

Fundamentals of Public Speaking

COMM 1315

Texas A&M University – San Antonio

Fall 2024

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Office hours: T/TR 8:45 a.m. - 9:15 a.m. & 12:30 p.m. - 1:45 p.m. (and by appt.)

Course Description

Introduction to Public Speaking details the history, theory and practice of public speaking with an emphasis placed upon the organization and delivery of informative and persuasive speeches. Further emphasis is given to the reduction of anxieties associated with public speaking. This course meets the standards for the Component Area Option category of course under the core curriculum.

Required Course Materials

Lucas, S. (2019). *The Art of Public Speaking*. (13th ed.). McGraw-Hill, LLC.
with Connect Access

Course Learning Objectives

1. Demonstrate awareness of self-perception through recognizing diverse perspectives and understanding ethical implications of communication.
2. Cultivate active listening skills.
3. Design intentional messages by practicing audience analysis.
4. Research, develop, and deliver extemporaneous informative and persuasive speeches with effective verbal and nonverbal messages.
5. Develop critical thinking skills through practicing effective group communication.

Grades

Self-Introduction Speech	15%	A = 89.45 - 100
Informative Speech	20%	B = 79.45 - 89.44
Persuasive Speech	20%	C = 69.45 - 79.44
Exams	15%	D = 59.45 - 69.44
Learn Smarts	10%	F = 59.44 and below
In-class Activity/Discussion	10%	
Attendance	10%	

Grades

We will be using Blackboard as our source for recording grades. You are expected to keep up with your own grades. I will not give grades out over the phone or through email. You should know your standing in the course at any time during the semester.

It is the responsibility of the student to drop the course at any time (last day to drop a course is November 11, 2024). I will **NOT** drop you from the course unless you request me to do so by email.

Assignments

You will be expected to develop and deliver 3 oral presentations. Each presentation will have its own requirements. We will be discussing these requirements before each presentation.

Exams

You will be given 4 exams. All exams are multiple choice, true/false, or matching in nature. There are typically 50-60 questions per exam. Each exam will be taken on Connect. The last exam is the final exam and will be cumulative.

Learn Smarts

Each chapter will be given a Learn Smart assignment that is completed on McGraw-Hill's Connect Access. These are student specific and given in "quiz-like" format but are not a quiz, rather a study guide to follow with chapter readings. Each assignment is a "0" or "100" grade. If you complete the assignment on-time you will receive a "100". If you do not complete, partially complete, or are late to submit the Learn Smart, you will receive a "0". These assignments cannot be made up after the due date.

In-class Activities & Discussion

In-class activities are just that. . . in class. Due to the nature of this assignment, these cannot be made up if you miss class (even if it is excused). Grades are reflected as a "0" or "100"; if you participate and are present in class you will receive a "100". Discussions are on Blackboard and can be made up (please see below for details on make-up assignments). These are graded according to assignment instructions.

Make-Up Assignments and Examinations

If you miss a test or presentation, it must be for one of the following types of reasons: death in the family, severe documentable personal illness, etc. If you have an unexcused absence on a day you are scheduled to make a presentation or take a test, you cannot make up that presentation or test. Additionally, because of time constraints, the instructor may elect not to grant make-up assignments for any reason. In order to make-up an examination or presentation, you must submit verifiable documentation to your instructor. If your request is approved, you may take a make-up test or give a presentation on the appointed day. All make-up exams or presentations must be given, for qualified person(s), within 2 days of the absence. Learn Smarts, in-class activities/discussions, and attendance cannot be made up for any reason. You will not receive participation points for the day of absence and will receive a "0" for missed Learn Smarts.

Attendance

Attendance is mandatory for every class period. I will be taking attendance every day we meet. You can miss up to 3 days (for any reason) without penalty. After 3 days, 5 points will be taken off your final attendance grade at the end of the semester. Excused absences are only recognized when 3 days have been missed and must be documented. In order to have an absence excused, you must present documentation showing a death, severe personal illness, ect.

Students are also expected to show up ON-TIME for class. For every 3 tardies it will count as an absence and will take away from the 3 days allowed to miss. Tardies are defined as 5+ minutes late for class. Having excessive tardies or absences can lower your final grade a letter grade.

Student Conduct

Appropriate conduct is essential to the effective functioning of the University. University policy defines unacceptable conduct, both academic and non-academic misconduct, and penalties for such behavior in The Student Handbook and The Student Code of Conduct. Additionally, you are expected to participate in a kind and productive way in this course. Any student who is seen as being disruptive or not paying attention in class will be given one warning; after which 10 points will be deducted from the attendance final grade with each subsequent disruption.

