted at this time will receive a ZERO. Hard copies of your assignment will not be accepted.

Late Assignments: Late work and make-up quizzes and exams are NOT accepted unless you have a legitimate extenuating circumstance and meet all of the following requirements:

1. If possible, you must make every effort possible to notify your lab instructor BEFORE the assignment due date and time or exam date and time (you must email your lab instructor).
2. You must provide official documentation, on your first day back to class, that explains the circumstances that prevented you from submitting the assignment or attending the exam. Documentation may be emailed to your lab instructor.
3. Your documentation must be official (i.e., written on official stationery or letterhead and signed by the appropriate authority). Informal notes from a relative/friend/roommate will not qualify as official documentation.

If you do not meet these requirements, you will receive a ZERO for the assignment, quiz, or exam.

Oversleeping, traffic, and forgetting the assignment, quiz, or speaking times or days are NOT extenuating circumstances. You are still responsible for turning in work prior to the due date if you are going to miss class. If you are granted a make-up quiz or mini assignment, be prepared to take a different version and different format of the exam.

Research Participation (Sona): The University of Hawaii at Manoa is a research-intensive institution. As such, much research is conducted within the Department of Communicology. The things we learn from these studies make their way into the textbooks you are reading. Thus, you have an exciting role to play in the knowledge of the next generation of college students. You are required to complete one credit (one hour) of research participation. There will be many research opportunities available throughout the semester.

The Communicology department uses the Sona system to manage research opportunities within the department. In order to participate, you will need to create an account at

<http://hawaii-communicology.sona-systems.com>. Once your account is established, you will be able to sign up for a variety of research projects. The system will keep track of your participation. Please register under your specific lab instructor. **Do not wait until the end of the semester to complete your Sona credit.**

Grade Appeals: We encourage you to talk to us about your grades or progress in this class at any point in the semester. However, you may formally appeal a grade on an assignment or exam for a legitimate reason. To appeal a grade, you must (1) e-mail your lab instructor and the course director explaining why the grade you received was in error and (2) schedule an appointment and meet with both your lab instructor and course director. **For your appeal to be considered, it must be done within ONE WEEK of receiving the grade.**

Mass Lecture Quizzes: Mass lecture will be held synchronously and online. This means that we will be online at the same time for mass lecture. You are expected to learn the content covered in mass lecture. If you miss mass lecture, it is your responsibility to obtain announcements, reminders, and course content yourself from the course materials and/or notes from a fellow student.

To ensure you are keeping up with the material, there will be weekly, online mini quizzes related to the course content covered for the week. There will be a total of 13 quizzes throughout the semester. Each quiz will be graded based on the accuracy of your answers. At the end of the semester, the three lowest scores for your quizzes will be dropped. Quizzes will be available via Laulima at the end of each Wednesday lecture. Quizzes will end each Friday at 11:55p. Please be sure to complete the quiz before that time.

Lab Participation: Active participation in your lab sessions is important for this learning environment. Throughout the semester, there will be mini assignments that will be submitted at the end of most lab classes. The grades for these mini assignments will make up your lab participation grade for the course. Each mini assignment will be graded based on your effort. **You will need to attend your lab session to submit the mini assignment.** You will not be able to make up a missed assignment if you are absent without a valid excuse and official documentation (see Late Assignments section).

Tardiness will not be tolerated in this course. **If you are not in class within the first ten minutes of the scheduled start time, you will be marked absent and will not be able to earn points for that day's mini assignment.** It is your responsibility to check in with the lab instructor if you come late within the first ten minutes of class. You will be marked absent if you do not check in with your lab instructor. In addition, you will be marked absent if you leave class early without any explanation and the appropriate documentation.

Lab Attendance on Speech Days: Attendance on speech days is mandatory. You will not be allowed to present if you miss your speaking time. Exceptions might be made for legitimate extenuating circumstances. Oversleeping, traffic, and forgetting the speaking times or days are NOT extenuating circumstances. If you are experiencing an extenuating circumstance, you are responsible for contacting your lab instructor or the course director BEFORE the start of class if you have an extenuating circumstance preventing you from coming to class on time.

Technology Policy: Please use technology responsibly. You will be required to use your devices this semester to attend class. We expect that you are utilizing your device for class purposes are paying attention. It is very distracting for other students if you use them for irrelevant browsing and entertainment purposes. You may be asked to leave class and will be marked absent if you are discovered using your laptop, cell phone, or other device for irrelevant purposes in ways that are distracting for the instructor, lab instructors, or other students. Students who use technology inappropriately will receive one email reminder about the technology policy. Students may have points deducted from their final participation grades for subsequent policy infractions.

Students with Disabilities: Students with disabilities are encouraged to contact the KOKUA Program for information and services. Services are confidential and free for students. Contact KOKUA at (808) 956-7511, kokua@hawaii.edu, or Student Services Center, Room 13.

