

# **San José State University, Dept. of Communication Studies**

## **COMM 20, Public Speaking**

### **Class Number 10063, Section 4, Winter 2019**

<b>Instructor:</b>	Andrew F. Wood, Ph.D, Professor of Communication Studies
<b>Office location:</b>	HGH 210
<b>Telephone:</b>	408-924-5378
<b>Email:</b>	<a href="mailto:Andrew.Wood@sjsu.edu">Andrew.Wood@sjsu.edu</a>
<b>Instructor Homepage:</b>	<a href="http://www.professorwood.com">http://www.professorwood.com</a>
<b>Class days/time:</b>	Monday Through Friday: 12:00 p.m. to 2:55 p.m.
<b>Classroom:</b>	HGH 120
<b>Office hours:</b>	By appointment and every weekday via email
<b>General Education Category:</b>	A1

### **Catalog Description**

Principles of rhetoric applied to oral communication: selecting, analyzing, adapting, organizing and delivering ideas effectively.

### **Succeeding in this Class**

At SJSU, students are expected to spend two hours outside of class for every hour of class time. Because we meet about 15 hours per week in this winter session course, you should plan to add roughly 30 hours per week for outside preparation. Managing your time and paying attention to detail will help you keep up with readings and assignments – and enable you to be successful.

### **Course Goals**

In this course, you will develop strategies for delivering well-organized, extemporaneous speeches on topics of social significance adapted to a diverse audience. Our in-class activities, small group discussions, and speeches allow you to practice and critique your oral communication skills and evaluate those of others. Readings, lectures, and discussions help you develop your public speaking abilities and become more confident in front of various audiences.

### **Course Learning Objectives** After successfully completing this course, you will:

- CLO1: Identify and assess socially significant and intellectual topics; compose and deliver extemporaneous oral presentations on those topics.
- CLO2: Engage in critical and analytical listening.
- CLO3: Analyze audiences, adapt oral presentations to audiences and use that information to accomplish the purpose of the speech.
- CLO4: Assume the ethical responsibilities of the public speaker, including basic understanding of the economic, legal and social issues surrounding the access and use of information.

### **Required Texts and Readings**

#### **Textbook**

Required materials are distributed via email.

## Other equipment requirements

You will need at least three 3X5 notecards, two Scantron forms (No. 882-E), and a number two pencil.

You are also *strongly encouraged* to use a cloud-based backup system such as Dropbox to limit the risk of document-loss.

## Library Liaison

The Communication Studies Department encourages vigorous and ethical research as part of information literacy for all of its students. For assistance in the library go to the King Library Reference Desk (2<sup>nd</sup> floor; 408-808-2100) and use the Communication Research Guide available at <http://libguides.sjsu.edu/communication>.

## Classroom Protocol

*Student Conduct:* It is your responsibility to know what constitutes improper behavior at San José State University. This information can be found in the SJSU university catalog and on this website: <http://www.sjsu.edu/studentconduct/Students/>. Sanctions for improper behavior can include removal from the class.

*Attendance:* In this class, we will frequently discuss issues and concepts that cannot be found in the assigned readings. Therefore, your participation is required. If you miss class, it is your responsibility to get class notes or other necessary information from a colleague. As a means to that end, I recommend getting contact information for at least three classmates (see last page of syllabus).

*Make-ups:* Assignments are due at the beginning of the class period noted on the syllabus. Unexcused late assignments cannot be made up without prior confirmation with me.

*Tardiness:* Be seated when class begins. I reserve the right to mandate a personal behavioral contract if you are excessively tardy.

*Extra Credit:* I do not offer extra credit. Given the many resources I make available in this class, every student has an opportunity to earn 500 points. Moreover, grading extra assignments for students who request “extra credit” is unfair to other students who work within the 500-point limit.

*Mobile devices:* Cell phones, computers, and other tools are permitted in my classroom if they are used responsibly. Read my full policy: <http://www.sjsu.edu/faculty/wooda/mobile-device-policy.html>

*Intellectual property:* Course material that I have developed for this class remains my intellectual property and cannot be shared publicly without my approval. You may not publicly share or upload my materials (such as exam questions or lecture notes) without my consent.

*FAQ:* Read the Frequently Asked Questions page at: <http://www.sjsu.edu/faculty/wooda/faq.html>

## University Policies

The following link contains university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc.: <http://www.sjsu.edu/gup/syllabusinfo/>

## Assignments

### Tradition Speech

In four to six minutes, teach us about a tradition practiced by a group that is important to you (eg., family, fraternity, workplace, nationality, culture). Remember: the speech is not an autobiography; its focus is on the tradition, not your personal narrative. *Key grading criterion:* demonstrate an understanding of public speaking fundamentals. Include an introduction that inspires interest, a specific thesis statement and forecast of three points, transitions that provide a logical connection between well-developed body points, a specific review of your points, and a thought-provoking conclusion. Submit a full-sentence outline prior to presenting your speech.

