



COMM 1110 – PUBLIC SPEAKING
Course Syllabus – Fall 2022 (Online)
3.0 semester credit hours (3-0-3)

Instructor Information:

Instructor: SHONTELLE THRASH
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Office Location: Arts & Sciences Bldg. G-126
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Meeting Times: Online synchronous (optional) and asynchronous.

Optional Synchronous dates:

- Thursday, August 18th
- Thursday, September 15th
- Thursday, November 3rd
- See course outline for details.

Meeting Room: Desire 2 Learn (D2L) & Microsoft Teams

Office hours (online via Teams): Tuesdays: 10:00 am – 11:00 am, 4:00 pm – 6:00 pm, Thursdays: 10:00 am – 11:00 am, 4:00 pm – 6:00 pm. Email me to schedule an appointment time.

Diversity and Inclusion for COMM 1110: Public Speaking

The nature of this class presents unique opportunities to hear and celebrate the voice of every student in the course. Our diversity as a class—in race, gender, sex, religion, language, ability, veteran status, place of origin—is an asset to our learning experience. For this reason, our class will include lessons and assignments, presentations and discussions, which are designed to be inclusive and that will provide you with the opportunity to speak, listen, and be heard, exploring your self-understanding and building bridges among each other.

Land Acknowledgement

I want to acknowledge that while we, at Clayton State University, may be participating in this online class from various locations, it's important to note that we are on the land of the Muscogee (Creek) Nation. I want to acknowledge their roles today in taking care of our lands.

Disability Resource Center

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Edgewater Hall 255, 678-466-5445, disabilityservices@mail.clayton.edu.

Personal/Emotional Concerns

A range of issues can cause barriers to learning, such as strained relationships, feeling down, difficulty concentrating, and lack of motivation. During the semester, if you find that life stressors are interfering with your academic or personal success, consider contacting Counseling and Psychological Services (CAPS.) All students are eligible for counseling services at no charge. CAPS is located in Edgewater Hall, Room 245 and can be contacted by phone at 678-466-5406.

| [Course description](#) | [Computer requirements](#) | [Outcomes](#) | [Course requirements, policies](#) | [Grading](#) | [Mid-term progress report](#) | [Course schedule](#) |

Required Materials:

- **Texts:**
 - Chapter readings are available through D2L
 - Chapters in the course online textbook are excerpted from:
 - *Exploring Public Speaking: 4th Edition*, by Barbara Tucker, et al.
- Access to online textbook and supplemental materials, via:
 - D2L
 - LibGuides for Comm 1110 at this link:
<http://clayton.libguides.com/comm1110/welcome>
- **First Week:**
 - Read the welcome video in D2L under “Start Here” and follow instructions.
 - D2L: It’s important that you configure your browser for optimum running of D2L on your laptop’s system configuration.
 - Access to audio/video recording and uploading software
 - Download the MS Teams app

Course Description:

Number and Title:

COMM 1110 - 98 (CRN 86509) Public Speaking

Credit Hours:

3.0 semester credit hours

Catalog Description:

A study of the fundamentals of effective speaking, with emphasis on preparation and delivery of spoken presentations to inform and persuade. Instruction in and assessment of speaking skills are based on the elements described by the Clayton State University Communication Outcome, focusing on the interrelationships among speaker, listener, situation, purpose, knowledge, organization, vocal and physical delivery, and language. Attention to group and interpersonal interaction is also included. Basic instruction is provided in preparing audio-visuals, including electronic media, to accompany end-of-semester presentations.

Course Pre-requisites and Co-requisites:

None

Grading:

Missed Assignments & Exams:

Without a valid excuse, a grade of zero points will be assigned for the missed work. If a valid excuse is provided:

- Make-up exams and other assignments will be given only if they are taken before grades are returned to students. In the event that a make-up exam or assignment cannot be taken before grades are returned to other students, a new exam or assignment may be created and administered as a replacement.
- Examples of valid excuses:
 - Hospital (provide paperwork to support)
 - Car accidents or problems (please provide police report or towing documents)
 - Sickness (please provide a doctor's note for support). This one will be a little fluid due to COVID-19. Communicate any concerns in this area.
- Example of an unexcused circumstance:
 - I didn't know I had to do that.
 - I couldn't find the assignment or quiz

In other words, you need to have documentation in order to make up the missed assignment, speech or exam. **Approval is at the discretion of the professor.** Emergencies do happen, so please make sure you continue to communicate with your professor.

