

COURSE SYLLABUS

DEPARTMENT:

COURSE NUMBER:

TIME:

ROOM:

SEMESTER:

CREDIT HOURS:

SR. LECTURER: Professor _____ OFFICE:

PHONE:

EMAIL:

OFFICE HOURS:

I. TITLE:

II. COURSE DESCRIPTION AND PREREQUISITE: An exploration of public address principles and skills necessary for personal and professional success. The course is designed to enhance a student's ability to understand diverse verbal and nonverbal messages while also creating effective presentations for his or her career. Additionally, this course will help enhance the following skills through direct application and **constructive** feedback: critical thinking, listening, delivery, audience analysis, topic selection, organization of thoughts and use of presentation aids. The only prerequisite is _____.

III. COURSE OBJECTIVES:

- A. To gain a knowledge and understanding about public address/rhetoric as it relates to one's career
- B. To create an understanding of presentational speaking and its influence in the workplace
- C. To select topics/subtopics and arrange them to meet the needs and interests of an audience
- D. To demonstrate the ability to collect, analyze, and use information to develop and adapt messages
- E. To describe and evaluate one's own presentations and the presentations of others
- F. To develop delivery skills by using one's voice and body effectively
- G. To accept the view that public address involves having a dialogue with an audience
- H. To speak competently, confidently and ethically in private and public communication settings
- I. To improve listening and team communication skills
- J. To improve one's ability to work effectively with various presentation aids

IV. CONTENT OUTLINE:

1. Chapters 1, 2, 3
2. Chapters 4, 5,
3. Chapter 6
4. Chapters 8, 9
5. Chapter 7

V. INSTRUCTIONAL ACTIVITIES: Activities will include but are not limited to:

1. Lectures and Discussions
2. Projects
3. DVD Review
4. Presentations
5. Team Activities and Projects

VI. FIELD/LABORATORY EXPERIENCES: Students are required to give verbal/nonverbal and written presentations

VII. TEXT AND RESOURCES: Coel Coleman, *THE Presentation Guide Book: From the Classroom to the Boardroom, 3rd edition*, Kendall Hunt Publishing Company. Additional resources will be stated.

VIII. EVALUATION AND GRADING PROCEDURES & ADVICE: It is **strongly** encouraged that students maintain a log of all submitted assignments and grades received. Grade histories will not be reviewed at the onset of each class. If you are uncertain about your grades, visit me during office hours or make an appointment.

- A= 630-700
- B= 560-629
- C= 490-559
- D= 420-489
- F= We won't go here

700 POINTS TOTAL

Five (5) Presentations With Outlines (490 Points)

Presentation #1 **25 Total Points** *The Announcement* *with a practice Forum
Individual Grade 1-3 Minutes
10pts. Manuscript Outline Due:
5pts. Presentation Outline Due:
35pts. Individual Presentation Due:

Presentation #2 **90 Total Points** *The Meeting (Basic Report of Information)* *with a Forum
Individual Grade = 50pts. 3-5 Minutes Team Grade = 40pts.
10pts. Manuscript Outline Due: 40pts. Overall Presentation Due:
5pts. Presentation Outline Due:
35pts. Presentation Due:

Presentations #3 **Total 50 Points**
The Introduction of a Keynote Speaker
Individual Grade = 50pts. 1-3 minutes
 50pts. Individual Presentation Due:
 (includes presentation outline grade)
 (manuscript outline is graded with the team symposium)

Presentation #4 **Total 150 Points**
The Team Symposium
Team and Individual Grades= 150pts. 28-40 Minutes
5pts. Presentation Outline Due:
70pts. Individual Presentation Due:
25pts. Team Manuscript Due:
50pts. Team Presentation Due:

***Submit ONE Manuscript Outline word-for-word in speaking order for both #3 and #4 from the moderator's attention grabber to the moderator's closure. Presentation #3 has an individual grade and presentation #4 has individual and team grades.**

****Presentations #3 and #4 are on the same night...Pay attention to this!**

Presentation #5 **175 Total Points** *The Persuasive Keynote Address*
Individual Grade 5-7 minutes
40pts. Typed Manuscript Outline Due:
10pts. Presentation Outline Due:
125pts. Individual Presentation Due:

Two (2) Evaluations (110 Points)

- **Self-Evaluation Paper (On page 293 of your text.....page 293 states "answer ALL questions "IN ORDER")**
 Due: 100pts.
 3-4 Pages, Typed, Double-Spaced, and in Essay Format (Do not put the numbers!)
- **Team Member Evaluation (Page 285 of the text) TEAR THIS FORM OUT OF THE TEXT AND TURN IT IN**
 Due: 10pts.

