



TEXAS TECH UNIVERSITY

## Department of Communication Studies™

### COMS 2300 PUBLIC SPEAKING

TEXAS TECH UNIVERSITY, FALL 2020 SYLLABUS

Lectures: asynchronous online  
Lab Sections Otherwise Scheduled

*If Texas Tech University campus operations are required to change because of health concerns related to the COVID-19 pandemic, it is possible that this course will move to a fully online delivery format. Should that be necessary, students will need to have access to a webcam and microphone for remote delivery of the class*

#### **COMS 2300 Course Director: Dr. Katie Langford, Department of Communication Studies**

Office Location: Media and Communication 262B (2<sup>nd</sup> floor)

Office Hours in Zoom: Mondays from 8:00 a.m. – 1:00 p.m.

Office Phone: 806.834.1815

Email: [katie.langford@ttu.edu](mailto:katie.langford@ttu.edu) (please put your lab section # in the subject line)

#### **Communication Plan**

- You can expect an email reply within 24 hours on weekdays, and within 48 hours on weekends.
- I will be posting course related announcements in Blackboard as needed.

My Section #: \_\_\_\_\_

My Section Meets: \_\_\_\_\_

Lab Instructor Name: \_\_\_\_\_

Office: MCOM 256 \_\_\_\_\_ Office Hours: \_\_\_\_\_

Lab Instructor's Email: \_\_\_\_\_

A Classmate's Name and Contact Information: \_\_\_\_\_

A Second Classmate's Name and Contact Information: \_\_\_\_\_

#### **Course Information**

This course is delivered through a combination of synchronous lab interactions and asynchronous lecture content.

#### **Course Description and Purpose**

Welcome to COMS 2300 Public Speaking! It is my hope that you will learn to enjoy the process of public speaking, while gaining confidence, improving your skills, and making new friends.

This course equips students with the skills necessary for successful public speaking. Students will learn to prepare and deliver effective presentations, adapt to various audiences, and adjust to different speaking contexts. COMS 2300 emphasizes the application of public speaking theory. This course satisfies the Texas Tech University core curriculum requirement in Oral Communication. There are no prerequisites for COMS 2300.

#### **Required Course Materials**

1. Textbook: O'Hair, D., Rubenstein, H., & Stewart, R. (2019). A Pocket Guide to Public Speaking (6th ed.). Boston: Bedford/St. Martins. ISBN for E-book: 9781319217099; ISBN for Spiral-Bound Hard Copy: 9781319102784

## 2. COMS 2300 TopHat supplement, with access to Acclaim

- ❖ The TopHat Supplemental Packet/Acclaim access code is available at the TTU Barnes and Noble Bookstore or Varsity Bookstore, as well as directly through the Top Hat storefront.
- ❖ Upon purchase of your COMS 2300 Top Hat course, you will receive a separate email with your Acclaim access code and instructions for setting up your Acclaim account. If you have not set up your Acclaim account and enrolled in your instructor's course by your scheduled speech date, you will not be able to receive credit for that assignment.
- ❖ Acclaim is a video uploading platform that you will use this semester to upload all of your speeches and provide feedback to your peers on their speeches. Acclaim is included in your TopHat supplement; there is no additional cost to you. To get started: Once you complete the Top Hat account creation, check out online and your purchase is complete you will receive your Acclaim access code within 24 hours via email.

### **Technical Requirements (Mostly) for Students Taking the Class via Remote/Online Option**

- Desktop or laptop computer
- High speed internet access
- TTU E-mail
- Microsoft Office (download from TTU eRaider)
- Adobe Reader (download from Adobe.com)
- Flash Player (download from Adobe Flashplayer)
- Audio and video capabilities (for watching and listening to course content)
- Web camera and microphone (for video conferencing)
- Zoom application on your laptop / tablet, as well as your cell phone

### **Recommended Course Materials**

- A USB headset with microphone or headphones (for Lab Discussion Session video conferencing)
- Digital video recording equipment capable of recording up to 10 minutes of video footage
- A tripod
- A LED ring light
- A hotspot through your cellular device

### **Technical Skill Requirements**

Be comfortable with the following:

- Microsoft Word or word processor that can save Word compatible files (.doc)
- Using email for communication, attaching documents
- Internet search engines and browsers
- The ability to download video files, or to stream files.