GRADE BREAKDOWN:	Points
Participation: exercises: 2 Peer Reviews (2 pts. ea.), Practice Video (2 pts.)	6
Course Expectations Quiz (no show report)	2
Weekly Discussions	15
Getting to Know Me	3
Introduction Speech	30
Special Occasion Speech	40
Informative Speech (+ Visual Aid)	50
Quizzes (5)	50
Persuasive Speech (+ Visual Aid)	50
TOTAL:	196

A	176 - 196
B	157 - 175
C	137 - 156
D	118 - 136
F	below 118

The grade scale below is based on a percentage but is equivalent to the above grading scale. This is how it will be listed in D2L when posting your midterm and final grade.

A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

Communication

- **Emails:** It is my intention to respond to emails in a timely fashion. However, there are times when I am unable to respond quickly. Here are some general rules to follow when sending emails:
 - If you send emails after 7 pm, do not expect a response until the next day.
 - If you haven't received a response from me within 24 hrs., please resend. Sometimes, emails get buried under other emails. I don't mind receiving a reminder. Allow 48 hrs. on weekends.
- On holiday breaks, don't expect a response until after the break.

PROGRAM LEARNING OUTCOMES:

General Education Outcomes:

The Clayton State University Core Curriculum outcomes (See Area B) are located in the [Academic Catalog and Student Handbook](#).

Course Outcomes:

Through successful completion of this course, students should be able to:

1. Demonstrate knowledge of the process of composing and structuring information appropriate for a particular purpose, listener, and occasion.
2. Select and develop messages with particular listeners in mind.
3. Organize ideas in a purposeful, cohesive sequence.
4. Evaluate peer presentations.
5. Demonstrate a working knowledge of the performance skills associated with the five basic components of effective individual oral presentations: content, organization, physical expression, vocal delivery, and language.
6. Present effective speeches for various occasions.

Mid-Term Progress Report:

The mid-term grade in this course will be issued by October 4th. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, or withdraw on-line using the Swan by mid-term, which occurs on October 7th. [Instructions for withdrawing are provided at this link.](#)

The last day to withdraw without academic accountability is Friday, October 7, 2022.

Weekly Course Schedule:

This syllabus provides a general plan for the course; deviations may be necessary. Readings should be completed before the scheduled LIVE sessions. Review of any supplementary materials is a required component of this course. Material covered will provide important information on upcoming speeches, assignments, and other materials essential for successful completion of this course. Although all “LIVE” sessions are not required, you are required to attend one live session to present your persuasive speech.

Week	Date	Readings/Assignments	Assignment
1	8/15 - 21	<p>8/18 LIVE*** from 12:00 p.m. to 12:30 p.m. Q&A syllabus</p> <p>“Getting to Know Me” video assignment discussion</p> <p>Read: Chapter 1: Basics of Public Speaking</p>	<p>8/15 - 18 Drop/Add Period</p> <p>“Getting to Know Me” video due 8/21</p> <p>***Be sure to download Kaltura located in D2L on main page under the “More” tab!!***</p>
			<p>Course Expectations: Due: 8/21</p>
2	8/22 - 28	<p>Read: Chapter 2 Audience Analysis and Listening</p> <p>Read Chapter 3 Ethics in Public Speaking</p>	<p>8/25 No Show Deadline</p> <p>Extra Credit Opportunity 1: 8/22 - 26</p> <p>Quiz 1: chap. 1-3 Available 8/26 - 29</p>
3	8/29 – 9/4	<p>Introduction Speeches Due 9/4 by 11:59 pm (D2L) (1 min.)</p>	<p>Labor Day 9/3 - 5</p>
4	9/5 - 11	<p>Labor Day 9/5</p> <p>Read Chapter 4: Developing Topics for Your Speech</p>	<p>Discussion Post 1: Evaluate Introduction speeches</p>

