

The University of Memphis
COMM 2381: Oral Communication, Spring 2019

Sec. 011 [M/W – 12:40PM – 2:05PM] Location: TH 101 (CRN: 12337)

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Email: nghzlswd@memphis.edu
Office Hours: Monday 11:30 – 12:30 pm
Office: ACB 142 (Grad Lounge) (may change to TH 237E)

Course Text: Osborn, Osborn, Osborn and Turner. *Public Speaking: Finding Your Voice*, Pearson. 10th Edition.

- Important Note: My section of the course will not require you to buy the MyCommunicationLab access code that comes along with a new version of the book. Used versions of the book w/o access codes will work perfectly fine.
- This text is available in hard copy new or used and may be purchased or rented through the school bookstore and many other outlets.

Other Supplies: Note cards for speech delivery. Flash drive or memory card. Binder or folder – to keep up with all papers and handouts.

Course Description: In this course, you will explore the art of public speaking by using a broad range of techniques to craft compelling, ethical oral presentations that address contemporary issues. Through the practice of creating and delivering effective presentations, you will gain confidence in your ability to address an audience with clarity and persuasive impact. You will practice ethical and active listening as you play the role of participatory audience member. You will also examine the critical role that public discourse plays in creating and maintaining healthy civic relationships.

Student Learning Outcomes: Upon completion of this course students will be able to:

- Articulate a primary purpose for a presentation as a single, compelling statement and develop major points in a logically organized, convincing manner in support of that idea.
- Plan, revise, and edit oral presentations using clear and effective language.
- Use visual support effectively as a means of clarification and emphasis.
- Clearly explain information gathered from multiple, credible sources.
- Recognize the difference between opinion, fact, and inference and their use in argument.
- Develop and utilize appropriate rhetorical technique (i.e. narration, example, process, comparison/contrast, classification, cause/effect, definition, argumentation) to support your purpose.
- Demonstrate ethical speech development by avoiding plagiarism in all forms.
- Recognize the critical role of listening in successful communication and apply critical and ethical listening skills as participatory audience members.
- Analyze and evaluate oral presentations by listening critically for elements that reflect the speaker's awareness of situation and audience, as well as diverse points of view.

Attendance Policy: Success in this course depends on the participation and the mutual support of students. Your participation as an audience member is as important as your participation as a speaker. You are allowed 3 absences without penalty. After that, your participation grade will be reduced by 10% (5 points) for each absence beyond the allowed total. It is possible to completely lose your participation points, which will affect your grade by one letter.

Tardiness: Three tardies are equal to one absence. A tardy will be issued if you are not present when I call roll at the beginning of class. If you are more than 10 minutes late, you will be marked absent for the day. **IMPORTANT NOTE:** If you arrive late (within 10 minutes of the class starting time) and would like to be added to the roll sheet, you must notify me after class.

Excused absences are those which can be documented as per the University's definition, that is, for reasons of medical treatment, family emergency (such as a death in the family), or university-required function (such as a university sports team event). Acceptable documentation includes a doctor's note, copy of a funeral notice, or notice from the university authority about the school event. Under extraordinary circumstances, the instructor will designate an absence without such documentation as 'excused.' **In all cases in which an 'excused' designation is sought, students must turn in a typed page that specifies the following:**

- Student's name.
- Student's section number.
- The **date(s) of the absence(s)**.
- The reason.
- If a conversation was had with the instructor *and approval given*, note this.
or
- If documentation is provided, staple it to the page that specifies the above information.

Please note however, that an excused absence that is documented is not a pass from graded work.

Assignment Explanations:

Speeches:

Self-Introduction Speech: 3 – 4 min. A detailed description of this speech can be found on eCourseware. Brief description: Students introduce themselves using a narrative or categorical speech design. A single visual element must be used in this presentation. The basics of this speech and some good examples are found in Chapter 3 of your textbook.

The speech should express something of significance about your life, via reference to a meaningful object.

