



# COMMUNICATION STUDIES

COLORADO STATE UNIVERSITY

## SPCM 200: PUBLIC SPEAKING

Department of Communication Studies | Colorado State University | Spring 2024

Instructor: Jason Smith

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Office: Behavioral Science Building A208 Pod C

Office Hours: Tuesday 2:00 pm - 3:30 pm, Wednesday 1:30 pm - 3:00 pm

### Course Information

#### Required Texts

Thomas R. Dunn, *Public Speaking Now: Textbook and Coursebook for SPCM 200: Public Speaking*, 1st edition.

**Note: All students are automatically enrolled in the electronic textbook online.**

### CLASS POLICIES

*Please see SPCM 200 standardized syllabus for additional policies, such as accommodations, Freedom of Speech, academic integrity, grading standards, etc.*

**Respect:** Many different backgrounds, views, and opinions will be represented in this class. You are expected and required to treat your classmates and instructors with respect, regardless of whether their views align with yours. Personal attacks, insults, and other disrespectful behavior will not be tolerated. In an effort to create an open, welcoming, and discussion-friendly environment, it is your responsibility to allow others to state their viewpoint without fear of criticism or hostility. It is important that we remember to **challenge the idea, not the person**. Discussions are welcome, uncivil altercations and attacks are not.

**Attendance Policy:** Attendance is required for this course. Because illnesses and emergencies do arise, 3 days of absences are allowed without penalty. After your unpenalized absences have been used, each unexcused absence will result in a 15-point per absence deduction from your final grade. The excused absences should only be used in case of emergency so there will be no exceptions after the 3 absences are used. Students with extenuating circumstances may consider meeting with CSU Case Management.

**Absences:** If you are absent it is your responsibility to get the information that you missed, and ensure you are on track with the rest of the class. YOU can accomplish this task by asking a friend or emailing me.

**Tardiness Policy:** Tardiness is particularly disruptive in a public speaking class. You should never walk in on another student who is giving a speech. During a speech day wait outside the room until your colleague's speech is concluded (typically indicated by applause). Additionally, it is important to come to class on time so that your instructor can make an accurate record of your attendance. If you come to class late, after attendance has been taken, you are personally responsible for informing the instructor that you were present. Habitual tardiness may result in point penalties.

**Grade Return Policy:** Speeches will be returned within the next 2 class periods after the last day of speeches. I will notify you if there is ever an unforeseen delay in grade returns. All other assignments will be graded within one week of their due date.

**Grades and Grade Appeals:** Should you have a grade dispute please utilize the 24/7 policy. If you are inquiring about a grade, you must wait 24 hours after receiving the grade to contact me. After waiting 24 hours, you have 7 days to reach out and schedule an appointment to meet with me and discuss your grade. After 7 days, all grades are final.

**Late Assignment Policy:** Late assignments will be marked down 10% per day late (including Saturdays and Sundays). This excludes speeches. Failure to give your speech on the assigned day without proper documentation will result in a zero for that speech. For excused absences when assignments are due, assignments must be completed within one week of returning to class. It is the student's responsibility to contact the instructor in time to complete makeup work by these deadlines.

**Technology Policy:** Students are expected to foster a distraction-free learning environment. Please turn off any ringers/sound-making devices before entering the classroom. Phones are not allowed during class time unless cleared by the instructor. Please let your instructor know if there is an extenuating circumstance where you need to be available via phone. Laptops are allowed only if they are not a distraction for your classmates.

**Communication Policy:** I will respond to emails within 24 hours (excluding weekends). If I do not get back to you within 24 hours, please send a follow-up email. Additionally, I reserve the right to modify the course and assignments as the semester progresses. Check your canvas announcements frequently for important information like schedule changes.

**Email Etiquette (Net-iquette)**

When sending me an email, please only use your university-assigned account (your.name@colostate.edu) or Canvas email. The subject line should include the full course number (SPCM 200-047) along with the assignment/subject matter. This will help me learn your name and ensure I provide you with the information relevant to your course.

**Office Hours:** My office hours are by appointment, meaning that you should email me at least 15 minutes in advance of my office hours if you plan on attending. I will always be available to meet in person on Tuesday and Thursday from 2:00 pm to 3:30 pm. Even so, you should email me before attending office hours with a brief description of your question/concern so I can best prepare to help you during our conversation. Giving me time for preparation helps me do a better job helping you! If the office hour times listed do not work for you, email me and we can set up a different time that works for both of us.