Cell phones are expected to be in silent mode during class and will only be used for note taking or in-class activities assigned by the instructor. Any student whose phone rings/dings in class will be confiscated until the end of the class period. If the same student has this issue again, 10 points will be deducted from the FINAL GRADE. No one should be calling or texting you during class. If you have an emergency and need to answer a call or text during class, please communicate that with me prior to class starting.

Additionally, ***I expect full academic integrity with every assignment:***

- I have a ZERO tolerance policy on cheating and/or plagiarism of ANY kind, including the use of AI or Chat GPT to complete your work.
- Academic integrity is a fundamental principle in higher education. The use of AI without proper attribution or ethical considerations constitutes academic dishonesty, which is a violation of the TAMUSA Academic Integrity Policy. Using AI to complete your assignments is not permitted and may be subject to failing the assignment, this course, and/or disciplinary proceedings.
- I utilize TurnItIn software for our submitted assignments, so any student found plagiarizing, cheating, or utilizing AI is subject to failing the assignment, course, and/or other disciplinary actions. This is non-negotiable.
- The best way to avoid plagiarism is to *properly* cite the sources you utilized with the appropriate citation method (using APA format) every time, and to include a References or Works Cited page. Remember, you must also put the information you gathered from your sources into your own words- *you CANNOT copy and paste from a source*

directly into your paper and claim it as your own. We will discuss this thoroughly in class, including proper citation methods, and what constitutes plagiarism.

- AI or Chat GPT may ONLY be used with instructor permission on certain in-class activities. Using AI or Chat GPT for anything else can lead to an automatic zero and is subject to other disciplinary actions as is deemed by university policy. I WILL KNOW if you have not used your own words!

TAMUSA Academic Integrity Policy

Students at Texas A&M University-San Antonio are expected to adhere to the highest standards of academic honesty and integrity. Academic dishonesty for which a student is subject to penalty includes cheating, plagiarism, fabrication, multiple submissions, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, violating known safety requirements and ethical misconduct. This includes holding other students to the same standards and reporting any incidents of alleged violation of the honesty policy to the instructor involved or, if necessary, to the appropriate academic department head. All students are responsible for being familiar with the Academic Dishonesty Policy, which may be found in the [Texas A&M University-San Antonio Student Handbook](#).

University policy prescribes serious consequences for acts of academic dishonesty including, but not limited to, a grade of 'F' on that one paper or assignment, a failing grade in the course, or possible expulsion from the University. Considering the potential consequences of academic misconduct, it is obviously in students' best interests to avoid even the appearance of such behavior. If a student is ever unclear whether a specific act might constitute academic misconduct, please contact the instructor for an assessment of the situation. All student term papers, and other written assignments are subject to analysis by anti-plagiarism software. The instructor will report ALL instances of real or perceived violations of Academic Integrity.

Instructor Integrity Policy:

At TAMUSA, students and faculty value academic achievement, lifelong learning, diversity, and personal/social responsibility. We embrace our values out of commitment to families, peers, neighbors, and ourselves. Integrity, one of our core values, is characterized by honesty and fairness, and is essential for an open exchange of ideas, and to the collaboration necessary for learning.

In upholding integrity, academic dishonesty will not be tolerated. Cheating on assignments, plagiarism, and collusion through unauthorized collaboration are not part of integrity. Penalties for not following university and instructor policies on integrity in this course is as follows:

1. Any student caught cheating will be given a "0" for the test or assignment for the first offense. On second attempt by same student, a grade of "F" will be given for the course.
2. Any student caught plagiarizing will receive an "F" in the course immediately. No exceptions.

Extra Credit

I DO NOT GIVE EXTRA CREDIT. TAKE CARE OF YOUR GRADES FROM START TO FINISH AND YOU WILL NOT NEED EXTRA CREDIT. NO EXCEPTIONS!

