

SYLLABUS – SPRING 2006
Presentational Speaking – COMST 2645
Maag 136 –Tuesdays & Thursdays – 12:30 p.m. to 1:45 p.m.

Instructor: Adam Earnhardt
Office: 2017 Bliss Hall
Phone: 330-941-1845
Email: aearnhardt@ysu.edu

Office Hours:
Tuesday, Thursday – 3:30 p.m. to 4:30 p.m.
Friday – 9:00 a.m. to 12:00 p.m.

Required Text

O'Hair, D., Stewart, R., & Rubenstein, H. (2004). *A Speaker's Guidebook: Text and Reference*. New York: Bedford/St. Martin's. (ISBN: 0-312-40433-6)

Recommended Texts

American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th Edition). Washington D. C.: American Psychological Association. (Please note: this is the approved and required style guide for the department).

Course Description

COMST 2645. *Presentational Speaking*. In-depth examination of the theory and practice of preparing and delivering presentations in today's work environment. Emphasis on using technology aids during presentations. Prereq.: COMST 1545 or equivalent. 3 s.h.

Objectives

Students will be able to:

1. develop interview and research techniques related to topics and presentations;
2. develop audience analyses for presentations;
3. communicate in public situations with appropriate visual aides;
4. analyze the presentations of others;
5. create appropriate visual aides using Microsoft Power Point.

Evaluation

This is a "second year" advanced public speaking course. Thus, the workload will be representative of a course at the sophomore standing. A total of 1000 points are available. Ten points is the equivalent of 1% of your final grade. There will be no exams in this course. There will be occasional quizzes and in-class assignments based on readings and lectures.

Presentations

For each presentation, you are required to submit the following (prior to your speech):

1. full content outline (typed and submitted to www.turnitin.com)
2. copies of power point slides (including disk or CD)
3. speaking notes and/or text of speech (www.turnitin.com)
4. references and interview highlights (complete transcript not required; www.turnitin.com)
5. executive summary (for demo and persuasive speech only; www.turnitin.com)

Admissions Presentation – 250 points (200 pts for presentation, 50 pts for peer eval)

Students will be placed in groups of 4 to 5 students and create a presentation (w/power point and, if necessary, other visual aides) persuading high school students to attend Youngstown State University. Students are expected to research the topic, interview sources, and create a professional persuasive/information presentation. The presentation must be no more than 20 minutes long.

Each member of the group is to have a signification (and equal) role in each presentation. After the presentation, you will evaluate other group members. Group presentations not given on the due date will be reduced one letter grade per class (for each member of the group). There are no guarantees that a late presentation can be made up. More information will be provided later.

Demonstration Presentation – 250 points

Students will be required to deliver individual demonstration presentations on a topic of instruction of their choice. Presentations must be no shorter than 5 minutes and no longer than 8 minutes. Students must use visual aides, but power point is not required. Presentations not given on their due date will be reduced one letter grade per class. There are no guarantees that a late presentation can be made up. More information will be provided later.

Persuasive Automated Presentation – 250 points

Students will be required to deliver persuasive presentations on a topic of their choice. Presentations must be no shorter than 3 minutes and no longer than 5 minutes. Students must use visual aides and an automated power point show is required (i.e., students must start the power point slide show and let it run concurrently with the speech). Presentations not given on their due date will be reduced one letter grade per class. There are no guarantees that a late presentation can be made up. More information will be provided later.

Speech Reviews OR Outside Speech – 150 points

More information will be provided later.

In-class Assignments/Quizzes – 50 points (10 pts each)

There will be eight in-class assignments/quizzes. Assignments and quizzes will be unannounced. You WILL NOT be permitted to “make-up” missed assignments and quizzes. You WILL be permitted to drop your three lowest grades. Please note that assignments and quizzes will be based on the readings and lectures.

Policies

Know the policies and read your syllabus carefully. This is a contract between you and me. “I didn’t know,” is not an acceptable excuse.