### **Course Organization**

This course is organized into Weekly Content folders (then into Large Lecture and Lab Day 1 and Lab Day 2 within those Weekly Content folders). You can access the Weekly Content folders by clicking on the Weekly Content folders link on the Course Menu in Blackboard. Weekly Content folders will contain a combination of reading assignments, lecture videos, links to additional readings and/or video material, and other content that will help you understand the focus of that particular module. Additionally, there will be various assessments included in each week, such as quizzes, learning activities, video conferences, speeches, and peer and self-evaluations. Check the course schedule in the syllabus to see the specific assessments included in each and specific due dates for each assessment.

### **Student Learning Outcomes**

By the end of this course, students will be able to:

1. Demonstrate oral competency in effective delivery.
  - Assessed by the Introductory Speech, Training/Briefing Speech, Persuasive Policy Speech, and the Special Occasion Speech.
2. Demonstrate oral competency in organized content.

- Assessed by the Introductory Speech, Training/Briefing Speech, Persuasive Policy Speech, and Special Occasion Speech.
3. Demonstrate oral competency in appropriate analysis.
- Assessed by the Introductory Speech, Training/Briefing Speech, Persuasive Policy Speech, and Special Occasion Speech.

TTU STUDENT LEARNING OBJECTIVES	ASSESSMENT METHODS
1. Demonstrate the ability to specify audience and purpose and to make appropriate communication choices.	<ul style="list-style-type: none"> <li>• Instructor evaluation of four unique oral presentations. Relevant rubric subcategories: content and organization, nonverbal delivery, audience adaptation</li> <li>• Instructor evaluation of in-class activities and discussions.</li> <li>• Student completion of three course exams.</li> </ul>
2. Demonstrate the ability to apply appropriate form and content in written, visual, and oral communication.	<ul style="list-style-type: none"> <li>• Written communication: instructor evaluation of three written presentation outlines, four peer evaluation reports, four self-evaluation reports, and various in-class writing activities and assignments.</li> <li>• Oral communication: Instructor evaluation of four unique oral presentations. Relevant rubric subcategories: content and organization, nonverbal delivery, audience adaptation. Instructor evaluation of impromptu speech activities.</li> <li>• Visual communication: instructor evaluation of visual aids and presentation software.</li> </ul>
3. Demonstrate the ability to apply basic principles of critical thinking, problem solving and technical proficiency in the development and documentation of exposition and argument.	<ul style="list-style-type: none"> <li>• Instructor evaluation of four unique oral presentations. Relevant rubric subcategories: sound/ethical reasoning, content and organization, nonverbal delivery, audience adaptation.</li> <li>• Student completion of three course exams.</li> <li>• Instructor evaluation of in-class activities and discussions.</li> </ul>
COLLEGE LEVEL COMPETENCY OBJECTIVE	
Students graduating from Texas Tech University should be able to: demonstrate the ability to specify audience and purpose and to make appropriate communication choices.	<ul style="list-style-type: none"> <li>• Instructor evaluation of four unique oral presentations. Relevant rubric subcategories: content and organization, nonverbal delivery, audience adaptation</li> <li>• Instructor evaluation of in-class activities and discussions.</li> <li>• Student completion of three course exams</li> </ul>
COORDINATING BOARD OBJECTIVES	
1. Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information	<ul style="list-style-type: none"> <li>• Instructor evaluation of four unique oral presentations. Relevant rubric subcategories: content and organization, nonverbal delivery, audience adaptation</li> <li>• Instructor evaluation of in-class activities and discussions.</li> <li>• Student completion of three course exams.</li> <li>• Student completion of four peer evaluation reports</li> <li>• Student completion of four self-evaluation reports</li> </ul>
2. Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication	<ul style="list-style-type: none"> <li>• Written communication: instructor evaluation of three written presentation outlines, four peer evaluation reports, four self-evaluation reports, and various in-class writing activities and assignments.</li> <li>• Oral communication: Instructor evaluation of four unique oral presentations. Relevant rubric subcategories: content and organization, nonverbal delivery, audience adaptation. Instructor evaluation of impromptu speech activities.</li> <li>• Visual communication: instructor evaluation of visual aids and presentation software.</li> </ul>
3. Personal Responsibility: to include the ability to connect choices, actions, and consequences to ethical decision making.	<ul style="list-style-type: none"> <li>• Instructor evaluation of four unique oral presentations. Relevant rubric subcategories: sources cited, reasoning ethical.</li> <li>• Student completion of four peer evaluation reports.</li> </ul>
4. Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.	<ul style="list-style-type: none"> <li>• Instructor evaluation of in-class group discussions, debates, and activities.</li> <li>• Student completion of group brainstorming exercises designed to aid in topic selection and audience analysis.</li> <li>• Student completion of four peer evaluation reports.</li> </ul>

