

Syllabus for
COM 302—Advanced Public Speaking
3 Credit Hours
Fall 2007

I. COURSE DESCRIPTION

Instruction in the theory and practice of public speaking skills in a broad range of situations. Emphasis is on formulation and presentation skills and public speaking as a vehicle for the discovery and artful presentation of truth, the promotion of responsible personal development, and for the encouragement of constructive social action. Each speech needs to reflect Christian principles and present ethical ways to enhance audience participation and acceptance.

Prerequisite: COM 101.

Course Fee: \$10.

II. COURSE GOALS

This course is designed to assist the student in his or her quest to do the following:

- A. Become more professional as a participant in a broad range of public speaking situations.
- B. Develop skill in analyzing a public speaking situation while participating in it.
- C. Choose the most effective public speaking strategy in relation to the specific audience being considered.
- D. Develop practical skills in planning, managing, and interpreting public presentations in both secular and Christian settings.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

After successfully completing the course, the student will be able to do the following:

- A. Use learned skills in the researching and composition of speeches suitable to a broad range of public speaking situations.
- E. Demonstrate flexibility in using different modes of delivery as well as knowledgeably answering questions posed by the audience.
- B. Employ effective reasoning and evidence to inform and persuade listeners in an ethical way.
- C. Analyze audiences and be able to adapt speeches for maximum impact to that particular group.
- D. Confidently speak in impromptu situations in an organized, informative manner.
- E. Utilize technology to effectively design and deliver professional visual aids in a variety of common speech situations
- F. Critically analyze oral presentations and give verbal critiques.

Last revision: Fall 2007

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

Required Textbook:

Hamilton, C. (2006). Essentials of public speaking. Belmont: Wadsworth Publishing.

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, video, multimedia, or computer software. By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means.
4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with University, school, and departmental policies regarding ePortfolio requirements. Students should consult the ePortfolio handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting an ePortfolio artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Department Policies and Procedures

1. **Attendance**—At Oral Roberts University, students are expected to attend all classes. Understanding that there are sometimes unavoidable circumstances that prevent perfect attendance, each student is allowed to miss class the number of times per week a class meets. This allowance is for illness, personal business, and personal emergency. Students may consider this personal days or sick leave. If a student has absences in excess of this number, the earned grade for the course will be reduced one letter grade for each hour's absence above those allowed. A student missing class due to illness must take an unexcused absence. Extended illnesses are handled on an individual basis and require a doctor's excuse.
2. **Administratively Excused Absences**—Students who must miss class for University sponsored activities must follow these procedures:
 - a. inform the professor before the event.
 - b. arrange to complete missed work within one week.
 - c. not commit to class performances (oral reports, speeches, television tapings, group presentations, etc.) on a date the student will be gone. Makeup work is not permitted if the student voluntarily commits to a performance on the date of an administratively excused absence.
 - d. present an excuse, signed by the Dean of Arts and Sciences, the day the student returns.
3. **Tardies**—Tardies are an inconvenience to the other class members and the professor, and they prevent the late student from obtaining maximum value from the class. Therefore, tardies are calculated in the attendance provision for this course. Three

tardies equal one absence and are included in the absences when determining the course grade. It is to the student's advantage to make sure that the professor is informed immediately following the close of the class that the student was tardy and not absent. It is not the professor's responsibility to stop the class to mark the student late; the student is the one responsible to convey that information following that class. Students should not expect to be credible the following class session concerning a late arrival on a previous day.

4. **Late Work**—The student is responsible for obtaining class assignments and material covered during an absence. All work must be completed as scheduled. An absence is not an excuse for turning in late work or for being unprepared with assignments for the class following the absence. If late work is accepted, a substantial penalty will be assessed.
5. **Literacy**—The Communication Arts Department does not accept for credit any written assignment that contains more than an average of three grammatical and/or typographical errors per page.
6. **ePortfolio**—Refer to the Communication Arts ePortfolio handbook for ePortfolio policies at (<http://oru.edu>), click on **Academics**, then **ePortfolio**, then **Department Resources**, then **Communication Arts Handbook HTML**.