Informative Speech: 5 – 7 min. A detailed description of this speech can be found on eCourseware. Brief description: Formal outline required. Images optional – 3-5 slides in PowerPoint to enhance your presentation. No fewer than 5 sources in bibliography.

In this speech, you will inform your classmates about your topic (phenomenon, issue, problem, process, etc.) That is, you will explain several aspects of your topic, including the dimensions of the topic/issue and the facts about the topic/issue.

Persuasive Speech: 7 – 9 min. A detailed description of this speech can be found on eCourseware. Brief description: Formal outline required. No fewer than 5 sources in bibliography.

Students will pick a topic that represents a proposition of fact, value, or policy. This presentation should attempt to convince/persuade the audience of something. Students will argue that their chosen issue is one that is worthy of attention and/or that one course of action is the best way to address the controversy. Action steps that support or contribute to existing real-world solutions should be emphasized.

Ceremonial Speech: 3 – 4 min. A detailed description of this speech can be found on eCourseware. Brief description: Students will present a type of ceremonial speech (Tribute, Inspiration, Introduction, Award Presentation, Acceptance, After-Dinner Speech). Formal outline required. May use a visual element.

Outlines: An outline is required for the informative, persuasive, and ceremonial speeches. Each must be typed and submitted in-class, *prior to your speech*. Please treat these outlines seriously. Often times, the quality of an outline correlates directly with the overall quality of a speech. Outlines ensure that a well organized, effectively supported, and properly timed speech is delivered. Outlines should be proofread, follow the template posted to Blackboard, and use APA or MLA format citations. Late outlines will not be accepted for a grade.

You must bring a printed copy of your outline (including a reference list) for your instructor the day of your speech. You must also bring your topic approval sheet (signed by the instructor). **Failure to bring all assigned parts of each speech will result in a grade of 0 (zero)**. Printer problems will not be acceptable excuses for late work, for being tardy, or for not having materials on speech day.

Self Evaluation: Students must complete 2 self-evaluations throughout the term. Directions and documents to complete this process will be provided.

Final: The exam will be comprehensive, covering key concepts from the text. It will consist of a combination of objective questions and potentially, written analysis of speeches. May be conducted synchronously or asynchronously (to be determined).

Homework/Exercises: Points in this area will be drawn from practice speeches (three, 10 points each) and rough draft outlines (three, 20 points each) and topic approval sheets (two, 5 points each).

Attendance/Participation: Points in this area will be calculated based on attendance and overall classroom participation.

Due Dates: All assignments and speeches have specific due dates. Please honor these dates and be prepared to submit materials and deliver speeches on the assigned dates. If you no-show on a day you are scheduled to deliver a speech, *the speech cannot be made up*. If you email or notify me *prior* to your speech and would like it to be rescheduled, we might possibly hear your speech on a later date, but only if there's available class time, and you will be assessed a 25% grade penalty. In this case, you should be ready to present your make up speech at any time. Sickness and emergencies will be considered on a case-by-case basis, and sometimes result in penalty-free make-up speeches. But only if the outline is emailed to me prior to your scheduled speech time. Please speak to me about these matters after class, via email, or in office hours. If you cannot make it to class, make sure to submit any required assignments for that day via email to the instructor.

There will also be firm deadlines for turning in make-up work, typically one week from the due date. There will be also be 25% deduction in points per day if the assignment is tardy.

Students must be prepared to give their speech on the first day of speeches, even though the speeches will be given over multiple class periods. Before you present your speech, you must submit the following:

- 1) Formal outline.
- 2) Bibliography.
- 3) Topic sheet (signed by instructor).

Email: I will respond to emails as quickly as I reasonably can, but sometimes it may take 24 hours or more. Do not submit assignments online or via email unless otherwise noted.

Submit all assignments typed and in hard copy at the beginning of class.