		Read Chapter 5: Researching Your Speeches Read Chapter 12: Informative Speaking	9/5 - 11 Quiz 2: chap. 4, 12, 5 Available 9/9 - 12
5	9/12 - 18	Read Chapter 6: Organizing & Outlining Read Chapter 7: Supporting Your Speech Ideas 9/15 LIVE ****1:00 p.m. to 1:30 p.m. Q&A on chapters, Exercises	Extra Credit Opportunity 2: 9/12 - 16 Informative topics due Sun. 9/18 Practice Video using visual aid Due: 9/18
6	9/19 - 25	Read Chapter 8: Introductions and Conclusions Read Chapter 9: Presentation Aids in Speaking Work Speeches, schedule time to work with me if needed	Peer Group Speech Review due 9/19 Quiz 3: chap. 6-9 Available 9/23 - 26 Extra Credit Opportunity 3: 9/19 - 23
7	9/26 – 10/2	Informative Speeches (+ Visual Aid) (4 minutes) Due 9/30 by 11:59 p.m. (D2L)	Midpoint Grade Period 9/28 – 10/4
8	10/3 - 9	Read Chapter 10: Language Read Chapter 11: Delivery	Last Day to Withdraw 10/7 Quiz 4: chap. 10-11 Available 10/7 -10 Discussion Post 2: 10/3 - 9
9	10/10 - 16	Fall Break	Fall Break 10/8 – 11 Persuasive topics due: 10/16

10	10/17 - 23	Read Ch 13: Persuasive Speaking Schedule times to discuss and work persuasive speeches	Extra Credit Opportunity 4: 10/17 - 21 Discussion Post 3: 10/17 - 23
11	10/24 - 30	Schedule times to discuss and work persuasive speeches	Peer Speech Review due 10/30
12	10/31 - 11/6	11/3 LIVE ****1:00 p.m. to 2:00 p.m. Working persuasive speeches, Intro/Concl. exercises	
13	11/7 - 13	LIVE Speeches: Persuasive Speeches (4 minutes)	Persuasive Speech supporting materials due (D2L)
14	11/14 - 20	Read Ch 15: Special Occasion Speaking	Quiz 5: chap. 13 and 15 Available 11/15 - 21
15	11/21 - 27	Work on speeches/schedule times to work if needed	Course Evaluations 11/15 - 29 Extra Credit 5: evaluation 11/15 - 29
16	11/28 - 12/4	Special Occasion Speeches (3 minutes) DUE 12/4 by 11:59 p.m. (D2L)	Last day of class 12/5

COURSE REQUIREMENTS & POLICIES:

Speeches & other materials

- LIVE Sessions: “LIVE” sessions are optional except for your persuasive speech. You are required to present your persuasive speech live during the final week of class. Failure to present “LIVE” will result in a deduction of a letter grade from your persuasive speech. So, the highest grade you could receive for one of the speeches would be a

“B”.

- When uploading files, make sure they’re saved in the following format:
 - Word documents: .doc or docx (no Google docs)
 - PowerPoint: .ppt or .pptx
 - Video: You will be using Kaltura Capture for your recordings. You will publish the video (more details on that later). In addition to that, you can post the video in the assignment folder as well
 - **You will be given one opportunity for one speech to resend the file in the correct format. Afterwards, points will be deducted from your grade assignment. If you find that you’re still struggling, please contact the HUB.**
- Your supporting materials along with your recorded speech presentation, should be posted in the appropriate folder.

Weekly Discussions

- You will be required to participate in discussions posted under the “Discussions” tab in D2L.
- I will post a question or topic for discussion. Please read each one carefully and respond accordingly.
- You will have from Mon. – Sun. of that week to respond to the topic. Failure to do so will result in a point deduction.
- There will be no discussion topic for Week 1.

Extra Credit Opportunities

- Throughout the semester, you will be given extra credit opportunities.
- Each extra credit opportunity will be worth 2 pts.
- Extra credit total possible points: 10 pts.
- Take advantage of these opportunities. This could easily affect your grade by a letter.