C. Course Policies and Procedures

1. Evaluation Procedures

Final grade will be calculated as follows:

- a. **Speeches:**

Narrative Speech	10%
Informative Speech	15%
Persuasive Speech	15%
Special Occasion Speech	10%
- b. **Exams:**

Midterm:	15%
Final	15%
- c. **Other:**

3 Outside Evaluation Reports	10%
Class Participation/ Impromptus/Homework, etc.	<u>10%</u>
TOTAL	100%

2. ePortfolio Requirements: students are responsible for including this portfolio item.
 - a. Informative Speech Outline
 - b. Artifacts not submitted electronically or incorrectly submitted receive a zero for that assignment.

VI. COURSE CALENDAR

Week	Date	Topic	Assignment
	August 16	Course Introduction	
1	August 20	Public Speaking, Ethics and You	Chapter 1

	August 22	Getting Started: Your First Speech	
	August 24	Building Speaker Confidence	Chapter 2
2	August 27	Cont.	
	August 29	Listening: What Speakers Should Know	Chapter 3
	August 31	Cont.	
3	September 3	LABOR DAY – No Class	
	September 5	Speech 1 – Narrative	
	September 7	Speech 1 – Narrative	
4	September 10	Speech 1 – Narrative	
	September 12	Analyzing Your Audience	Chapter 4
	September 14	Informative Speaking	Chapter 12
5	September 17	Selecting & Researching Your Topic Supporting Your Ideas	Chapter 5 Chapter 6
	September 19	Organizing Your Speech Outlines and Speaking Notes	Chapter 7 Chapter 8
	September 21	MIDTERM (Chapters 1-8 & 12)	
6	September 24	Preparing Effective Visual Aids	Chapter 9
	September 26	Cont.	
	September 28	Delivering Your Speech	Chapter 10
7	October 1	Cont.	
	October 3	Speech 2 – Informative	
	October 5	Speech 2 – Informative	
8	October 8	Speech 2 – Informative	
	October 10	Speech 2 – Informative	
	October 12	Speech 2 – Informative	
	October 15 - 20	FALL BREAK	
9	October 22	Persuasive Speaking	Chapter 13
	October 24	Persuasive Speaking Cont.	
	October 26	Persuasive Methods & Theories	Chapter 14
10	October 29	Persuasion (cont.)	
	October 31	Research Day	
	November 2	Speech 3 – Persuasive	
11	November 5	Speech 3 – Persuasive	
	November 7	Speech 3 – Persuasive	
	November 9	Speech 3 – Persuasive	
12	November 12	Speech 3 – Persuasive	
	November 14	Speech 3 – Persuasive	
13	November 16	Special Occasion Speeches	wadsworth.com
	November 19	Cont.	
	November 21 & 23	THANKSGIVING BREAK	
14	November 26	Research Day	
	November 28	Speech 5 – Special Occasion	
	November 30	Speech 5 – Special Occasion	
15	December 3	Speech 5 – Special Occasion	
	December 5	Review/Catch up, etc.	
	December 7	Review/Catch up, etc.	
16		FINAL – Chps 8 -12, 14-16, & Apx C)	

Course Inventory for ORU's Student Learning Outcomes

COM 302—Advanced Public Speaking Fall 2007

This course contributes to the ORU student learning outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	Outcome #1 – Spiritually Alive Proficiencies/Capacities				
1A	Biblical knowledge			X	
1B	Sensitivity to the Holy Spirit			X	
1C	Evangelistic capability		X		
1D	Ethical behavior	X			
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Critical thinking	X			
2B	Information literacy	X			
2C	Global & historical perspectives			X	
2D	Aesthetic appreciation		X		
2E	Intellectual creativity	X			
3	Outcome #3 – Physically Disciplined Proficiencies/Capacities				
3A	Healthy lifestyle			X	
3B	Physically disciplined lifestyle				X
4	Outcome #4 – Socially Adept Proficiencies/Capacities				
4A	Communication skills	X			
4B	Interpersonal skills	X			
4C	Appreciation of cultural & linguistic differences			X	
4D	Responsible citizenship		X		
4E	Leadership capacity		X		