Grades: If you have a question about a grade that you receive you can make an appointment with me during my office hours. I will not discuss your grade with you in class or via email. Please contact me no later than 2 weeks after the assignment is returned if you have a question. If you would like to appeal your grade, you must wait at least 24 hours, followed by submitting written documentation stating the basis of your appeal. I will review your appeal, after which we will meet to discuss the assignment.

Classroom Etiquette: First and foremost, I expect students to be respectful and reasonable. Listen politely on speech and lecture days, and **do not enter or leave the classroom during a speech**. Please come to class ready to learn and engage in class discussions.

Students in this course are expected to work, individually and together, to create an atmosphere that is safe, valuing of one another, and open to diverse perspectives. Sleeping, reading materials irrelevant to the class, texting or other disruptive behavior violates these expectations and will not be tolerated. Students are expected to show courtesy, civility, and respect for one another and for the instructor. *Comments that degrade or ridicule another, whether based on individual or cultural differences, are not acceptable.*

When you have a question, or you have been absent from class – before you e-mail the instructor: First: consult the syllabus. If your answer isn't there, then ask another student in your class. As a last resort, e-mail the instructor. If you fail to arrive to class on time, or are absent, it is YOUR responsibility to find out what you have missed (e.g., quizzes, notes, announcements).

Cell phones & Technology: When class begins, cell phone ringers should be turned off and phones put away. Do not let me see you with your cell phone at any time or I will mark you absent for the day. The timer on cell phones may be used if students wish to time themselves during speeches, but this is the only exception to the rule. Technology should not be used for any other reason during class unless otherwise specified.

Audience members may not access their technology for any reason on speech days. Keep phones, tablets, and laptops put away while others are delivering speeches. If you are caught accessing your technology, you will be marked absent and asked to leave for the day. Text messaging is not permitted. Laptop use is only permitted when the instructor specifies; otherwise, take notes by hand. Misuse of technology in my class will result in a warning and then being asked to leave, which will count as an unexcused absence.

Academic Dishonesty: The Office of Student Conduct defines the following on the linked website:

Plagiarism - "The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution."

Cheating - "Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours."

Fabrication - "Unauthorized falsification or invention of any information or citation in an academic exercise."

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class in addition to other possible disciplinary sanctions, which may be imposed through the regular institutional disciplinary procedures.

An instructor who believes a student has committed an act of academic misconduct shall notify the student in writing of the basis for the belief and allow the student five (5) business days to respond to the allegation. The student shall respond to the allegation by scheduling a meeting with the instructor to discuss the matter. After meeting with the

student to review the alleged misconduct, the instructor has two options: (a) they may make a decision regarding appropriate action, or (b) they may refer the matter to the Academic Integrity Committee. (*University of Memphis Code of Student Rights and Responsibilities, page 17-18*)

The following penalties will be assessed for instances of plagiarism and academic dishonesty: **Minor/Incremental/unintentional plagiarism:** First offense--one letter grade penalty, Second offense--fail assignment, Third offense--fail course. **Major plagiarism** (defined as plagiarizing an entire speech or major portions of a speech): First offense--fail assignment, Second offense--fail course. All instances of plagiarism other than a first minor offense will be reported to the Department Course Coordinator. All instances of major plagiarism will be referred to the University Academic Integrity Committee.

Your written work may be submitted to Turnitin.com, or a similar electronic detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. As part of this process, you may be required to submit electronic as well as hard copies of your written work, or be given other instructions to follow. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the instructor may be penalized or may not be accepted at all." (*Office of Legal Counsel, October 17, 2005*)

Students with Disabilities: Any student who anticipates physical or academic barriers based on the impact of a disability (including invisible disabilities such as chronic diseases, learning disabilities, and head injuries) is encouraged to speak with their instructor privately within the first two weeks of class. The college and your instructor will make reasonable accommodations for persons with documented disabilities. Any claim of disability must be documented by Disability Resources for Students (DRS) in order to receive accommodation. Students with disabilities should also contact Disability Resources for Students (DRS) at 110 Wilder Tower, 901-678-2880 for further assistance with course access or accommodation.