University Attendance Policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students’ ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Course Attendance Policy

Students are expected to access the online course materials and participate in the required discussions, activities and assignments. Course tracking can be used to

assess the amount of “attendance” in an online course. **Students who fail to complete the syllabus quiz by the due date will be reported as a “No Show”.**

In order to remain an active participant in this course, you **MUST**:

- Make active use of D2L materials
- Remain engaged in all components and other activities for the course
- Stay engaged while reviewing lecture components

And remember, while you may feel remote or removed from a “real” class environment, your interaction in the online environment is indeed easier to track and assess, in terms of how much time you spend on modules, and your engagement with course components.

For your own benefit, enjoyment and success in this course, stay engaged, limit distractions as you focus on the course components online, and take responsibility for your motivation and focus throughout the course.

Participation Requirements:

Each week, you may be responsible for readings, assignments and/or other materials based on the Weekly Course Schedule. You are expected to actively participate in all aspects of the course. This includes visiting the D2L site and all its components on a regular basis, completing assigned readings, homework assignments, and tests or quizzes and participating in online discussions.

Online Etiquette (Netiquette)

Communicating online is different than in the classroom environment.

Communication via email, chat and discussion are for class purposes only. Please conduct yourselves in a professional manner; and remember that what you say in an online environment is documented and not easily erased or forgotten. So, when communicating online, please adhere to the following guidelines:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
- Use proper punctuation, grammar and be sure to edit your contribution before posting.
- Read all of your responses before posting so as to not unnecessarily repeat information.
- Keep chat comments brief and to the point
- Focus on one topic at a time when chatting or posting to discussions
- E-mail should only be used for messages related to the course. Please refrain from sending forwards, jokes, etc.

Computer Requirements:

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook Computer Policy, please go to

<http://www.clayton.edu/hub/itpchoice/notebookcomputerpolicy>.

Software Requirement:

To properly access the course content, you will need to download the following free software:

- Adobe Reader (needed to access files in PDF format):
<http://get.adobe.com/reader/>
- Adobe Flash (needed to access video content):
<http://get.adobe.com/flashplayer/>

Computer Skill Prerequisites:

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ word processing
- Able to send and receive e-mail using Outlook™

Only use your CSU e-mail account or the e-mail system included in D2L to communicate academic information to your instructor.

- Able to attach and retrieve attached files via email
- Able to use a Web browser.

In-class Use of Student Notebook Computers:

This is an online course, so student notebook computers will be used in the online classroom of this course. Computers will be required to access course materials, upload assignments and to communicate with your instructor.

Desire2Learn (Online Classroom):

On-line activity will take place in Desire2Learn, the virtual classroom for the course. Posting of your work in D2L is a course requirement.

You can gain access to Desire2Learn, by signing on to the SWAN portal and selecting: "D2L" on the top right side. If you experience any difficulties in Desire2Learn, please email or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name.

Microsoft Teams (Live Sessions):

We will have live sessions throughout the semester through Microsoft Teams, so we can communicate with each other about lectures, speeches and Q&A's. Please review the orientation materials in D2L for details. They are noted in the Course Schedule below.

Directions for Installing Teams

1. Go to swan.clayton.edu and click on the Microsoft Teams link.
2. Download the Microsoft Teams application to your computer by clicking on the small computer icon on the bottom left side of the screen. If you don't see the icon, you already have the program installed on your computer.
3. You will need to log in using your CSU username and password along with Multifactor Authentication.
4. Make sure you utilize the Teams app for LIVE classes. This will ensure you'll have access to the full capabilities of the platform.

Kaltura (Recorded Speeches)

You can use Kaltura to record or upload recordings of your speech presentations. Go to Kaltura Tutorials for more details on how to download the software and operate the program. The HUB is also available for assistance.

General Policy

Students must abide by policies in the Clayton State University [Student Handbook](#), and the [Basic Undergraduate Student Responsibilities](#) including the [Code of Conduct](#).