Course Syllabus*

*schedule subject to change	Tuesday	Thursday
Aug. 27 & 29	Introduction	Ch. 1 Communication Model Activity
Sept. 3 & 5	Ch. 2 & CA PRCA Activity	Ch. 3
Sept. 10 & 12	No Class	Ch. 4 - 6
Sept. 17 & 19	Ch. 13	Ch. 10
Sept. 24 & 26	Object Speech	Object Speech
Oct. 1 & 3	Ch. 15	Ch. 7 & 8
Oct. 8 & 10	Paper Chase /Citing Activity	Ch. 9
Oct. 15 & 17	Ch. 11	Ch. 14
Oct. 22 & 24	Impromptu Activity	Informative Speech
Oct. 29 & Oct. 31	Informative Speech	Informative Speech
Nov. 5 & 7	Informative Speech	Ch. 16
Nov. 12 & 14	Ch. 17	Persuasive Speech
Nov. 19 & 21	Persuasive Speech	Persuasive Speech
Nov. 26 & 28	Study Day	Thanksgiving Break
Dec. 3 & 6	Persuasive Speech	Persuasive Speech
Dec. 10	Final Exam (on Connect)	

Student Support Services & Resources

Disability Services & Accommodation Policies

The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for persons with disabilities. Title II of the ADAAA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodation of their disability. If you have a diagnosed disability that may require accommodation, please contact Disability Support Services (DSS) for the coordination of services. DSS is located at the Main Campus on the 2nd floor of the Central Academic Building in suite 210. The phone number for DSS is (210) 784-1335 and email is dsupport@tamusa.edu.

Academic Learning Center

All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center is an appointment-based center where appointments are made through the Navigate platform. Students access Navigate through Jagwire in the Student Services tab. You can contact the Academic Learning Center by emailing tutoring@tamusa.tamus.edu or calling (210)-784-1332. Appointments can also be made through JagWire under the services tab.

Jaguar Writing Center

The Jaguar Writing Center provides writing assistance to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Students can make individual or group appointments with a writing tutor. The Writing Center is in the Central Academic Building, Suite 208. Appointments can also be made through JagWire under the services tab. Communication students can utilize tutors for speech outlines and speeches.

Meeting Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact the Dean of Students (DOS@tamusa.edu) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

Counseling Resources

As a college student, there may be a time when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at A&M-SA, please contact the Office of Student Counseling & Wellness Services (SC & WS) located in Modular C Room 166 (Rear entrance) or call (210) 784-1331 between the hours of 8:00 AM and 5:00 PM. All mental health services provided by SC & WS are free, confidential (as the law allows), and are not part of a student's academic or university record. SC&WS provides brief individual, couples, and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit www.tamusa.edu/studentcounseling.

In a crisis, please walk-in to the SC & WS services between 8:00 AM and 5:00 PM to be seen by a licensed clinician. After hours, please contact UPD at 911 or text "HOME" to 741-741 24/7/365 to connect with a trained crisis counselor. The National Suicide Prevention hotline also offers a 24/7/365 hotline at 1-800-273-8255.

Military Affairs

Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, any special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at military@tamusa.edu or (210) 784-1397.

LGBTQIA+ Students

Please refer to the [Safe Space website](#) for more information on LGBTQIA+ support on campus.

Technical Support

Visit the [Help Desk website](#) for any help, or call them (210) 784-4357, or email them at: helpdesk@tamusa.tamus.edu.

Computer Labs

Students may use the computers in the library, or those in various rooms around campus. [Click here for a list of locations and times.](#)

Library

The [library](#) has many wonderful resources, including private rooms to study in, and computers. Students may also check out cameras from the library, for up to three days. If students need specific help with research, make an appointment to meet with the librarian.

General's Store

General's Store is an on-campus food pantry to serve members of the campus community who are in need. Located in Patriot's Casa room 110, this service is available at set times and by appointment. For more information call (210) 784-1447 or email experience@tamusa.edu.

University & State Policies

University Email Policy and Course Communications

All correspondence between professors and students must occur via University email accounts. The instructor will distribute course materials, including announcements and updates, via Blackboard.

Students' Rights and Responsibilities

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of University Student Rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and University officials.

2. A student has the responsibility to be fully acquainted with the published University Student Rules and to comply with them, as well as federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to maintain a level of behavior that is consistent in supporting the learning environment of the institution and to recognize the University's obligation to provide an environment for learning.

Religious Observances

Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

Emergency Preparedness

JagE-Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email and/or phone call with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com>. More information about Emergency Preparedness and the Emergency Response Guide can be [found here](#).

Respect for Diversity

We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the class, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.
- Keep confidential discussions that the community has of a personal (or professional) nature.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

Statement of Harassment and Discrimination

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

The Six-Drop Rule

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Privacy

If a student wishes their personal information be private, visit the [Texas A&M – San Antonio Registrar](#), and request a confidentiality hold.

Financial Aid and Verification of Attendance

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Key Dates

August 26, 2024	First day of class
November 11, 2024	Last day to drop with an automatic "W"
November 30, 2024	Last day to drop a course or withdraw from the University
December 5, 2024	Last day of class
December 7-13, 2024	Final exams