Center for Writing and Communication (CWC): This Center offers assistance in speech development, outlining and practice for all students enrolled in COMM 2381. It is located on the ground floor of the main campus library. An appointment to meet with a tutor can be made at http://www.memphis.edu/cwc/about/how_to.php. I will offer *extra credit for visiting the CWC*, though you must ask to have the session report sent to me as confirmation.

The Michael Osborn Speech Competition: Each semester, the Department of Communication hosts a speech competition named in honor of Professor Emeritus and former department chair Dr. Michael Osborn. The purpose of this competition is to highlight outstanding talent from the COMM 2381 program, with monetary prizes awarded to the top three speakers. Students wishing to enter the competition must submit a formal outline of their speech for the preliminary round; from these outlines, three finalists will be

chosen. *All types of speeches are eligible.* Additional details regarding the competition will be provided later in the semester. Please see your instructor if you are interested in participating. Extra credit is given for attending the competition (10 points). It is tentatively scheduled for April 16.

Conflict Mediation/Resolution: Issues between a student and instructor involving conduct, grade disputes or other issues that cannot be resolved should be referred to Lori Stallings, Course Coordinator for COMM 2381, for mediation. If the dispute remains unresolved, it will then be referred to Dr. Craig Stewart, interim Department Chair.

Majoring/Minor in Communication Studies at the U of M: Employers are looking for graduates who can "think critically, communicate clearly, and solve complex problems" (Hart Research Associates, 2013). And these are exactly the skills we teach our students—not only in Oral Communication but also in our major and minor.

The Department of Communication & Film at the UofM offers the undergraduate major in Communication with two concentrations—Communication Studies and Film & Video Production.

- Communication Studies offers students a broad education spanning interpersonal, public, and mediated communication practices, preparing students for a range of careers.
- Recent Communication Studies alumni work in account management, corporate communications, development and fundraising, human resources, marketing and events planning, non-profit management, and social media, among other fields.
- Film & Video Production offers students the skills and knowledge necessary for employment in the film and video production industry or as an independent filmmaker. Film & Video alumni work in television stations, film and video production companies, and other organizations in Memphis, the Mid-South, and across the country.

We also offer a minor in Communication, requiring a total of 18 credits in COMM (2381 counts toward the minor), at least 9 of which must be upper-division.

Learn more about majoring or minoring in Communication at memphis.edu/communication

Record of Points

<u>Assignment</u>	<u>Points</u>
Introductory Speech	100
Informative Speech	100
Persuasive Speech	200
Ceremonial Speech	100
Outlines (Three: Informative + Persuasive + Ceremonial outlines)	50 each
Evaluations (Two)	50 each
Exam	100
Exercises	100
- Practice Speech 1	10
- Practice Speech 2	10
- Practice Speech 3	10
- Informative Rough Outline	20
- Persuasive Rough Outline	20
- Ceremonial Rough Outline	20
- Informative Topic Approval Sheet	5
- Persuasive Topic Approval Sheet	5
Attendance/Participation	50
Total	1000

Grade Scale: 90-100 = A 80-89 = B 70-79 = C 60-69 = D 59-below = F

Course Calendar - Tentative Schedule (subject to revision/update)

Week 1: (Reading: Chapters 1 & 3)

- 1/14
 - o Lecture: Course Overview, Syllabus
 - o Activity 1: Ice Breaker
 - o Handout: Syllabus
- 1/16
 - o Lecture: Intro, Speech Basics, Thesis/Preview Statements
 - o Discussion: Self-Introduction Speech
 - o Handout: Self-Introduction Explanation Sheet
 - o Activity: Introduction speech process assignment

Week 2: (Reading: None)

- 1/21
 - o MLK Day (No class)
- 1/23
 - o Handout: Practice Impromptu Speech Outline Template
 - o **Practice Speech 1**
 - o Discussion: Topics for Informative Speeches
 - o Handout 2: Topic approval sheet for informative speech (due 1/30)