Two (2) Quizzes (100 Points)

Quiz #1 (Chapters 1, 3, 4, 5) and Assigned Interpersonal Notes.....50pts.....Due:
 Quiz #2 (Chapters 2, 6, 7, 8, 9) and Assigned Interpersonal Notes.....50pts.....Due:

*****Mandatory Final Exam*****
Date and Time

IX. LATENESS AND ATTENDANCE POLICY: Excessive lateness will result in absences, which will result in failing the course. Attendance is REQUIRED and will be recorded in this class. Lecture notes are critical for success in this course. Absences in excess of 3 class periods **regardless of the reason**, will critically impact your grade.
THERE ARE NO UNIVERSITY EVENTS THAT WILL REQUIRE MORE THAN A 3-DAY ABSENCE! Since this is a PERFORMANCE targeted course, you must be present on the date of your presentation and the presentations of others! You must be present to earn the 3 credit hours. Please be here and be on time! **THERE ARE NO MAKE-UPS FOR ANY PRESENTATION OR ANY GRADED ASSIGNMENT! IF**

YOU MISS YOUR PRESENTATION, WRITTEN ASSIGNMENT, ETC.---YOU GET A ZERO---PERIOD. Students are expected to adhere to the MSU Attendance Policy outlined in the current MSU Bulletins.

- X. **ACADEMIC HONESTY POLICY:** Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

Cheating - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

Fabrication and Falsification - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

Multiple Submissions - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

Plagiarism - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Equal Opportunity. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

- XI. **NON-DISCRIMINATION POLICY STATEMENT:** Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact the Office of Equal Opportunity. The number is XXX-XXX-XXXX (voice), XXX-XXX-XXXX (TDD).

XII. **ADDITIONAL INFORMATION:**

- A. ALL WRITTEN ASSIGNMENTS MUST BE TYPED
- B. **MANUSCRIPT OUTLINES** WITH COMPLETE SENTENCES OF THE WORD-FOR-WORD PRESENTATION CAN HAVE UNLIMITED TYPED PAGES
- C. **PRESENTATION OUTLINES** THAT YOU TAKE TO THE PODIUM IN A SOLID CONSERVATIVE COLOR (Black, Manila, White, Maroon, Brown, etc.) FOLDER OR PORTFOLIO MAY NOT CONSIST OF MORE THAN TWO TYPED PAGES WITH NO COMPLETE SENTENCES EXCEPT FOR DIRECT QUOTATIONS

SCHEDULE

BOLD AND CAPITAL LETTERS INDICATE GRADED COURSE ASSIGNMENTS

Italics And Capital Letters Indicate A Recorded Assignment

Week #1 Chapters, 1, 2, 3

Week #2 Chapters 4, 5, 6

#1 MANUSCRIPT OUTLINE IS DUE (PART OF PRESENTATION #1 GRADE)

Week #3 **PRESENTATION #1 AND PRESENTATION OUTLINES ARE DUE**

Week #4 Chapter 8, 9 PREP FOR Presentation #2

Week #5 **QUIZ #1 AND #2 MANUSCRIPT OUTLINE (PART OF PRESENTATION #2 GRADE) IS DUE** PREP FOR #2

Week #6 **PRESENTATION #2 AND PRESENTATION OUTLINES ARE DUE**

Interpersonal Conflict Lecture

PREP FOR #3 AND #4

Week #7 PREP for Presentations #3 AND #4

Week #8 *REHEARSAL FOR #3....BE PREPARED TO PRESENT YOUR INTRODUCTION OF A KEYNOTE TONIGHT*

Week #9 *ROUGH DRAFT OF YOUR MANUSCRIPT OUTLINE FOR SPEECH #4 IS DUE*

Week #10 SPRING BREAK

Week #11 *PREP FOR #3 AND #4*

Week #12 **PRESENTATIONS #3 AND #4, MANUSCRIPT & PRESENTATION OUTLINES ARE DUE**

PERSUASION TOPIC IS DUE TONIGHT!!!!

Week #13 **TYPED SELF-EVALUATION PAPER IS DUE** (P. 293 of your textbook....questions MUST be answered in order!)

ROUGH DRAFT OF YOUR MANUSCRIPT OUTLINE FOR SPEECH #5 IS DUE

Week #14 *BE PREPARED TO PRESENT YOUR ATTENTION GRABBER SHORT STORY TONIGHT AND HAVE IT MEMORIZED*

Week #15 **PRESENTATION #5, MANUSCRIPT AND PRESENTATION OUTLINES ARE DUE**

Week #16 **QUIZ #2 AND TEAM MEMBER EVALUATION ARE DUE**

Week # 17 **THE FINAL EXAM PRESENTATION IS TUESDAY, May _____ AT 6:00PM**

SUBJECT TO REVISIONS IN EXTREME CIRCUMSTANCES, AT THE DISCRETION OF THE PROFESSOR