Southeastern Louisiana University
Dual Enrollment Program—Public Speaking

The Southeastern Dual Enrollment Public Speaking course provides high school students the opportunity to take a college Public Speaking course at their high school and to receive credit on their high school and Southeastern transcripts. Southeastern is offering one course in Public Speaking during the 2017-2018 academic year. The course can be facilitated in a year-long format or in a semester-long format. The course is:

**Communication 211: Introduction to Public Speaking.** Credit 3 hours. Training in the organization of materials and the oral and physical aspects of delivery in various speaking situations. Intended to give the beginning student an understanding of and practice in public speaking.

**Program Requirements**

From the high school:
- A computer lab must be available to any and all Dual Enrollment classes a minimum of one time per week. This can be a hard-wired or wireless classroom.

From the Facilitator:
- Any facilitator new to the program must complete the corresponding workshop during the summer at Southeastern’s main campus in Hammond.
- Any facilitator already in our program who would like to participate in a new class must complete the workshop for that new class during the summer at Southeastern’s main campus.
- All facilitators (new and returning) must attend a ½ day workshop at the end of the summer to copy all online course materials and receive any revisions to the Student Eligibility Guidelines.
- The facilitator(s) must ensure that their students meet the program requirements as outlined in the Dual Enrollment Student Eligibility Guidelines (website) and follow the guidelines of the program laid out in the Memorandum of Understanding (copy given to the principal).
- The facilitator must be certified in the discipline of the course they wish to facilitate.
- Each facilitator must record and submit the INFORMATIVE or PERSUASIVE speech for each student. This is a SACSCOC requirement. Details about submission will be given at the summer session.

From the Students:
- Students must be in the 11th or 12th grade.
- Students must be on track to complete the Core 4 curriculum with no developmental coursework required.
- Students must have an ACT, PLAN or Pre-ACT Composite score of 18 or greater (ASPIRE ≥ 430)
- Students must have an ACT, PLAN or Pre-ACT English sub-score of 18 or greater (ASPIRE ≥ 433) OR a mathematics sub-score of 19 or greater (ASPIRE ≥ 431) to enroll in a Public Speaking course.
- Students must be enrolled in a high school Public Speaking course while dual enrolled.

**2017 Summer Workshops:**

<table>
<thead>
<tr>
<th>Session Title</th>
<th>Dates</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Teacher / Introduction to Public Speaking (COMM 211)</td>
<td>July 28 9AM-3PM</td>
<td>Mandatory for all new Dual Enrollment Public Speaking teachers</td>
</tr>
<tr>
<td>½ Day Workshop</td>
<td>July 31 9AM-12PM</td>
<td>Mandatory for all Dual Enrollment Public Speaking teachers</td>
</tr>
</tbody>
</table>

**Note:**
Once a facilitator has completed the workshop for a particular course, he or she does not have to repeat that workshop in subsequent summers. The only mandatory workshop for a returning facilitator, who does not wish to facilitate a new course, is a ½ day workshop at the end of the summer. This ½ day workshop must be repeated each summer.
COMM 211 – FALL 2017

Instructor of Record: Ms. Shawndee Fluker
Office/Hours:
D.Vick 261 - Meetings or appointments 985-549-5986
Livingston Center 225-664-3303
MW 7:00-8:00 am, 2:00 - 3:30 pm *check classroom first
W Livingston evening meetings by APPOINTMENT ONLY. Online hours -TBA

E-mail: sfluker@selu, smfluker@gmail.com
NOTE: Per University policy, only your Southeastern E-mail addresses will be used.


COURSE DESCRIPTION: Training in the organization of materials and the oral and physical aspects of delivery in various speaking situations. Intended to give the beginning student an understanding of and practice in public speaking.

COURSE OBJECTIVES:
After completion of the course with a passing grade, the student should be able to:
• Articulate the benefits of improving public speaking skills;
• Effectively use oral and physical aspects of delivery for extemporaneous speaking;
• Understand the need for effective and ethical oral communication in a democratic society;
• Analyze and construct an appeal appropriate to an audience;
• Critically evaluate source materials and oral presentations;
• Engage in critical and constructive listening;
• Conduct research for a speech using supporting materials and presentation aids;
• Outline a speech for presentation and make effective arguments, and
• Give effective informative, persuasive, and ceremonial speeches.

Achievement of these objectives should improve students’ public speaking skills. The student is expected to make a serious effort in the preparation and presentation of each speech.

COMM 211 is a hybrid course with all content delivered online through MoodleDE OR face-to-face by Southeastern faculty. The Southeastern instructor of record will develop course content and provide powerpoint notes, ungraded instructional assignments, ungraded quizzes that are similar to exams, and exam study guides to help prepare students to complete the graded assignments and the exams which are also provided by the Southeastern instructor of record. The high school teachers will act as a facilitator and assist with student registration and enrollment, proctor exams as necessary, and through supplemental instruction, serve as a daily learning resource for students as they assimilate course content. The students’ final course grades are assigned by the instructor of record.

Your oral presentations in this class will be assessed according to your ability to:
• select a topic and develop a thesis appropriate to the audience, occasion, and speaking situation assigned.
• demonstrate awareness and effective use of available types of support and supporting materials to develop the credibility of the speaker and speech content.
• demonstrate effective organizational skills using a preview, transitional sentences, logical arrangement of points, and oral cues when speaking to an audience.
• demonstrate clear articulation, suitable rate, appropriate volume, and freedom from excessive vocal fillers and pauses when speaking to an audience.
• engage in effective non-verbal support using movement and gestures that enhance the message and support the verbal channel effectively.