Week 3: (Reading: Chapter 2, 5, 6 / 9)

- 1/28
 - o Lecture: Anxiety, Ethics, Audience Analysis, Topic Selection (mind map), Purpose
 - o Discussion: Confidence sheet
 - o Handout: Informative Speech Explanation Sheet
 - o Handout 2: Audience Analysis Activity Sheet (if time permits)
 - o Activity: Audience analysis (if time permits)

- 1/30

- o Lecture: Outlining
- o **Submission: Topic approval for informative speech due (form signed by instructor)**
- o Handout: Outline template
- o Activity: Develop Mind Map & rough outline for informative speech
- o Discussion: Self-introduction speech Q+A

Week 4

- 2/4
 - o **Self-Introduction Speeches**
- 2/6
 - o **Self-Introduction Speeches**

Week 5 (Reading: Chapter 7, 8, 13, 10 & 12)

- 2/11
 - o Lecture: Research, Informative Speaking, Informative Speech, Delivery, Visual Aids
 - o Handout: Informative speech process assignment
 - o Activity: Rough Draft Workshop for Informative Speeches
 - o **Submission: Rough draft of outline**

- 2/13

- o SPECIAL LIBRARY SESSION (INSTRUCTION RM 225)

Week 6

- 2/18
 - o **Practice Speech 2** (e.g. visual aid/trinkets or elevator talk)
 - o Handout: Informative speech checklist
 - o Activity: Informative speech Q&A
- 2/20
 - o **Informative Speeches**

Week 7 (Reading: None)

- 2/25
 - o **Informative Speeches**
- 2/27
 - o **Informative Speeches**
 - o Handout: Topic approval sheet for persuasive speech (due 3/13)
 - o Reminder: Evaluations due on 3/11

Week 8 (Reading: None)

- 3/4
 - o SPRING BREAK (No Class)
- 3/6
 - o SPRING BREAK (No Class)

Week 9 (Reading: Chapters 14 & 15)

- 3/11
 - o *Mid-Term Evaluations*
 - o Lecture: Persuasion, Persuasive Speech
 - o Handout: Persuasive Speech Explanation Sheet + Outline Template
 - o **Submission: Informative Evaluations due**
- 3/13
 - o Lecture: Persuasion Continued
 - o Activity: Persuasive speech group activity
 - o **Submission: Topic approval for persuasive speech due (form signed by instructor)**

Week 10

- 3/18
 - o **Practice Speech 3** (e.g. impromptu prompts or “persuade me”)
- 3/20
 - o Handout: Persuasive Speech Process Assignment
 - o Activity: Rough Draft Workshop for Persuasive Speeches
 - o **Submission: Rough draft of outline**

Week 11 (Reading: None)

- 3/25

- o **Persuasive Speeches**

- 3/27

- o **Persuasive Speeches**

Week 12 (Reading: None)

- 4/1

- o **Persuasive Speeches**

- 4/3

- o **Persuasive Speeches**

- o Reminder: Evaluations due on 4/8

Week 13 (Reading: Chapter 16)

- 4/8

- o Lecture: Ceremonial Speaking

- o Handout: Ceremonial Speech Explanation Sheet

- o Activity: Distribute prompts for Ceremonial Speeches

- o **Submission: Persuasive Evaluations Due**

- 4/10

- o Handout: Ceremonial Speech Process Assignment

- o Activity: Rough Draft Workshop for Ceremonial Speeches

- o **Submission: Rough draft of outline**

Week 14 (Reading: None)

- 4/15

- o **Ceremonial Speeches**

- 4/17

- o **Ceremonial Speeches**

Week 15 (Reading: None)

- 4/22

- o Activity: **Final Exam Review Test** (Chapters 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16)

- 4/24

- o **MAKE UP DAY (Last Day of Classes)**

Finals Week

- Date/Time:

- o Either administered in class (May 1st, 10am -12) or online (to be determined)

