



Students will learn how to successfully manage their apprehension about communicating in public contexts.

**ATTENDANCE REQUIREMENTS:** All Wayland students are expected to attend every class meeting; the minimum percentage of class participation required to avoid receiving a grade of “F” in the class is 75%. Students who miss the first two class meetings without providing a written explanation to the instructor will be automatically dropped from the roster as a “no-show.” Students who know in advance that they will be absent the first two class meetings and who wish to remain in the class must inform the instructor in order to discuss possible arrangements for making up absences. If you are not present in class, you are still responsible for the material covered. Homework must be completed on the specified due date. You may make up a test or a speech with verification that circumstances were beyond your control. All late or missed assignments must be submitted the day you return to class. **Late assignments will not receive full credit and will usually receive a minimum 5 point reduction.**

**DISABILITY STATEMENT:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

**COURSE FORMAT/REQUIREMENTS:** This course is a combination of an interactive, cooperative experience between the students and the instructor. The format is designed to integrate lectures, small group work, discussions, and student presentations. Student active participation is encouraged. Chapter readings of the textbook and homework will be assigned in advance. It is important that all students read the assigned chapters prior to class and come well prepared to participate in the discussion of the material. For all written homework, proper grammar and correct spelling are essential. All written assignment and speech outlines must be typed double-spaced. **Only hard copy will be accepted. Homework and outlines are not accepted via e-mail or fax.** University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is

**GRADING:** The grading will be based on:

Exams	10%
Test I	
Test II	
Class Attendance	10%
Class Participation & Practice Speeches	20%
Speeches Outlines	10%
Informative	
Persuasive	
Speeches	50%
Ceremonial	10%
Informative	25%
Persuasive	15%
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Total Possible:	100%

A= 100-90, B= 89-80, C= 79-70, D= 69-60, F= 59-Below

**GRADE APPEAL:**

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

A grade of incomplete is changed if the work required is completed prior to the last day of the next long (10-15 weeks) term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the 'I' is converted to a grade of 'F'. An incomplete notation cannot remain on the student's permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term. An incomplete turned to a qualitative grade will be indicated by the notation I/grade on the student transcript.

**COURSE/READING SCHEDULE: Subject to change!**

<b>WEEK</b>	<b>DATE</b>	<b>ACTIVITY</b>	<b>READING ASSIGNMENT</b>
1	3/22/2021	Course Overview Getting Started with Confidence Public Speaking Basis	Chapters 1-2 Chapters 3-5
2	3/29/2021	<b>Speech: Self-Introduction</b> Vocal and Nonverbal Delivery Audience Analysis and Topic Selection Supporting the Speech	<b>2 minutes</b> Chapters 17-19 Chapters 6-7 Chapters 8-10
3	4/5/2021	<b>Speech: My Hometown</b> Introductions, Conclusions, and Language The Informative Speech	<b>3 minutes</b> Chapters 14-16 Chapter 23
4	4/12/2021	<b>Speech: My Hobby</b> The Informative Speech (Cont...) Organizing and Outlining	<b>4 minutes</b> Chapter 23 Chapters 11-13
5	4/19/2021	<b>Midterm</b> - Special Occasion Speeches Presentation Aids	<b>Chapters 1-10, 14-19</b> <b>4 minutes</b> Chapter 27 Chapters 20-22