Speech 1321 Business and Professional Speaking
COURSE SYLLABUS: 2018

INSTRUCTOR INFORMATION

Instructor: Anne Payne, Adjunct Professor
Office Location: Caddo Mills Middle School
Office Hours: MTH 1:00-4:00
Class Times: MWF – 9:40-10:25

Office Phone: 903-527-3161
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University Email Address: Anne.Payne@tamuc.edu

Preferred Form of Communication: email
Communication Response Time: 24 hours

COURSE INFORMATION

Textbook(s) Required:
Materials – Textbooks, Readings, Supplementary Readings

Textbook Required:
(Electronic copy information purchased at bookstore)

Course Description
Preparation and delivery of effective oral communication with emphasis on research, organization, and delivery.

SPC 1321 - US-Business/Prof Speaking
Hours: 3
(SPCH 1321) Business and Professional Speaking. Three semester hours. (1,2,3,4)
Designed to aid the prospective business or professional person in preparing various

The syllabus/schedule are subject to change.
types of speaking assignments such as he/she might encounter in his/her career. It is planned for agriculture and business majors, and for other students seeking one course in public speaking. Emphasis is upon structure and techniques of presentation.

Student Learning Outcomes:

This course explores theory and principles of effective public speaking while providing an emphasis on skills development. Specific attention is given to the preparation, delivery, and evaluation of public speeches. General student learning outcomes include the following:

1. Students will understand theory and practice in public speaking.
2. Students will learn and develop various fundamentals and tools of effective speech delivery.
3. Students will be able to critically analyze the content, organization, and delivery of their own speeches and the speeches of others.
4. Students will become competent and confident public speakers.
5. Students will synergize theories and principles of communication into the successful preparation and delivery.

University Learning Outcomes:

1. Critical Thinking-Students will be able to analyze, evaluate, or solve problems when given a set of circumstances, data, texts, or art.
2. Communications – In written, oral, and / or visual communication, A&M – Commerce students will communicate in a manner appropriate to audience and occasion, with an evident message and organizational structure.
3. Teamwork – Students will be able to work together toward a shared purpose relevant to the course or discipline with a sense of shared responsibility for meeting that purpose.
4. Personal Responsibility – Students will understand and practice academic honesty.

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COURSE REQUIREMENTS

Minimal Technical Skills Needed.

Instructional Methods

Instruction will include individual oral critiques, lectures, guest speakers, videos of outstanding speakers, and peer evaluations given aloud and written for instruction.

Student Responsibilities or Tips for Success in the Course

Students are expected to be in class on time. Students are expected to complete all homework assignments and participate in class.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%  This course Grades Consist of:
B = 80%-89%   Homework/Quizzes – 20%
C = 70%-79%   Tests / Speeches – 60%
D = 60%-69%   Final Exam – 20%
F = 59% or Below

Assessments

Assessments will be speeches, critiques, peer evaluations, and tests. Before presenting speeches, students will be required to turn in an outline and / or a written speech with sources. Specifics of each assignment will be discussed. ALL SPEECHES MUST BE PAPERLESS. THIS MEANS NO PAPERS USED DURING THE PRESENTATION. STUDENTS CAN CREATE AND USE A POWER POINT DURING THAT PARTICULAR PRESENTATION. STUDENTS SHOULD SUBMIT THEIR OUTLINE & REFERENCE PAGE ELECTRONICALLY THROUGH GOOGLE DOCS. ALL TOPICS MUST BE APPROVED BY INSTRUCTOR. Assignment details below but they are subject to change as needed.

Quizzes and Homework

Quiz and Homework grades that make up the overall course grade will come from in class participation (you will need to have prepared outside of class before entering class), discussion of current issues and events, your PowerPoint Speech (see below), and Impromptu debates in class. They are assigned the designation of quiz/homework due to the outside of course work you will need to do to be able to keep pace in class.

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Famous Speaker Purpose and Presentation

1. Choose a famous speaker
2. Prepare a 2 to 3 minute clip of a speech they have recorded
3. Research and present biographical information about the speaker
4. Before, during, or after the speech explain the purpose and time the speech was given and the impact of the speech.
5. This will be 1 grade – one for the presentation of the biographical information about your speaker and the second for the actual segment and explanation of it.
6. Total time should run between 5 to 7 minutes including video.