Sources of Help:

1. The Center for Learning Enhancement (L Building, lower level through the double doors).
2. The College Library (L Building, Main level).
3. The Computer Lab (L Building, lower level).
4. Services provided through the Dean of Students' Office (Student Center, upper level):

- a. Office of Counseling and Career Guidance
- b. Lyceum and General Entertainment programs

Additional Course Policies:

Academic Dishonesty

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Community Standards. Judicial procedures are described in the section of the Academic Catalog and Student Handbook titled, Adjudicating Alleged Academic Conduct Infractions.

Disruption of the Learning Environment:

Behavior which disrupts the teaching-learning process during class will not be tolerated. Some examples include: belligerent, abusive, and or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior may be dismissed from class. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

A more detailed description of examples of disruptive behavior and appeal procedures is provided at:

<http://www.clayton.edu/Portals/5/DisruptiveClassroomBehavior.pdf>

No Show Policy

It is imperative that students have a successful start of each semester by attending class during the first week and no later than the second week of the semester. A registered student who does not attend at least one class session by **5 pm August 25** will be reported a “no show.” The consequences of being reported as a no show are significant: the student will be dropped from the class and may suffer significant financial hardship.

In order for students enrolled in this course to avoid being a “no show,” the completion of an assignment will be required before the no show reporting period has ended. Simply logging into this course in **D2L** will NOT be considered online attendance. Your instructor will provide details on the online attendance assignment.

Writing Assistance

The goal of the Writers' Studio is to give rise to better writers, not just to better writing. People who love to write, people who struggle mightily with it, and people who fall anywhere else on the spectrum can find a place at The Writers' Studio—a place for students to come for writing guidance and feedback.

The Writers' Studio's contact information:

For Bookings:

Location: Room 224 in the Arts and Sciences Building, G-224

Phone: 678-466-4728

Email: writers@clayton.edu

Website: [Writers' Studio - Clayton State University](#)

Booking: [Writers' Studio – Scheduler](#)

Virtual Front Desk: [Writers' Studio – Virtual Front Desk](#)

In-person consultations: You will feel immediately welcome in this space. Gather around a table to discuss your writing issues; cozy up on a comfortable chair. A peer writing consultant who has been trained in writing response will talk with you one-on-one at any stage of your writing, about any aspect of it, regarding any subject you're addressing. Sessions are available for either 30 or 60 minutes.

Email consultations are two-hour sessions where writers submit their work for feedback from their CSU email account. Writers submit both a draft of their work and the assignment description. In turn, writing consultants provide revision-based comments in a feedback letter.

Virtual consultations are virtual sessions where writers and consultants meet on Microsoft Teams. Writers share their work on Microsoft Teams and review the work together with consultants through Microsoft Word Online or another software that is appropriate for the assignment format. Sessions are available for either 30 or 60 minutes.

In-person and virtual drop-ins are welcome. Scheduling is available through [Microsoft Bookings](#) (at <https://csuloch.link/377CQS2>).

How to Schedule a Writing Consultation:

1. To schedule, you may email us at writers@clayton.edu or click on our [Bookings](#) page.
2. Choose the type of service you'd like (in-person or online).
3. Choose your preferred time.
4. You will be contacted to confirm your appointment.

For help with scheduling or for general questions, call us 678-466-4728, email us at writers@clayton.edu, or contact our [front desk assistants on Microsoft Teams](#)

Weapons on Campus

Clayton State University is committed to providing a safe environment for our students, faculty, staff, and visitors. Information on laws and policies regulating weapons on campus are available at <http://www.clayton.edu/public-safety/Safety-Security/Weapons>

COVID Health and Safety Statement

Clayton State University is committed to providing and promoting a healthy and safe learning environment. Anyone who is feeling ill should refrain from coming to campus and should consult the symptoms related to COVID to determine if a visit to a physician or clinic is necessary. Any faculty, staff or student who has tested positive for COVID or has been potentially exposed to someone with COVID should report their case using the [COVID Reporting Form](#) before coming to campus. Once the report is submitted you will receive further instructions via your CSU email. Individuals on campus who choose to wear a face mask are free to do so at any time.