### Course Assignments

| Major Assignments            | Points        |
|------------------------------|---------------|
| ● QuickStart Speech          | 0 - Pass/Fail |
| ● Informative Speech         | 100           |
| ● Public Deliberation Speech | 200           |
| ● Policy Speech              | 250           |
| ● Commemorative Speech       | 100           |
| ● Final Exam                 | 150           |

| Minor Assignments         | Points       |
|---------------------------|--------------|
| ● Syllabus Contract       | 5            |
| ● Reading Quizzes         | 100 (20 x 5) |
| ● Topic Proposals         | 40 (10 x 4)  |
| ● Speech Self-Evaluations | 50 (10 x 5)  |
| ● Exam Review             | 5            |

**Total Points: 1000**

### Assignment Descriptions

#### **QuickStart Speech (Pass/Fail)**

This short speech is designed to assess your speaking strengths and areas that need improvement. It will be graded on a pass/fail basis.

#### **Informative Speech (100 points)**

Prepare and present a speech that conveys useful or interesting information to an audience.

#### **Public Deliberation Speech (200 points)**

Prepare a speech to explore an issue and then moderate a dialogue with your class colleagues. Then you will present a brief conclusion (no more than 1 minute) summarizing your speech content and dialogue.

#### **Policy Speech (250 points)**

Prepare and present a speech that proposes a plan to solve a current public problem.

**Commemorative Speech (100 points)**

Prepare and present a speech that pays tribute to a person, concept, organization, or institution.

**Final Exam (150 points)**

To ensure the consistency of course sections and to assess students' grasp of course concepts and theories, each student will complete a final exam at the end of the course. Details about the format and timing of the exam can be found on Canvas. Students who attempt the final exam without acquiring the course textbook will be at a significant disadvantage. **All SPCM 200 students will take the Final Exam on Thursday, December 14<sup>th</sup> from 7:30 – 9:30 AM.**

**Student Information Sheet (5 points)**

To orient yourself with the class, set your expectations, and introduce yourself, students will complete pg. 167 of their course textbook. This assignment is worth 5 points and will be due Sunday, August 27<sup>th</sup> on Canvas.

**Syllabus Contract (5 points)**

At the end of this addendum, there is a contract on classroom behavior. By enrolling in this course, students acknowledge and agree to adhere to the Student Code of Conduct, which is designed to foster a positive and respectful learning environment for everyone.

**Reading Quizzes (50 Points)**

There will be one quiz for each unit to reaffirm the material read from the book and to prepare you for the final exam at the end of the semester. Quizzes will be available on Canvas on the last Monday of each unit and due the following Sunday. While there is nothing stopping students from using their books as references for the quizzes, reading the book throughout each unit will greatly aid you in understanding the content.

**Topic Proposals (10 points)**

Topic proposals are designed to get you thinking about your speech topic early and to let your instructor give feedback before writing the speech. These will be found online via Canvas for submission. Check the course schedule for specific topic proposal due dates. These are **due one week after assigning the speech**. Topic proposals are worth 10 points each for a total of 40 points.

**Speech Self-Evaluations (10 points)**

Self-evaluations are intended to increase critical thinking regarding your past speeches and help you improve your communication skills. Therefore, completing self-evaluations with full effort is instrumental in improving your public speaking skills. Self-evaluations should be uploaded via Canvas and are **due 48 hours after delivering your speech**. Note: the assignment due date on Canvas will not reflect individual dates so students should be mindful of when they present and when their reflection is due. For each self-evaluation, you will watch a recording of your performance from class via Echo360 and respond to the prompts in the assignment. Each self-evaluation is worth 10 points for a total of 50 points.