Possible sources for the speeches:
youtube.com
http://www.slideshare.net/ddeubel/20-famous-speeches
http://artofmanliness.com/2008/08/01/the-35-greatest-speeches-in-history/

You can also just google famous speeches – especially on youtube of someone you are interested in and get a lot of examples.

Persuasive Speech

Students will be required to present a persuasive speech over a topic of their choosing that persuasive in nature, it will need to approved prior to starting the draft. The speech will require the following:

1. Written outline turned in prior to the day of speech (with citation page)
2. A well thought out, researched, topic with a minimum of 3 citations
3. Speech will be a minimum of 3 minutes – 5 minute maximum
4. Students may use an index card but it is not required

Informative Speech

Students will find a current issue in the news and bring the article(s) to class to present. This speech will require the following:

1. A physical printed copy of the article or emailed to me.
2. An outline of the speech
3. The speech itself needs to be at least 3 minutes with a maximum of 5

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4. The focus of the speech should be on the information itself, do not take a stance, just report what is occurring.

**Group Speech**

Students will work in groups of 3-4 on a presentation that will present as a group over a problem in the community and a potential solution. The speech will require the following:

1. Speech topics outline due 1 week prior to the due date of the speech
2. Outline of each person's speaking part due 1 week before
3. Time maximum will be 20 minutes divided up between group members appropriately
4. Groups will be required to have some type of visual aide

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**COURSE AND UNIVERSITY PROCEDURES/POLICIES**

**Course Specific Procedures/Policies**

You are expected to be on time and in class regularly. In the event that you miss a class, you are responsible for getting the missed lesson and assignment. If you miss a quiz or test, you are responsible for setting up a time to take the test or quiz within two class days.

**Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

**University Specific Procedures**

**Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html).

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**TAMUC Attendance**
For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/Registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

**Academic Integrity**
Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03


Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

**ADA Statement**

**Students with Disabilities**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: StudentDisabilityServices@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

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**Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

**Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) document and/or consult your event organizer.

Web url:
[http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.
COURSE OUTLINE / CALENDAR

Current semester by specific dates

Week of 1/17 - Class Overview - Assignment of Demonstration Speech/ Symbolic Object.

Week of 1/22 - Presentation of Symbolic Objects / Demonstrations.

Week of 1/29 - Presentation of demonstration speeches, assign speech on famous person 5 to 7 minutes long with outline required.

Week of 2/5 - Presentation of Speech on famous person - 2 copies of outline required - 1 for you and 1 for me turned in with critique sheet.

Week of 2/12 - Discussion of current events and the way they affect our lives - everyone brings magazines - articles on current events, newspaper or internet article from this week about current event. Will watch news broadcast and discuss different ways news is covered and what aspects are important in a speech to inform and differences in informing and explaining.

Week of 2/19 – Finish Current Event Speech – Informative 5 minutes required

Week of 2/26 - Persuasive Speeches – Discuss the importance of the persuasive speech, choosing topics, outlines and prepare speeches. Persuasive speech to move to a specific action.

Week of 3/5 – Finish persuasive speeches. Discuss - Power point presentations and how power points are effective in presentations. Lecture on how to and hands on with computers on different ways to incorporate devices into presentations for public speaking. Topic is student’s choice.

Week of 3/19 - Power Point Presentations Due - Should be 10 minutes in length and speech should be main emphasis - power point is aid to the speech.

Week of 3/26 – Discuss debate, the history of it, and the way it can be used in everyday life. Spar Wars – Card game with impromptu debate topics. Conduct impromptu debates in class.

Week of 4/2 – Begin Group discussion unit.

Week of 4/9 – Group flex week to work in groups and prepare.

Week of 4/16 - Group time for each group to prepare group discussion.

Week of 4/23 – Each group will have 45 minutes to present group discussion to class.

Week of 4/30 - Discussion of class and review for final exam.

Week of 5/7 - Final Exam

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