**CMST 2060: Public Speaking**

**Department of Communication Studies**

**Louisiana State University**

Instructor: Naomi Bennett | nbenn11@lsu.edu

Office: Coates 321 | Hours: T/T, 9:30-10:30 and W 2-4pm

Section 32 & 47

**Required Materials**:

* Lucas, Stephen E. (2015) The Art of Public Speaking (12th ed). McGraw Hill.
* SD Memory Card (for recording your speeches)
  + You will need one, general SD Memory Card with at least 2GB of space (any SD, SDHC, or SDXC card will work. You should be able to purchase one with much more space for around $10.

**Course Description/ Goals**:

CMST 2060 is a *General Education Humanities Course* designed to familiarize students with the study of public speaking. The act of public speaking is the culmination (and often the beginning) of a long process of critical dialogue between oneself, language, and the imagined responses of the audience. In other words, it takes being confident in who you are, what you want to say, how you are going to say it, who you want to say it to, and why you should say anything at all. Throughout the semester, students will be introduced to the fundamental concepts of public speaking.

As a *General Education Humanities Course*, CMST 2060 *will enable students to demonstrate an understanding of historical, cultural, and philosophical complexity that supports sophisticated discourse.*

As a result of this course, students should:

1. Understand the principles of rhetoric and effectively utilize them in crafting well researched, reasoned, and appealing speeches.
2. Choose topics for public speaking that are timely, relevant, and adaptable given varying situations in which the message may be delivered, and for different audiences.
3. Effectively and critically evaluate message/speech content and delivery, both when examining one’s own work as well as that of others.
4. Understand and utilize the verbal and nonverbal elements essential for exemplary speech delivery.
5. Analyze and discuss speeches of historical, political and social significance.

**COURSE POLICIES**

Attendance & Participation:

Your attendance at each class meeting is expected. You are expected to attend all classes just as you would be expected to go to work every day if this was any other job. Your class participation grade will be determined based on in-class discussion participation, assignments/exercises, and analysis of in-class presentations throughout the semester.

Technology Policy:

The goal of all course policies is to help create a successful course experience for you as the student; this includes your ability to learn course material and to do so in an effective classroom environment. Cell phones and other electronics are not to be used. Students who use these will be considered absent and receive a ZERO participation score for the day. Computers are only allowed for in-class workshops. Please see me if you have any questions or concerns.

*\*In case of emergencies requiring cell phone access during the class session, you should notify your professor before class begins and attempt to sit near the entrance to the classroom.*

Plagiarism:

You are to assume that all assignments in this course are individual assignments unless explicit instructions are provided for a group project. Any student found to have turned in material that is not their own (either downloaded from the internet or written by another student) in part or in whole will immediately be reported to the Dean of Students.

**Your paper would be considered as plagiarized in part or entirely if you do any of the following:**

* Submit a paper that was written by someone other than you.
* Submit a paper in which you use the ideas, metaphors or reasoning style of another, but do not cite that source and/or place that source in your list of references. Simply rewording a sentence does not make the work your own.
* Submit a paper in which you “cut and paste” or use the exact words of a source and you do not put the words within quotation marks, use footnotes or in-text citations, and place the source in your list of references.

Extra Credit:

No extra credit assignments will be allowed.

Disabilities:

The Americans with Disabilities Act and the Rehabilitations Act of 1973 states: “If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see a coordinator in the Office of Disability Affairs (112 Johnston Hall) so that such accommodations can be arranged.” After you receive the accommodation letters, please meet with me to discuss the provisions of those accommodations.

Grades:

Final grades will be determined based on scores earned in the following assignments. All work must be done during the semester.

Course Assignments:

4 MAJOR SPEECES (50% of overall course grade):

Introductory Speech 10%

Informative Speech 15%

Persuasive Speech 15%

Commemorative Speech 10%

* A portion of each of the four major speech assignments will be based upon written components (Speech Outlines, Speech Self-Evaluations, etc.) in addition to an in-class presentation component.

Research Participation Requirement 3%

Activity Speeches/Participation/Discussion 12%

Reading Assessments 15%

EXAMS (20% of overall course grade):

Midterm Exam 10%

Final Exam 10%

Your final grade assignment will be based on your total score at the end of the semester.

Final grades will be assigned as follows:

|  |
| --- |
| A+ … 970-1000 points  A … 930-969 points  A - … 900-929 points |
| B + … 870-899 points  B … 830-869 points  B - … 800-829 points |
| C + … 770-799 points  C … 730-769 points  C - … 700-729 points |
| D + … 670-699 points  D … 630-669 points  D - … 600-629 points |
| F … 0-599 points |

Missed Presentations:

If a student is absent the day they are scheduled to speak and has not made prior arrangements with the instructor, a ZERO grade will be recorded for the presentation portion of the assignment.