**SPCM 200: Spring 2024 Course Schedule**  
**Tuesday & Thursday (75 minutes) | 3 credits (3-0-0)**

Class Materials: Thomas R. Dunn, *Public Speaking Now: Textbook and Coursebook for SPCM 200: Public Speaking*, 1<sup>st</sup> edition (Plymouth, MI: Hayden-McNeil: 2019)

Note: The complete syllabus is located on your class Canvas site. Most readings and assignment information are located in the textbook listed above. What follows is a general course schedule. Consult your instructor for specific assignment due dates.

| <b>Unit</b>                      | <b>Date</b>                          | <b>Activities</b>  | <b>Readings</b>   |
|----------------------------------|--------------------------------------|--|---|
| Introduction to Speaking         | T Jan. 16                            | Course overview. Assign QuickStart Speech                                      | Ch. 1, 3, 4, Ch. 12<br>App. B   |
|                                  | TH Jan. 18                           | Unit one: discussion, activities, video  |   |
|                                  | T Jan. 23                            | <b>Speeches: QuickStart</b>  | Speech-related work   |
|                                  | TH Jan. 25                           | <b>Speeches: Finish QuickStart</b>   |   |
| Informative Speaking             | T Jan. 30                            | Unit two: Assign Informative Speech  | Ch. 2, 5-11, Ch. 13<br>App. C   |
|                                  | TH Feb. 1                            | Unit two: discussion, activities, video  |   |
|                                  | T Feb. 6                             | Unit two: discussion, activities, video  |   |
|                                  | TH Feb. 8                            | Unit two: discussion, activities, video  | Speech-related work   |
|                                  | T Feb. 13                            | <b>Speeches: Informative</b>   |   |
|                                  | TH Feb. 15                           | <b>Speeches: Informative</b><br><i>CSU's Year of Democracy Speech Showcase</i> |   |
|                                  | T Feb. 20                            | <b>Speeches: Informative</b>   |   |
| Speaking for Public Deliberation | TH Feb. 22                           | Unit three: Assign Public Deliberation Speech                                  | Ch. 14, App. D  |
|                                  | T Feb. 27                            | Unit three: discussion, activities, video                                      |   |
|                                  | TH Feb. 29                           | Unit three: discussion, activities, video                                      |   |
|                                  | T Mar. 5                             | <b>Speeches: Public Deliberation</b>   | Speech-related work   |
|                                  | TH Mar. 7                            | <b>Speeches: Public Deliberation</b>   |   |
|                                  | <b>Mar. 9-17</b>                     | <b><i>Spring Break: NO CLASSES</i></b>   |   |
|                                  | T Mar. 19                            | <b>Speeches: Public Deliberation</b>   |   |
| TH Mar. 21                       | <b>Speeches: Public Deliberation</b> |  |   |
| Policy Speaking                  | T Mar. 26                            | Unit four: Assign Policy Speech  | Ch. 15, App. E  |
|                                  | TH Mar. 28                           | Unit four: discussion, activities, video                                       |   |
|                                  | T Apr. 2                             | Unit four: discussion, activities, video                                       |   |
|                                  | TH Apr. 4                            | <b>Speeches: Policy</b>  | Speech-related work   |
|                                  | T Apr. 9                             | <b>Speeches: Policy</b>  |   |
|                                  | TH Apr. 11                           | <b>Speeches: Policy</b>  | <i>Apr. 12 End course withdrawal ("W") period; Repeat/Repair deadline</i> |
|                                  | T Apr. 16                            | <b>Speeches: Policy</b>  |   |
| Commemorative Speaking           | TH Apr. 18                           | Unit five: Assign Commemorative Speech   | Ch. 16-17, App. F   |
|                                  | T Apr. 23                            | Unit five: discussion, activities, video                                       |   |
|                                  | TH Apr. 25                           | <b>Speeches: Commemorative</b>   |   |
|                                  | T Apr. 30                            | <b>Speeches: Commemorative</b>   | Speech-related work   |
|                                  | TH May 2                             | Exam review; course evaluation   |   |

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**Final Exam Wednesday, May 8, 2:00 pm - 4:00 pm**

*Consult your instructor for room location.*

*All SPCM 200 students must take the final exam during the designated period. **NO**  
**EXCEPTIONS.***

I \_\_\_\_\_ (Print Name) Herby certify that I will work to the best of my ability to uphold CSU's community principles as well as the additional principles of SPCM 200 Section \_\_\_\_\_. The principles that I will adhere to are as follows:

Inclusion

Integrity

Respect

Service

Social Justice

Signed \_\_\_\_\_

On \_\_\_\_\_ (Date)