## Learning Assessments

The Department of Communication Studies supports and adheres to university policies of academic excellence as noted in the student handbook. Final grades in this course will be based on the following assignments and point values.

Course Assignment	Maximum Points	Points I Earned
<b>Major Speeches</b>	<b>500 Total</b>	
• Introductory Speech	50	
• Training/Briefing Speech	150	
• Persuasive/Policy Speech	200	
• Special Occasion Speech	100	
<b>Quizzes</b>	<b>200 Total</b>	
• 20 Quizzes @ 10 Points Each	200	
<b>Assignments and Activities</b>	<b>300 Total</b>	
• Information Literacy Assignment	40	
• Debate and Listening Assessment	60	
• Topic & Planning Forms	30	
• Impromptu Speech Activity	20	
• <i>Peer &amp; Self Evaluations*</i>	40	
• <i>Application Exercises*</i>	110	
<b>Extra Credit</b>		
	<b>1000 Possible Points</b>	<b>Total Points I earned:</b>

\*These are assessments that are ongoing throughout the entire semester. Your total points earned in these three categories will not be finalized until the end of the semester. It is your responsibility to keep up with your grades, as your discussion instructor will not be posting these three totals until midterm and when final grades are posted.

Your final grade will be determined as follows:

- To earn an A, you need 900 points
- To earn a B, you need 800 points
- To earn a C, you need 700 points
- To earn a D, you need 600 points
- If your point total is 599 points or less, you will earn an F

## Blackboard

We will use Blackboard, which can be accessed at: [www.blackboard.ttu.edu](http://www.blackboard.ttu.edu). We will post important announcements, course content, and your assignment grades here so it is important that you are regularly logging in and checking for updates. If you are having technical issues with your Blackboard account, please contact IT Help Central at: [ithelpcentral@ttu.edu](mailto:ithelpcentral@ttu.edu) or 806-742-4357 (HELP).

## A Note about Speech and Assignment Grades:

We hold the same set of grading standards for all students enrolled in this course, regardless of academic major or discipline. Our instructors are trained to utilize standard speech grading rubrics when evaluating your speechwriting and delivery abilities. These rubrics can be found in the COMS 2300 Supplemental Packet on Top Hat and we encourage you to refer to these documents as you prepare for your speeches so that you will be aware of our assessment methods.

It is also important to acknowledge that this course is unique in several ways. First, there is a performance element present. *Knowing about* effective communication/public speaking principles does not necessarily mean that one communicates effectively in public speaking settings. Secondly, the course is taught incrementally, meaning that we will gradually introduce more complex theory and application. Third, it is important to note that each

student comes into the course with varying levels of public speaking experience and knowledge. Just as some students excel in math, history, science, art, or other disciplines, some students excel in communication and public speaking.

For individual assignments and speeches, you can expect to earn an “A” when you far exceed basic requirements and provide a model of excellence to your classmates, a “B” when you exceed basic requirements and demonstrate depth of application, a “C” when you meet basic/minimum requirements, a “D” when you do not meet basic requirements, and an “F” when you fall significantly short of the minimum requirements or when you do not complete the assignment.