**If time permits** on the last day of presentations for the assignment, the speech may be made up with the grade averaged in with the zero score.

If you are unable to make a scheduled speech time, you may still receive full credit for speech outlines if they are submitted by the start of class on the scheduled speaking day. If a speaker knows they cannot attend class the day of an assigned speech presentation, they can find another student to switch with them without penalty.

In the same sense, if you arrive late to class on the day of your speech, your assignment will be reduced by one letter grade, even if you are “on time” for your own presentation. Showing respect for your classmates by arriving on time to class on the day of presentations is of great importance. Major class assignments will be accepted prior to the established deadline.

There is zero tolerance for disruptions during speeches. A disruption is any action that distracts the audience’s attention or interferes with the delivery of a speech. Examples include: entering the room after a speech has begun, cell phone ringing, whispering, etc. The penalty for disrupting someone speech will result in a zero for you on that particular speech.

Make Up Presentations:

If you miss a speech presentation, you will be allowed to make up the presentation for partial credit on the final day of class during the semester **if time permits** (see above).

*Prior arrangements must be made with the instructor if extenuating circumstances prevent you from meeting an important deadline.* If prior arrangements have been made, a penalty of 5% will be assessed to any late work. If you miss work due to a university approved absence, you will be responsible for providing documentation to confirm the excused dates and for coordinating make-up work, making every effort to make arrangements before the absence when possible.

*\*In the event of an absence that is unplanned, you MUST contact the instructor as soon as possible to make arrangements for any missed assignments.*

Late Work:

Major class assignments are to be turned in by the time class starts on the day that they are due. Any work turned in during class time will be considered late and will automatically be reduced by one letter grade. *In other words if you arrive late to class, the assignment is late and will automatically be penalized one half letter grade.*

**Assignments will NOT be accepted via e-mail. AT ALL.**

If you are unable to attend class on the day an assignment is due, you may:

* Turn in your assignment early.
* Make arrangements with a classmate to bring in your assignment.
* Turn in your assignment to my mailbox in 136 Coates Hall.
* Turn in your assignment during my office hours, 321 Coates Hall (hours listed above).

*\*Printers are available at the library if you are having difficulty printing at home.*

**Late assignments** will be penalized 5 points for each late class period. After 2 late class periods, the assignment will receive a score of ‘0.’

**Grade Appeals:**

**Students are welcome to discuss grade appeals with me on any assignment or test if you believe it was graded incorrectly. However, you must submit your appeal in writing (email or printed) within seven days following the class period immediately following the return of the graded assignment.**

**In the appeal, you must:**

1. **Identify which assignment or test question you are appealing.**
2. **Justify why your answer or performance was correct or worthy of a higher grade and quantify the amount sought. To make your case compelling, you must cite course readings or lecture notes.**
3. If applicable, include the original test or assignment.

*\*Please to not ask me about assignment grades on the day they are returned to you. If you feel you have been graded incorrectly, please wait a full 24 hours asking to discuss your grade.*

RESEARCH PARTICIPATION:

The material you will learn in this course is the product of research. The goal of the research learning requirement is to help you to gain knowledge about the process by which scholars attempt to understand human behavior. All students taking CMST 1061, 2010, 1150, and 2060 must complete a research learning requirement. For each course in which a student is enrolled, he or she must complete 2 research credits. You can fulfill your requirement by

1. **Participating in research studies conducted in the Department of Communication Studies.** All studies that last between 0 and 30 minutes will count as one credit. Any study that lasts between 31 and 60 minutes will count as two credits. Each study will specify the number of credits a student can earn for completion. There will be several survey and experimental studies conducted throughout the semester. These studies are held on campus at various times and in various locations or are administered through online survey software. All available studies are approved by the Institutional Review Board at LSU.

2. **Participating in an organized departmental function such as debate or public speaking**

**competition.** Only departmental sanctioned events will count toward a student’s research learning requirement; thus, no credit will be given for a student attending an outside speaker or performance.

3. **Serving as a research assistant for a faculty member in the Department of Communication Studies.** The number of units and requirements for those units will be set by the researcher and either accepted or rejected by the student.

**The research learning requirement is worth 3% of your total grade**; you will receive your 3% if you accumulate 2 research credits during the given semester. Please note that all research learning credits must be completed and allocated by Tuesday, April 25, at 11:59 PM (the Tuesday prior to the start of the concentrated study period).

