

# Fall 2018      **CJ 130.502 Public Speaking**

Second Eight Weeks (Oct 15 – Dec 15) Tuesdays & Thursdays (“TR”) 1:30-4:15 PM

**Instructor:** Stephie Minjung Kang

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**Phone:** 505-925-8632

**Class Time:** 1:30-4:15, Tue/Thu

**Classroom:** C101

**Office Hours:** 11:00-1:00, Tuesday (and gladly by appointments), Academic Building Rm. 113

Welcome to Public Speaking! This syllabus outlines the policies and procedures for CJ 130 and acts a contact between you and me, as a student and instructor. Please recognize that you are responsible for the policies on these pages. I do reserve the right to change our schedule and/or assignments based on our class needs, but I will always let you know in advance.

## Required Textbooks and Materials

- **“A concise Public Speaking Handbook,” Fifth Edition**, by Steven A. Beebe and Susan J. Beebe, (2015, Pearson) ISBN: 978-0-13-438090-2.
- **“How to Deliver a TED Talk,”** by Jeremy Donovan, (2014, McGraw Hill), ISBN: 978-0-07-183159-8.
- A Google account for Google Drive (for uploading and sharing recorded speeches)
- 4x6” or 3x5” notecards may come in handy
- UNM email address and access to UNM Blackboard Learn
- Access to Internet and Microsoft Office (available on UNM-VC computers)

## Course Description

This basic public speaking course prepares students for a variety of academic and other situations in which formal presentations are required. Topics will include cultural conventions and speech, perceptions of others, verbal and nonverbal messages, and techniques of oral presentation and persuasion. Students will learn how to research, outline, and deliver short, informal presentations as well as longer speeches.

While having the opportunity to develop and strengthen skills in preparing and presenting public oral presentations, students will also sharpen your skills in critical listening. Through multiple peer reviews, students will give your peers constructive and detailed feedback on their speeches as well as receiving.

## Student Learning Outcomes (SLOs)

The principal goal of this course is to become an effective communicator who can demonstrate effective, ethical, and persuasive speech.

Throughout the course, students will be able to:

- Demonstrate a **clear** purpose and information in their presentations;
- Synthesize information in a logical and organized **structure**;
- Gain **audience** awareness;
- Utilize ample support, such as **presentation aids**, for their arguments;
- Improve posture, voice, diction and other mechanics of speech;
- Cultivate **self-confidence**;
- Analyze and **critique** various speech techniques, content, purpose, strengths and weaknesses.

## Assignments & Requirements

Throughout the semester, you will perform **four (4) assessed speeches**: an introduction, informative/instructional, persuasive, and ceremonial. There will be separate documents prompting each speech on Learn > Assignments. All grades will be updated on Learn > My Grades, and it is your responsibility to keep track of your own grade.

### Point Values

<b>Introductory Speech</b> (Week 1 & 2)	Speech Delivery	100 Points
	Speech Outline	10 Points
	Reflection	30 Points
<b>Informative/Instructional Speech</b> (Week 3, 4 & 5)	Group Speech Delivery	200 Points
	Speech Outline	10 Points
	Group Participation	10 Points
	Reflection	50 Points
<b>Persuasive Speech</b> (Week 6 & 7)	Speech Delivery	200 Points
	Speech Outline	10 Points
	Reflection	50 Points
<b>Ceremonial Speech</b> (Week 8)	Speech Delivery	100 Points
	Speech Outline	10 Points

	Reflection	30 Points
Four (4) Peer Reviews		40 Points (10 Each)
Class Participation & Audience		150 Points
<b>Total 1000 Points</b>		

*Points-to-Grade Conversion*

<b>A+</b> 970-1000+	<b>B+</b> 870-899	<b>C+</b> 770-799	<b>D+</b> 670-699	<b>F</b> 0-599
<b>A</b> 930-969	<b>B</b> 840-869	<b>C</b> 740-769	<b>D</b> 640-669	
<b>A-</b> 900-929	<b>B-</b> 800-839	<b>C-</b> 700-739	<b>D-</b> 600-639	

**Attendance & Participation**

Much class time is dedicated to group discussion, presentations, and feedback. Therefore, regular attendance and active participation are mandatory.

You are allowed to miss one class (half week) without penalty. **If you miss class more than three (3) times, you will automatically fail the course** (and I reserve the right to withdraw you).