## **Assessment Descriptions**

**Speeches:** You will present four major speeches this semester. Each speech will be filmed, uploaded to Acclaim and made available only to you and your instructors for grading and evaluation purposes. Below is a brief summary of each major speech:

- **Introductory Speech:** You will deliver a 2-3 minute narrative speech introducing yourself to your classmates.
- **Training/Briefing Speech:** You will deliver a 3-5 minute briefing or training related to your major, academic discipline, or future career industry.
- **Persuasive/Policy Speech:** You will deliver a 4-6 minute persuasive speech utilizing a claim of policy.
- **Special Occasion Speech:** You will deliver a 2-3 minute tribute speech.

**\*Presentation Outlines:** You will turn in a detailed, full-sentence, typed outline for 3 of your main presentations (Training/Briefing, Persuasive Policy, Special Occasion), complete with a bibliography using APA format. Further criteria will be provided with each speech assignment and can be found in the COMS 2300 Supplemental Packet on Top Hat. Outlines that are not typed or not turned in at the time of the speech will not be accepted.

**Quizzes:** You will have a series of quizzes throughout the semester that will cover chapter readings, supplemental materials, class lectures, and activities. There is no final exam in this course.

**Assignments and Activities:** During the semester, you will be asked to complete various learning activities.

- **Information Literacy Assignment:** This assignment will give you practice with the TTU Library as you consider the importance of locating credible supporting material. In addition, this assignment will help you prepare for your Training/Briefing Speech.
- **Debate and Listening Assessment:** This assignment will require you to research and debate a topic/issue with your peers. Additionally, you will be assessed over your listening abilities.
- **Impromptu Speech Activity:** This assignment will require you to deliver a short, 1-2 minute impromptu speech.
- **Peer and Self Evaluation Reports:** You will be required to write a self and peer evaluation after each major speech (total of 8).
- **Application Exercises:** Short projects and activities will be completed in or out of class to apply public speaking theory and concepts. In-class assignments cannot be made up without official, documented justification.

## **Course Procedures and Expectations**

### **Large Lecture**

- Large lecture will serve as the anchor of this course. The most foundational and crucial course content will be taught during large lecture. Additionally, all major speeches and assessments will be assigned in large lecture.
- As Course Director, my role requires me to create all assignments, grading rubrics, course schedules, and quizzes. Any questions about the structure or curriculum of COMS 2300 should be directed to me.

- You can expect that I will:
  - Be accessible during scheduled office hours for questions and help with speeches.
  - Be accessible via email for questions. In general, you can expect me to reply to your emails within 24 hours, except on weekends and holidays. Please note that I can't discuss grades via email (see FERPA Policy).

### Discussion Instructor Role

- In addition to viewing the large lecture recording, you will be attending a discussion section twice each week (either in person or remotely via Zoom). These smaller sections are designed to give you opportunities to explore additional course material, prepare for and deliver your speeches, receive individualized feedback and encouragement, and complete various application exercises.
- You can expect that your discussion instructors will:
  - Be prepared for every class meeting.
  - Evaluate your work fairly using a standard grading rubric used in all sections of COMS 2300.
  - Provide clear and constructive feedback regarding your strengths and areas needing growth.
  - Return and post your speech grades within 1 week of the last date of speeches (see syllabus schedule).
  - Be accessible outside of class during scheduled office hours for questions and help with speeches.
  - Be accessible via email for questions. In general, you can expect your discussion instructor to reply to your emails within 24 hours, except on weekends and holidays. Please note that instructors can't discuss grades via email (see FERPA Policy).