Student Counseling: The Counseling and Student Development Center offers free and confidential counseling services. They can be reached at (808) 956-7927 and are located at 2440 Campus Road, QLCSS 312, University of Hawaii, Honolulu, Hawaii 96822.

Title IX: The University of Hawaii is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect as is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. The University has staff and resources on your campus to support and assist you. Contact the Office of Title IX at 956-2299, t9uhm@hawaii.edu, or Hawaii Hall 124.

Student Basic Needs: Basic needs include food and housing, childcare, mental health, financial resources and transportation, among others. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation and overall student well-being. If you or someone you know are experiencing basic needs insecurity, please see the following resources: <https://www.hawaii.edu/student-basic-needs/>

COURSE ASSIGNMENT OVERVIEW

Speeches: There will be five major speeches for this course. Most speeches will be individual speeches. Specific criteria for each speech will be made available on Laulima and discussed in class. You are required to dress appropriately on the day of your presentations. I will provide further details regarding what clothing is/is not considered appropriate. Please choose topics that are appropriate for the classroom setting. Topics using live animals, weapons of any type, alcohol, drugs, fire, or topics that encourage your audience to break laws are strictly prohibited.

Introduction Speech: This assignment will allow you to share information about yourself in a non-threatening environment. Specific information about the criteria for this assignment will be posted on Laulima and discussed in class.

Informative Speech: This assignment focuses on teaching your class about a specific person, place, object, process, or concept. After selecting a topic, you will use one of the organizational patterns outlined in your text and in lecture. Specific information about the criteria for this assignment will be posted on Laulima and discussed in class.

Persuasive Speech: This assignment focuses on your ability to create a presentation in which you will move your audience to take some kind of action. For this speech, you will work with a group and use a specific organizational pattern outlined in your text and in lecture. This will likely be the most difficult speech of the semester and you will need to put in effort to do well in this speech. Specific information about the criteria for this assignment will be posted on Laulima and discussed in class.

Commemorative Speech: This assignment will allow you to incorporate the skills you have acquired in a fun and creative way. You will be required to develop and deliver a speech that pays tribute to a person, group of people, an institution, or idea. Specific information about the criteria for this assignment will be posted on Laulima and discussed in class.

Presentation and Acceptance Speech: This assignment will require you to work with a partner. As a team, you will decide on which award you will be presenting or accepting. Partner A will design a speech to introduce his or her classmate and present him or her with an award. Partner B will design a speech to accept and give thanks for the award. Specific information about the criteria for this assignment will be posted on Laulima and discussed in class.

Constructive Feedback: As an active audience member, you will provide feedback to your classmates on their speeches. Specific information about the criteria for this assignment will be posted on Laulima and discussed in class.

Speech Journal: At the beginning of the semester, you will be creating a speech journal via Google Docs. Throughout the semester, you will contribute at least five journal entries. Specific information about the criteria for this assignment will be posted on Laulima and discussed in class.

Quizzes: There will be online weekly quizzes that relate to content covered during mass lecture sessions (see Mass Lecture Quizzes section). There will be a total of 13 quizzes throughout the semester. At the end of the semester, your three lowest scores will be dropped.

Lab Participation: Throughout the semester, you will complete mini assignments at the end of lab sessions. These mini assignments will be used for your lab participation grade. Mini assignments will vary and submission of each may vary. Specific instructions for submission of mini assignments will be covered in class.

GRADING

Your final grade will be determined by the total amount of points you earn. The amount of points you can earn for each part of the course is listed below. You may use the chart below to keep track of your points for this course. Your final grade will be a letter grade and will be awarded as follows:

776 – 800 = A+	696 – 719 = B+	616 – 639 = C+	536 – 559 = D+	0 – 479 = F
744 – 775 = A	664 – 695 = B	560 – 615 = C	504 – 535 = D	
720 – 743 = A-	640 – 663 = B-		480 – 503 = D-	

Course Assignments	Points Possible	Points Earned
Introduction Speech (Pass/Fail)	50	
Informative Speech	120	
Persuasive Speech	200	
Commemorative Speech	150	
Presentation & Acceptance Speech	50	
Speech Journal	50	
Mass Lecture Quizzes (10)	100	
Constructive Feedback	20	
Lab Participation	50	
Research Participation	10	
Total	800	

What does my grade actually mean?