If you are late to class or leave early, this will count as half a class period.

If you are distracting yourself electronically, you are not present. I grade participation on a “check +,” “check,” “check –” system. You receive a “check” for attendance. You receive a “check +” if your engagement catches my positive attention. Any distracting/inappropriate behaviors (e.g., texting) will earn you a “check –”.

Whether you miss class because you are ill or have a family emergency or because you simply did not feel like attending, there is no difference. There is no such thing as an excused absence.

If you are absent, it is your responsibility to keep up with reading, get class notes from a classmate, and/or confer with me at an appropriate time if you have questions. You are responsible for keeping track of your own absence, though you may ask me at any time throughout the semester how many absences you have so far.

**Attendance to me is more than simply filling a seat**—it is a demonstration of a willingness to engage in the day’s topics. Not being prepared for class preempts your ability to participate and may impede the inquiry of others, and I may excuse students who I discover to not be adequately prepared.

This is a college-level public speaking course, so I expect you to motivate yourself to participate and not rely on me to call upon you while you sit silently. Your participation should be relevant to the topics being discussed. On the other hand, please do not dominate the discussion.

## Missed or Late Works

I hardly ever allow students to make up missed speeches. Exceptions are limited to documented, serious, and inescapable emergencies, such as car accident or hospitalization.

Besides speech delivery, all assignments are due as Words to our course Learn at 11:59 PM local (Albuquerque) time on the due date. Anything submitted past this time is considered late. Late work will be assessed a penalty of 20% of the total point for every day past the due date it is late. For example, if you receive 90 points for a written script that you submitted 30 hours late, your final grade would be 54 points instead of 90 points.

## Save Everything

I cannot stress this point enough: save all drafts of your work, even scraps of references you want to use in your speech, to your convenient drive. Losing work due to computer malfunction or leaving something on a computer desktop and not having it available for class will be your responsibility.

## Student Conduct

I believe that the classroom is a sort of sacred space where we come together to ponder and discuss our world and our space critically. Keeping a democratic classroom, you need to be respectful and thoughtful while communicating with others. **Racism, classism, sexism, homophobia/heterosexism, ableism, ageism, or any other discriminatory attitudes will not be tolerated in this class.** By taking this class with me, you are agreeing to respect each other's individual uniqueness and complexity by abstaining from generalizations. I will ask you to leave the classroom (and take an absence) if you are disruptive, unprepared, or disrespectful.

## Office Hours & Conferences

I will hold office hours on Tuesdays between 11am and 1pm at my office (Academic Building Room 113; ask for me at the front desk). Office hours are like a drop-in service when you can come talk to me about questions and concerns you have about anything in the course (assignments, material, expectations, your progress or current grade) or anything you need help with outside of class (balancing work, friend/family issues, accessing healthcare or other resources on campus, etc.).

**You are required to meet with me outside of class once during the semester for individual conferences.** Missing this mandatory conference will count as absences as they occur upon class cancellation.

### 3 Before Me

Anytime you have a question about something in the class (policies, assignments, homework, etc.) you must look for the answer in three (3) different places before asking me. These three places might be the **course schedule, course syllabus, or Learn.**

If your question is still unanswered after consulting three other sources, please decide whether your question can be answered in a brief email or if it requires a lengthier explanation. If the answer will be short, go ahead and email me and I will respond within 24 hours during the weekdays and 48 hours during the weekends. If your question(s) require lengthier responses, you must come to my office hours, talk to me before/after class, or ask the question in class. If you are unavailable during my office hours, please talk to me to set up an appointment.

In general, e-mails that you write to me during the semester should include professional language, addressed with a subject heading including the type of question you are asking. For example, “question on the structure of speech 3” would be an appropriate subject heading. **E-mails should be sent through your UNM email account.** They should also include a salutation such as “Dear Ms. Kang,” or “Hello, Ms. Kang.” Be sure to sign your first and last name as well as the class you are in. Please avoid text-speak. Learning to write professional e-mails early on is a skill you need as you progress to higher academic levels and further career pursuits.

### Academic Honesty

“Plagiarism” is a type of academic dishonesty. It occurs when writers deliberately use another person’s language, ideas, or materials and present them as their own without acknowledging the source. Every first-year writing class covers plagiarism in great detail, so there is little excuse for failing to understand what constitutes plagiarism or the consequences that will result.