### Submission of Course Speeches and Assignments:

- All assignments and activities must be submitted on time. In-class assignments cannot be made-up without appropriate documentation from a medical provider. Assignments and papers cannot be turned in via email unless instructions are given to do so.
- Speeches and exams must be completed on the day you are assigned. Make-up speeches and exams will only be granted with appropriate documentation from a medical provider. All make-up assignments, speeches, and exams must be completed within one week of the initial absence. It is your responsibility to communicate with your instructor to ensure you are able to make up the assignment within one week.
- STRIVE FOR HONOR! Academic integrity is expected on all course assignments and activities. A zero-tolerance policy is in effect for plagiarism or other cheating on any coursework or exams. The consequence of any such activity may range from a zero on the assignment to a grade of F for the course. Additionally, this course requires your original work, created during the course of the semester. Do not attempt to adapt work from other courses or from other students. For more information please refer to the Texas Tech University's Academic Integrity website at <http://www.depts.ttu.edu/studentconduct/academicinteg.php>.
- 24/7 Rule: All instructors will use the "24/7 Rule" for all discussions regarding grades. This rule requires that students:
  1. Must wait a minimum of 24 hours after they receive a graded assignment before contacting the instructor to discuss the grade. During this time, students should review the speech assignment description and grading rubric for information about assessment methods.
  2. After the initial 24 hours, students have one week to meet with the instructor or teaching assistant during office hours to discuss the grade. Students must bring their speech rubric when meeting with the instructor or teaching assistant. If the student does not meet with the instructor or teaching assistant within a week, then the instructor considers the matter closed.
  3. All discussions regarding grades are conducted in person, during office hours; instructors will not discuss individual grades during class time.
- Please note that all exams and assignments are property of the Communication Studies Department.

- The Student Code of Conduct applies to all work related to this class (available online at <http://www.depts.ttu.edu/dos/handbook/conduct.php>).

#### Attendance and Classroom Policies:

- Texas Tech University policy regarding attendance will be followed in all classes. Lecture, daily class activities and discussions are designed to provide you with information about key concepts and principles, as well as allow you the opportunity to experience the concepts and practice your skills. Therefore, your attendance and participation in class are of utmost importance.
- Attendance will be taken at the beginning of each class Lab Discussion Section session.
- Regular, punctual attendance is expected at all discussion sections. Attendance is REQUIRED on speech days.
- If you participate in University sponsored activities (e.g. intercollegiate sports) you must check with the instructor with appropriate documentation **before** you are absent, especially in regard to exam and speech dates. Do not sign up for a speech on a date you will be traveling or competing.
- Cell phones, iPads, laptops, and similar handheld devices are to be silenced during class. Failure to pay attention in class will result in the loss of any attendance or activity points awarded for that day. During speech days, you are expected to leave all electronic devices out of sight out of respect for those delivering speeches.
- Please do not record lectures or class time without permission. If you feel you need to record, please come talk with me during office hours.
- Do not use your phone, iPad, tablet, or a camera to take pictures or videos of PowerPoint slides or lectures. This is distracting to everyone around you.

#### TTU & Course Policies

##### TTU OP 34.12 Grading Procedures

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.

‘Scholastic dishonesty’ includes, but it not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

##### TTU OP 34.19 Student Absence for Observance of Religious Holy Day

“Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.2.

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

##### TTU OP 34.22 Establishing Reasonable Accommodation for Students with Disabilities

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor’s office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact Student Disability Services in West Hall or call 806-742-2405.



## **TTU Resources for Discrimination, Harassment, and Sexual Violence:**

Texas Tech University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other [Title IX violations](#) are not tolerated by the University. Report any incidents to the *Office for Student Rights & Resolution*, (806)-742-SAFE (7233) or file a report online at [titleix.ttu.edu/students](http://titleix.ttu.edu/students). Faculty and staff members at TTU are committed to connecting you to resources on campus. Some of these available resources are: **TTU Student Counseling Center**, 806-742-3674, <https://www.depts.ttu.edu/scc/> (Provides confidential support on campus.) **TTU Student Counseling Center 24-hour Helpline**, 806-742-5555, (Assists students who are experiencing a mental health or interpersonal violence crisis. If you call the helpline, you will speak with a mental health counselor.) **Voice of Hope Lubbock Rape Crisis Center**, 806-763-7273, [voiceofhopelubbock.org](http://voiceofhopelubbock.org) (24-hour hotline that provides support for survivors of sexual violence.) **The Risk, Intervention, Safety and Education (RISE) Office**, 806-742-2110, [rise.ttu.edu](http://rise.ttu.edu) (Provides a range of resources and support options focused on prevention education and student wellness.) **Texas Tech Police Department**, 806-742-3931 <http://www.depts.ttu.edu/ttpd/> (To report criminal activity that occurs on or near Texas Tech campus.)