**ALL available options to earn credit are posted on an electronic bulletin board** located at <https://lsuhumanresearch.sona-systems.com/Default.aspx?ReturnUrl=/>. When you go to this website, you will first have to request an account. Once you have secured an account, you will be able to log in and see the options available to you for your various CMST courses.

Please note that **various ways to fulfill your research learning requirement will appear on this bulletin board throughout the semester**. You are encouraged to check the system on a regular basis for current credit options that fit your interests as well as your schedule.

It is very important that when you sign-up for a credit option that you attend that option or cancel your sign up. **Failure to show up twice during one semester will result in your access to the system being restricted and you being unable to complete your research learning requirement**. Valid excuses for failing to cancel a sign up and missing a credit option are the same as those found in LSU Policy Statement 31.

Detailed instructions on how to request an account and to navigate the system are posted on the

homepage of the Department of Communication Studies, <http://www.lsu.edu/cmst>.

Click on RESOURCES and RESEARCH PARTICIPATION SYSTEM. Scroll down to find the do

cument titled “RPS – Instructions for Students.”

You are encouraged to **create an account during the first week of classes** so that any problems that arise can be remedied before it is too late. If you have questions about this requirement or the online system that keeps track of credits, please email researchadmin@lsu.edu.

*\*Only research studies listed under CMST will count for your Research Participation Requirement. Additionally, YOU MUST assign credit for the studies you sign up for to CMST 2060 and the section in which you are enrolled.*

LSU Commitment to Community:

The LSU Commitment to Community provides a guiding ethos to the University community.   Students are encouraged to exemplify the Commitment to Community in their daily lives.

Louisiana State University is an interactive community in which Students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment.

It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:

* accept responsibility for my actions;
* hold myself and others to the highest standards of academic, personal, and social integrity;
* practice justice, equality, and compassion in human relations;
* respect the dignity of all persons and accept individual differences;
* respect the environment and the rights and property of others and the University;
* contribute positively to the life of the campus and surrounding community; and
* use my LSU experience to be an active citizen in an international and interdependent world.

The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles.  (Adopted May 1995)

TITLE IX & Sexual Misconduct Policy:

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

In accordance with Title IX and other applicable law, Louisiana State University (“LSU”) is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSU prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

Sex discrimination and sexual misconduct violate an individual’s fundamental rights and personal dignity. LSU considers sex discrimination and sexual misconduct in all of its forms to be serious offenses.  This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.

If you have concerns, you can contact:

University Contacts

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| --- | --- |
| **Jennie Stewart**  Campus Title IX Coordinator  jstewart@lsu.edu  LSU Office of Human Resource Management  110 Thomas Boyd Hall  Baton Rouge, LA 70803  225-578-8200 | **Maria Fuentes\_Martin**  Title IX Deputy Coordinator for Students  mari@lsu.edu  LSU Dean of Students  333 Student Union  Baton Rouge, LA 70803  225-578-9442 |

Departmental Contacts

Dr. Loretta Pecchioni, lpecch1@lsu.edu

Professor and Chair of the Department of Communication Studies

Dr. Ashley Jones-Bodie, ajb@lsu.edu

Director of Basic Courses, Department of Communication Studies

Naomi Bennett, nbenn11@lsu.edu

CMST 2060 Sections 32 & 47 – Instructor of Record

HAVE YOU DECLARED YOUR MAJOR OR MINOR?

Business leaders and other professionals recognize the importance of developing communication skills and analysis. Alan Greenspan, for example, stated, “To succeed, you will soon learn, as I did, the importance of a solid foundation in the basics of education – literacy, both verbal and numerical, and communication skills.” We hope this course contributes to your success.

To learn more about communication, you may want to major or minor in the Department of Communication Studies. The program explores how people sustain and change, experience, and make sense of the world through symbolic action. Students develop conceptual skills to analyze written, oral, and visual messages. Students gain practical experience in such areas such as public speaking, group decision-making, performance, and film. Such skills are elemental to careers in business, government, law, social services, and the arts.

A major in Communication Studies requires 36 hours including 12 hours of core classes and 12 hours at the 3000 or 4000 level. A minor requires 15 hours with one core class and 6 hours at the 3000 level or above.