### Informative Speech

In five to seven minutes, teach us about a topic that is unknown or misunderstood by most people. Successful topics range from a medical breakthrough that can save lives to an item from our popular culture that we overlook. *Additional grading criterion:* While further demonstrating your understanding of public speaking fundamentals, your topic must also appeal to the audience members' "need to know." One other hint: Inform us; don't try to persuade us. The third speech is your opportunity for advocacy. Three separate sources must be orally cited. Submit a full-sentence outline prior to presenting your speech.

### Persuasive Speech

In five to seven minutes, persuade us to make a behavioral change. This speech culminates your mastery of public speaking fundamentals. It must exemplify professionalism in topic selection, research, argumentation, and delivery. To ensure the educational value of this assignment, your topic should not be one that has been overdone. *Additional grading criterion:* inspire audience members to change a behavior. Beyond demonstrating your solid writing and superior organizational skills, this speech is your chance to inspire meaningful change among your classmates. Five separate sources must be orally cited. Submit a full-sentence outline prior to presenting your speech.

### Midterm and Final Examinations

Each exam invites you to synthesize the knowledge gained throughout the course. The exams employ multiple choice, true/false, and matching questions. The final examination is not comprehensive.

## Additional Notes

### Citations

An oral citation must include a first and last name, title of publication, and full date. Here's an example: "Christine Spines notes in *Entertainment Weekly*, December 22nd, 2016, that..." For your citations, you may select newspapers, magazines, journal articles, and/or books. *Attach highlighted photocopies of pertinent pages to your outline.* Also, please remember: while you are encouraged to employ full-text databases available through the library's website to find sources (eg., ProQuest Newstand, Academic Search Premier, and LexisNexis), *you may not use web-only citations.* Moreover, the choice *not* to use full-text databases (eg., using Google only) does not remove your obligation to provide complete references, including page numbers. These references shall be listed in proper APA format on your outline. For a model of APA format, see <https://owl.english.purdue.edu/owl/resource/560/07/>.

### Time limits

Because you will frequently be expected to adhere to time limits in professional speech settings, I require you to stick to the time limit in your speeches. I allow for a 30 second grace period either way, but every 30 second increment below or above the time limit forces me to deduct 5 points from your speech. Thus, in a 5-7 minute speech, an 8:00 minute speech would be penalized 10 points even if it were perfect otherwise. To avoid this risk, I strongly urge you to practice your speech with a timer on multiple occasions.

### Being an audience member

A basic expectation of your speech grade is that you serve as a good audience member. Thus, unless you are excused, you must be present (on time) for other audience members in order to earn potentially two-thirds of your “meets basic expectation” points. Also, you must not distract speakers with any electronic devices. I reserve the right to deduct points if your mobile phone or similar device goes off during a speech, or if you are clearly not being an attentive audience member. Chat with me if you have questions about this or any other policy in the class.

**Grading:** These are the means through which Course Learning Outcomes are assessed. All assignments must be completed in order to earn a passing grade.

Tradition Speech (4-6 min.)	out of 100 points (20%)
Midterm Examination	out of 100 points (20%)
Informative Speech (5-7 min.)	out of 100 points (20%)
Persuasive Speech (5-7 min.)	out of 100 points (20%)
Final Examination	out of 100 points (20%)
Total:	out of 500 points

### Grading:

Your final grade is based on the following point system:

A+ = 485+ points	A = 465-484 points	A- = 450-464 points
B+ = 435-449 points	B = 415-434 points	B- = 400-414 points
C+ = 385-399 points	C = 365-384 points	C- = 350-364 points
D+ = 335-349 points	D = 315-334 points	D- = 300-314 points
F = 299 and fewer points		

*Note: The grade of C- does not qualify for GE credit ([Policy S 99-6](#)).*

San José State University, Dept. of Communication Studies  
 COMM 20, Public Speaking  
 Class Number 10063, Section 4, Winter 2019  
 Class Schedule (subject to change with reasonable notice)

Week	Topics, Readings, Assignments, Deadlines	CLOs
1/2 - W	Introduction, rhetorical traditions of public speaking, introduction speeches	CLO1
1/3 - R	Speaking in public Improving your confidence Ethics and free speech In-class speech demonstration (including sample outline)	CLO2, CLO4
1/4 - F	Listening Analyzing your audience Organizing your speech Developing an introduction	CLO2, CLO3
1/7 - M	<b>Tradition Speeches</b>	All CLOs
1/8 - T	<b>Midterm</b> (individual research and consultation) – and remaining Tradition Speeches (if needed)	CLO1, CLO3, CLO4
1/9 - W	Informative speaking Gathering supporting material Supporting your speech	CLO3
1/10 - R	Methods of delivery	CLO3
1/11 - F	Individual research and consultation	All CLOs
1/14 - M	<b>Informative Speeches</b>	All CLOs
1/15 - T	Remaining Informative Speeches (if needed) Understanding principles of persuasion Using persuasive strategies Using words well	CLO3
1/16 - W	Individual research and consultation	All CLOs
1/17 - R	<b>Persuasive speeches</b> Final Exam review	All CLOs
1/18 - F	<b>Final Exam.</b> No late work accepted.	CLO1, CLO3, CLO4

**Peer Contact Information** (folks to call if you have questions about a missed class)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_