## **Extra Credit:**

Three extra credit opportunities will be made available to you during the duration of this course:

1. Students may participate in approved research projects within the College of Media & Communication for up to 10 points. \*\*More information is available below.
2. The SpeakUp! Contest will be held virtually this year. Students may “attend” the final round of the SpeakUp! Contest for 5 points of extra credit. More information about the SpeakUp! Contest is forthcoming.
3. Video Resume. You will be able to create a video resume for up to 10 points of extra credit. See Blackboard for additional details.

## **\*\*Additional Information about Research Opportunities:**

You may earn extra course credit by participating in approved research projects within the College of Media & Communication Student Participant Pool (aka, “Sona”). Each hour of study participation (or “credit”) is worth 1 point added to your final average in the class, up to 5 points.

Research opportunities may take the form of online studies, which you may complete anywhere, or lab-based studies that take place in designated research settings. Researchers conducting lab-based studies are requiring that all participants wear face masks. In addition, they are following strict sanitization procedures to help provide a clean and safe research environment.

To sign up for available studies, please go to <http://ttucomc.sona-systems.com>. For questions on how to create accounts, sign up for studies, and manage your studies, please go to <https://www.depts.ttu.edu/comc/research/ccr/participation.php>

All research credits must be earned and assigned to your chosen course by 5 pm on the last day of classes, Wednesday, December 2. Credits earned and/or assigned to a class after that date will not be incorporated into your grade.

Questions about study participation or earning credits may be directed to Ms. Kristina McCravey ([kristina.mccravey@ttu.edu](mailto:kristina.mccravey@ttu.edu)), Center for Communication Research Lab Manager, or to Dr. Glenn Cummins ([glenn.cummins@ttu.edu](mailto:glenn.cummins@ttu.edu)), director of the Center for Communication Research.

## **Course Schedule**

Please note that this schedule is tentative and slight changes may be made as the semester progresses.

	<b>Large Lecture (Mondays)</b>	<b>Weekly Reading*</b>	<b>Discussion Sections (W/F or T/R)</b>
<b>Week 1</b> August 24-30	Course Introduction Syllabus Assign Introductory Speeches	Ch. 1, 4	Intro to Course Communication Model Ethical Public Speaking
<b>Week 2</b> August 31-	Classical Roots & Rhetoric	Ch. 1	<b>Introductory Speeches</b> Assign PRCA



September 6			
<b>Week 3</b> September 7-13	Communication Apprehension Assign Training/Briefing Speech	Chs. 3	Active Listening PRCA
<b>Week 4</b> September 14-20	Organization Intros & Conclusions	Chs. 7-14	Topic Selection and Development Thesis & Purpose Statements Supporting Materials Citing Sources Assign Information Literacy Assignment <b>Training/Briefing Speech Topic Planning Form Due (Day 2)</b>
<b>Week 5</b> September 21-27	Audience Analysis	Chs. 6, 16	<b>Information Literacy Assignment Due (Day 1)</b> Audience Analysis Methods of Delivery Workshop Training/Briefing Speech
<b>Week 6</b> September 28- October 4	The Voice and Body in Delivery	Chs. 17-18	<b>Training/Briefing Speeches</b>
<b>Week 7</b> October 5-11	Persuasive Speaking Assign Persuasive Speeches	Chs. 23-24	<b>Training/Briefing Speeches (Day 1)</b> Assign Debate and Listening Assessment (D&L) Meet with Partners to Workshop D&L
<b>Week 8</b> October 12-18	Toulmin Model & Argumentation	Chs. 23-24	Toulmin Redux Persuasion
<b>Week 9</b> October 19-25	Types of Reasoning	Chs. 23-24	<b>Debate and Listening Assignment</b> <b>Persuasive Policy Speech Topic Planning Form Due (Day 2)</b>
<b>Week 10</b> October 26- November 1	Logical Fallacies	Chs. 19-21, 23-24	Visual Aids Workshop Persuasive Policy Speeches
<b>Week 11</b> November 2-8	Style/Language	Ch. 15	<b>Persuasive Policy Speeches</b>
<b>Week 12</b> November 9-15	Special Occasion Speaking Assign Special Occasion Speech	Ch. 25	<b>Special Occasion Speech Topic Planning Form Due (Day 1)</b> <b>Persuasive Policy Speeches</b>
<b>Week 13</b> November 16-22	Public Speaking, Career Preparation, and Interviewing	Ch. 29	<b>Special Occasion Speeches</b>
<b>Week 14</b> November 23-29	No Large Lecture SpeakUp! Round 1 & 2	NONE	<i>Lab Sections do not meet this week due to Thanksgiving Break</i>
<b>Week 15</b> November 30- December 2	No Large Lecture SpeakUp! Final Round	NONE	Impromptu Speaking Activity <i>Lab Sections do not meet on Thursday or Friday.</i>