The Department of Communication Studies offers 6 Pathways of Study as guidance for students interested in taking CMST courses. These pathways include lists of courses that can be taken for students interested in the following areas within Communication Studies:

* *Public Discourse*
* *Art and Culture*
* *Professional Communication*
* *Communication in Human Relationships*
* *Visual and Mediated Communication*
* *Create your Own Pathway*

More information is available at [www.lsu.edu/cmst](https://email.lsu.edu/exchweb/bin/redir.asp?URL=http://www.lsu.edu/cmst" \t "_blank) or by contacting our undergraduate advisor Mr. Kent Filbel ([kfilli@lsu.edu](mailto:kfilli@lsu.edu)), whose hours are posted at his office, 135 Coates Hall.

Schedule

*\*Subject to Change\**

**Week One**

Thursday, January 12: Introduction; Course Overview; Grading and Attendance Policies; Research Participation Studies (RPS); Working Groups Assigned.

**Week Two**

Tuesday, January 17: Speaking in Public; Ethics and Public Speaking

**Reading/Assignment Due**: Lucas, Chapters 1 & 2

**Assign**: Introductory Speech Dates

Thursday, January 19: Listening

**Reading/Assignment Due**: Lucas, Chapter 3

**Week Three**

Tuesday, January 24: Giving Your First Speech, Analyzing the Audience

**Reading/Assignment Due**: Lucas, Chapters 4 & 6

**Reading Quiz #1** (Chapters 1, 2, 3, 4 & 6)

Thursday, January 26: Outlining the Speech

**Reading/Assignment Due:** Lucas, Chapter 11

**Week Four**

Tuesday, January 31:

**Reading/Assignment Due**: Introduction Speeches

**DUE**: Introductory Speech Outline

Thursday, February 2:

**Reading/Assignment Due**: Introduction Speeches

**Week Five**

Tuesday, February 7: Selecting a Topic and a Purpose, Speaking to Inform

**Reading/Assignment Due**: Lucas, Chapter 5 & 15

**Assign**: Informative Speech Dates

Thursday, February 9: Organizing the Body, Beginning and Ending

**Reading/Assignment Due**: Lucas, Chapters 9 &10

**DUE**: Informative Speech Topics

**Reading Quiz #2** (5, 9, 10, 11, 15)

**Week Six**

Tuesday, February 14: Gathering Materials, Supporting Your Ideas

**LIBRARY WORKSHOP**

**Reading/Assignment Due**: Lucas, Chapters 7 & 8

Thursday, February 16:

**Reading/Assignment Due**: Informative Speeches

**DUE:** Informative Speeches Outlines

**Week Seven**

Tuesday, February 21:

**Reading/Assignment Due**: Informative Speeches

Thursday, February 23:

**Reading/Assignment Due**: Informative Speeches

**Week Eight**

Tuesday, February 28: NO CLASS – Mardi Gras

Thursday, March 2: Midterm Review

**Week Nine - MIDTERMS**

Tuesday, March 7: MIDTERM

Thursday, March 9: Visual Aids, Delivery

**Reading/Assignment Due**: Lucas, Chapters 13 & 14

**Week Ten**

Tuesday, March 14: Speaking to Persuade, Methods of Persuasion

**Reading/Assignment Due**: Lucas, Chapter 16 & 17

**DUE**: Persuasive Topic

Thursday, March 16: **Reading/Assignment Due**: Workshop: Persuasive Speeches

**Reading Quiz #3** (7, 8, 13, 14, 16, 17)

**Week Eleven**

Tuesday, March 21:

**Reading/Assignment Due**: Persuasive Speeches

**DUE**: Persuasive Outlines

Thursday, March 23:

**Reading/Assignment Due**: Persuasive Speeches

**Week Twelve**

Tuesday, March 28:

**Reading/Assignment Due**: Persuasive Speeches

Thursday, March 30:

**Reading/Assignment Due**: Persuasive Speeches

**Week Thirteen**

Tuesday, April 4: TBD

Thursday, April 6: NO CLASS – Southern States Communication Association Conference

**SPRING BREAK**

Monday, April 10 – Friday, April 14

**Week Fourteen**

Tuesday, April 18: Using Language, Speaking on Special Occasions

**Reading/Assignment Due**: Lucas, Chapters 12 & 18

Thursday, April 20: Commemorative Speech Workshop

**Reading/Assignment Due**: Commemorative Topic

**Week Fifteen**

Tuesday, April 25: Commemorative Speeches

**Reading/Assignment Due**: Commemorative Outline

Thursday, April 27: - CONCENTRATED STUDY PERIOD -

**Reading/Assignment Due**: Final Exam Review

**Final Exam**

Section 32 (7:30-9am): Thursday, May 4, 7:30-9:30am

Section 47 (12-1:30pm): Thursday, May 3-5pm