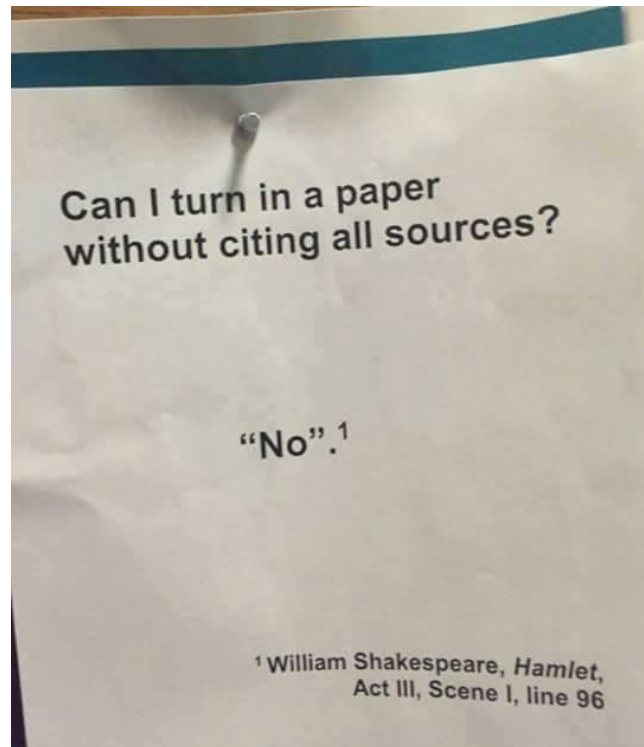
*Types of plagiarism.* Plagiarism can include any of the following:

- Failing to quote material taken from another source.
- Failing to cite material taken from another source.
- Submitting writing that was written by another person or for another class.

- Submitting writing that was substantially edited by another person.

*Possible consequences.* The instructor decides the academic consequence to be imposed, depending on the seriousness of the violation. Sanctions include the following:

- Adequately redo or revise the assignment in question;
- Fail the assignment in question;
- Be dropped from the class with a W; or
- Fail the class.
- Be subject to more severe sanctions imposed by the Dean of Students.



Plagiarism may also result in failure of the entire course or disciplinary action by the University. To learn how to avoid plagiarism, students can speak to me, consult a tutor, or refer to <http://library.acadiau.ca/sites/default/files/library/tutorials/plagiarism/>.

## Sexual Violence and Sexual Misconduct

In an effort to meet obligation under Title IX (“Title Nine”), UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see [page 15](#)). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity ([oeo.unm.edu](http://oeo.unm.edu)). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

## Equal Access

Pursuant to the Americans with Disabilities Act (ADA), students with documented special needs will be accommodated in this course. Students with disabilities should visit Accessibility Services to obtain an Equal Access form, which needs to be sent to the professor within the first two weeks of class. The contact information for the Student Services Office is (505) 925-8560 and <http://www.unm.edu/~vcadvise/equalaccess.htm>.

## Student Privacy

Student privacy is strongly protected by professors at UNM-Valencia. In fact, a federal statute called FERPA strictly prohibits the instructor or administrators from talking to anyone but the student about his/her progress. If a student has questions about a grade on an assignment or about the final grade for the course, FERPA dictates that the student is the ONLY ONE who may speak to the instructor regarding their grades. In sum, parents, relatives, or friends will not be allowed access to information about student performance. All other outside requests for information release must be sent to and approved by the UNMVC registrar: (505) 925-8580.

## Academic & Technical Support

Free tutoring is available at the Learning Resources Center (L Building). Please call 925-8907 for an appointment. I am also available to help you with individual writing issues during my office hours or by appointment. Students who regularly seek tutoring usually see a great improvement in their grades.

If you have questions about computer-related issues, please call (505) 277-5757, M-F, 8:00 am-12:00 noon and M-F, 1:00 pm-5:00 pm MST. Computer technicians are available and happy to help you solve those difficult problems. For Blackboard Learn Assistance click on the tab entitled, "How to use Learn," which is located on the left-hand menu bar of our course page.

## Student Questions/Concerns

If you have questions that I cannot answer about departmental policies or the course, or if you have concerns about this course and my policies, you should feel free to email Professor Chuck Paine, Associate Chair for Core Writing, at [fedirect@unm.edu](mailto:fedirect@unm.edu).