**FINAL EXAM SCHEDULE:** No final exam given

\* All assignments due are to be turned in at the beginning of class.

**\*\*\* Your continued enrollment in this class signifies your knowledge of and agreement to comply with the guidelines, policies, and requirements contained in this syllabus. \*\*\***

### **Attachment A: Illness-Based Absence Policy**

If at any time during this semester you feel ill, in the interest of your own health and safety as well as the health and safety of your instructors and classmates, you are encouraged not to attend face-to-face class meetings or events. Please review the steps outlined below that you should follow to ensure your absence for illness will be excused. These steps also apply to not participating in synchronous online class meetings if you feel too ill to do so and missing specified assignment due dates in asynchronous online classes because of illness.

1. If you are ill and think the symptoms might be COVID-19-related:
  - a) Call Student Health Services at 806.743.2848 or your health care provider.

- b) Self-report as soon as possible using the [Dean of Students COVID-19 webpage](#). This website has specific directions about how to upload documentation from a medical provider and what will happen if your illness renders you unable to participate in classes for more than one week.
  - c) If your illness is determined to be COVID-19-related, all remaining documentation and communication will be handled through the Office of the Dean of Students, including notification of your instructors of the period of time you may be absent from and may return to classes.
  - d) If your illness is determined not to be COVID-19-related, please follow steps 2.a-d below.
2. If you are ill and can attribute your symptoms to something other than COVID-19:
- a) If your illness renders you unable to attend face-to-face classes, participate in synchronous online classes, or miss specified assignment due dates in asynchronous online classes, you are encouraged to visit with either Student Health Services at 806.743.2848 or your health care provider. Note that Student Health Services and your own and other health care providers may arrange virtual visits.
  - b) During the health provider visit, request a “return to school” note;
  - c) E-mail the instructor a picture of that note;
  - d) Return to class by the next class period after the date indicated on your note.

Following the steps outlined above helps to keep your instructors informed about your absences and ensures your absence or missing an assignment due date because of illness will be marked excused. You will still be responsible to complete within a week of returning to class any assignments, quizzes, or exams you miss because of illness.

## **Course Syllabus Statement on Student Absences for COVID-19 Related and Other Illness: Required Use of Masks/Facial Coverings by Students in Class**

The Texas Tech University System has implemented a mandatory [Facial Covering Policy](#) to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests that there is a significant reduction in the potential for transmission of the virus from person-to-person by wearing a mask/ facial covering that covers the nose and mouth areas. Because of the potential for transmission of the virus, and to be consistent with the University’s requirement, students in this class are to wear a mask/ facial covering before, during, and after class. Observing safe distancing practices within the classroom by spacing out and wearing a mask/ facial covering will greatly improve our odds of having a safe and healthy in-person class experience. Any student choosing not to wear a mask/ facial covering during class will be directed to leave the class and will be responsible to make up any missed class content or work.