Grading and Presentation Evaluation

At any time, determine your letter grade by dividing the number of points you have earned by the number of points possible. The percentage will determine your letter grade:
90% and above = A; 80-89% = B; 70-79% = C; 60-69% = D; 59% and below = F

Evaluation of presentations will be completed using a presentation rubric. The rubric will be available for your review on Web Vista one week prior to the first presentation. I will discuss the rubric one time, in class, and address your questions and concerns at that time.

Attendance and Late Assignments/Presentations

Attendance is expected. In addition, you are expected to be punctual, especially days on which you are schedule to present. Please refer to the discussion of in-class assignments and quizzes for more information. Any late assignments and presentations will receive a penalty of one letter grade per class period. NO EXCEPTIONS.

Missed Information

Do not ask me for missed information. Ask a fellow student. Please exchange phone numbers and email addresses with fellow students. If you miss class, ask others for hand-outs and other missed information or look online.

Paper Requirements

Unless otherwise noted, all papers must be submitted to www.turnitin.com. All papers must be typed, double-spaced, on one side of the page, using Times New Roman 12-point font, with 1” margins all around. All work will be graded on grammar and style.

Schedule

The schedule is subject to change. Please refer to in-class, email, and WebCT Vista announcements for changes to this syllabus and the accompanying schedule.

Presentational Speaking: Spring 2006 Schedule

You should refer to chapters 23-27, sample speeches, and research appendices in your book. This information covers instruction you should have already received in COMST 1545. You are expected to know this information.

Week	Tuesday	Thursday
#1	1/17 Introduction to the course Syllabus, Assignments, Grading	1/19 Interviewing and Research <i>Due Today:</i> Chapter 9 <i>In Class:</i> Develop Questions
#2	1/24 Interviewing and Research <i>Due Today:</i> Chapters 8, 10 <i>In Class:</i> Administer Questions	1/26 Interviewing and Research <i>Due Today:</i> Chapters 8, 10 <i>In Class:</i> Eulogies
#3	1/31 Listening, Speaking & Anxiety Intro to Group Presentation <i>Due Today:</i> Chapter 3, 4 & 5	2/2 Power Point Instruction LAB – Maag 4 th Floor <i>Due Today:</i> Chapters 20-22
#4	2/7 Group Meetings	2/9 Group Meetings
#5	2/14 Research Instruction LAB – Maag 4 th Floor <i>Due Today:</i> Chapters 20-22 (con't)	2/16 Power Point Instruction LAB – Maag 4 th Floor <i>Due Today:</i> Chapters 20-22 (con't)
#6	2/21 Group Presentations Admissions – Selling YSU	2/23 Group Presentations Admissions – Selling YSU
#7	2/28 Introduction to Demo Speech Audience Analysis, Picking Your Topic <i>Due Today:</i> Chapters 6, 7	3/2 Transition, transition, transition... <i>Due Today:</i> Chapters 11, 12
#8	3/7 Outlining the Speech <i>Due Today:</i> Chapter 13	3/9 Introductions and Conclusions <i>Due Today:</i> Chapters 14, 15 & 16
	3/14 BREAK	3/16 BREAK
#9	3/21 Power Point Instruction Introduction to Persuasive Speech LAB – Maag 4 th Floor <i>Due Today:</i> Chapter 17	3/23 Power Point Instruction LAB – Maag 4 th Floor <i>Due Today:</i> Chapters 18, 19
#10	3/28 Demonstration Speeches	3/30 Demonstration Speeches
#11	4/4 Demonstration Speeches	4/6 Demonstration Speeches
#12	4/11 Power Point Instruction LAB – Maag 4 th Floor	4/13 Power Point Instruction LAB – Maag 4 th Floor
#13	4/18 Open Date – Catch-up on speeches, etc.	4/20 Open Date – Catch-up on speeches, etc.
#14	4/25 Persuasive Speeches	4/27 Persuasive Speeches
#15	5/2 Persuasive Speeches	5/4 Persuasive Speeches & Evaluation
FINALS	5/8-12 All speech reviews OR outside speech critique due by Monday of finals week	