Overall Criteria Used for Evaluating Speeches

The *average speech* (grade C) should meet the following criteria:

1. Conform to the kind of speech assigned (e.g., informative, persuasive, etc.)
2. Be ready for presentation on the assigned date
3. Conform to the time limit
4. Fulfill any special requirements of the assignment (e.g., preparing an outline, using visual aids, conducting an audience analysis, etc.)
5. Have a clear specific purpose and central idea
6. Have an identifiable introduction, body, and conclusion
7. Show reasonable directness and competence in delivery
8. Be free of serious errors in grammar, pronunciation, and word usage

The *above average speech* (grade B) should be the preceding criteria and also:

1. Deal with a challenging topic
2. Fulfill all major functions of a speech introduction and conclusion
3. Display clear organization of main points and supporting materials
4. Support main points with evidence that meets tests of accuracy, relevance, objectivity, and sufficiency
5. Exhibit proficient use of connectives (i.e., transitions, internal previews, internal summaries, and signposts)
6. Be delivered skillfully enough so as not to distract attention from the speaker's message

The *superior speech* (grade A) should meet all the preceding criteria and also:

1. Constitute a genuine contribution by the speaker to the knowledge or beliefs of the audience
2. Sustain positive interest, feeling, and/or commitment among the audience
3. Contain elements of vividness and special interest in the use of language
4. Be delivered in a fluent, polished manner that strengthens the impact of the speaker's message

The *below average speech* (grade D or F) is seriously deficient in the criteria required for the C speech.

TENTATIVE SCHEDULE

Please note that changes to the schedule may be necessary to cover the material. Any changes will be announced in class.

	Date	Topic	Assignment Due
Week 1	Aug 24	Introduction to the Course Syllabus Overview Syllabus Acknowledgment Assignment Criteria: Speech Journal Introduction Activity	
	Aug 25	Lecture: Speaking in Public	Chapters 1 & 3
	Aug 26	Assignment Criteria: Introduction Speech Lecture: Ethics of Public Speaking	Chapter 2
Week 2	Aug 31	Lecture: Listening Listening Activity	Chapter 4
	Sept 1	Lecture: Audience Analysis; Finding a Purpose and Selecting a Topic	Chapters 5 & 6
	Sept 2	Assignment Criteria: Constructive Feedback Technology Check Introduction Speech Check	Syllabus Signature Due (9/3) Speech Journal Due (9/3)
Week 3	Sept 7	Audience Analysis Activity	
	Sept 8	Lecture: Supporting Ideas; Informative Speaking	Chapters 8 & 16 Introduction Speech Materials Due
	Sept 9	INTRODUCTION SPEECHES	
Week 4	Sept 14	INTRODUCTION SPEECHES	
	Sept 15	Lecture: Creating the Body; Outlining	Chapters 10 & 12
	Sept 16	Assignment Criteria: Informative Speech Brainstorming Activity	
Week 5	Sept 21	Library Session*	Chapter 7
	Sept 22	Lecture: Introductions and Conclusions	Chapters 9 & 11
	Sept 23	Lecture: APA formatting* AAQ Prep Activity	AAQ Due (9/24)
Week 6	Sept 28	Audience Analysis Activity Informative Speech Example	
	Sept 29	Lecture: Delivery	Chapter 14
	Sept 30	Impromptu Speeches	
Week 7	Oct 5	Feedback Activity	
	Oct 6	Lecture: Presentation Aids	Chapter 15 Informative Speech Materials Due
	Oct 7	INFORMATIVE SPEECHES	
Week 8	Oct 12	INFORMATIVE SPEECHES	

	Oct 13	Lecture: Speaking to Persuade MMSP	
	Oct 14	INFORMATIVE SPEECHES	
Week 9	Oct 19	Assignment Criteria: Group Persuasive Speech Group Formations	
	Oct 20	Lecture: Persuasive Speaking	Chapter 17
	Oct 21	Persuasive Activity	Topic Email Due
Week 10	Oct 26	Audience Analysis Activity Persuasive Speech Example	
	Oct 27	Lecture: Persuasion	
	Oct 28	Persuasive Activity	
Week 11	Nov 2	Persuasive Speech Feedback	
	Nov 3	Lecture: TBA	Persuasive Speech Materials Due
	Nov 4	PERSUASIVE SPEECHES	
Week 12	Nov 9	PERSUASIVE SPEECHES Assignment Criteria: Commemorative Speech	
	Nov 10	Lecture: Speaking to Commemorate; Importance of Language	Chapters 13 & 18 Peer Evals Due
	Nov 11	HOLIDAY: Veteran's Day	
Week 13	Nov 16	Informal Audience Analysis Activity	
	Nov 17	Commemorative Speech Examples	
	Nov 18	Language Activity	
Week 14	Nov 23	Commemorative Speech Feedback	
	Nov 24	Lecture: Other Types of Speeches	Commemorative Speech Materials Due
	Nov 25	HOLIDAY: Thanksgiving	
Week 15	Nov 30	COMMEMORATIVE SPEECHES	
	Dec 1	Lecture: TBA	
	Dec 2	COMMEMORATIVE SPEECHES	
Week 16	Dec 7	COMMEMORATIVE SPEECHES	
	Dec 8	Lecture: Speaking to Present and Accept Assignment Criteria: Presentation and Acceptance Speech	Chapter 18
	Dec 9	Presentation and Acceptance Work Day	
		FINAL EXAM PERIOD: Wednesday, Dec 15 4:30p-6:30p PRESENTATION/ACCEPTANCE SPEECHES Do NOT make plans that interfere with the final exam period!	