GRADES: The course grade will be determined as follows:
Tests 2 x 100    700 points 10 point scale
Speeches 3 x 100 (DRESS CODE ENFORCED)
Outlines/Sources 50 points
Video Speech 50 (DRESS CODE ENFORCED) CAN NOT BE DROPPED
In class assignments/quizzes/projects/ 50 possible points (NO DRESS CODE)
Participation-audience participation/speech evaluations/workshops (peer and grade) 50 points.

***Please note that the VIDEO speech will be submitted on-line or recorded. This speech will be used for University assessment and reaccreditation purposes (SACS).

Grading scale:
A  100 / 90
B  89 / 80
C  79 / 70
D  69 / 60
F  below 60

Academic Integrity:   Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Cheating on examinations, plagiarism and improper acknowledgment of sources in speeches and/or essays and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action as outlined in the current General Catalogue http://www.southeastern.edu/resources/policies/policy_detail/acad_integrity.html

Students agree by taking this course that all required papers may be subject to submission for textual similarity to Vericite which is integrated with Moodle. This is to detect plagiarism.

Classroom Decorum: Free discussion, inquiry, and expression is encouraged in this class. Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of students to benefit from the instruction is not acceptable. Examples may include routinely entering class late or departing early; use of cellular telephones, or other electronic devices; repeatedly talking in class without being recognized; talking while others are speaking; or arguing in a way that is perceived as "crossing the civility line." YOU ARE ONLY ALLOWED TO USE ELECTRONIC DEVICES TO TYPE NOTES!! In the event of a situation where a student legitimately needs to carry a cellular telephone to class, prior notice and approval of the instructor is required. Classroom behavior that is deemed inappropriate and cannot be resolved by the student and the faculty member may be referred to the Office of Judicial Affairs for administrative or disciplinary review as per the Code of Student Conduct that may be found at http://www.selu.edu/admin/stu_affairs/handbook.

Appeal and Change of Grade: After a final course grade is recorded in the Records and Registration Office, a change of grade must be approved in sequence by the instructor (Ms Fluker), the instructor's department head, and the academic dean of the College of Arts, Humanities, and Social Sciences. In the event of a contested final course grade, a student's written appeal of the grade must be submitted to the instructor within thirty (30) calendar days of final grades for the term being due. The grade appeal should also be submitted to Dr. Jeffrey Temple, Assistant Vice President for Academic Programs. For more information about grade appeals, see http://www.southeastern.edu/resources/policies/policy_detail/instruction_practices.html

NOTE: If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Disability Services. No accommodations will be granted without documentation from the Office of Disability Services. The office of Disability Services has moved. The new address is War Memorial Student Union 1304.

NOTE: It is the policy of the University that the classroom is not a place for children, and that students are not to bring their family members for day care or baby-sitting.

Classroom Policies: Sexual Misconduct:
"If you are the victim of a sexually oriented crime, please be aware that the University Policy regarding Victims of Sexual Misconduct is located online at www.southeastern.edu/resources/policies/assets/sexual_misconduct.pdf as well as at page 68 in the University Student Handbook at http://www.southeastern.edu/admin/stu_affairs/handbook/index.html. The policy includes definitions of the various sexually oriented offenses prohibited by Southeastern as well as the reporting
options for victims and the process of investigation and disciplinary proceedings of the university. For more information log onto [http://www.southeastern.edu/admin/police/victims_soc/index.html](http://www.southeastern.edu/admin/police/victims_soc/index.html). *(Updated July 6, 2016)*

***Social Media (Facebook, Twitter, Instagram, etc.):*** You DO NOT have my permission to place/post any content (audio, image, video, summary, transcript, etc.) from our class lectures/meetings.

**Participation**—This is more than just showing up for class. This class is designed as a workshop/lecture. Your attendance is necessary for your success as well as for others. Absences will hurt your chances at success. There are no make-ups for quizzes, in class assignments, activities or projects. You must be in class to participate AND you must participate to receive your participation points, not just be IN class. It is more than raising your hand, answering questions and working on class projects, although it helps. Participation, in the fullest sense, means coming to class prepared to question, discuss, share, evaluate, help others perform and generally contributing to a positive intellectual atmosphere. *(We will have many in class assignments; if you miss a presentation, you will NOT receive credit.)* You will also lose participation points if you text or talk on any electronic device during class unless you have prior approval. If you are seen WITH any electronic device (even if you are not using it) during a quiz or exam you are subject to automatic failure. Put them away.

**Preparation**—Students who fail to come to class or are unprepared for class will not be able to follow class discussion. Also, the student will be unprepared for the occasional "pop quiz" or in class assignment. Do not come to me at the start of class to inform me you were absent the prior class meeting…I will already be aware of that fact. DO NOT ASK ME WHAT YOU MISSED. **Being absent is not an excuse for being unprepared.** Contact a fellow student. If you miss class, it is up to you to get notes from someone in class other than me. Make a friend, exchange phone numbers or e-mails early in the semester. I WILL clear up any questions you have about notes or an assignment AFTER you have gotten them from someone.

*** Read preparation again. ***

(1) **Assignments**—
YOU NEED TO KEEP A CALENDAR TO UPDATE ALL CLASS ASSIGNMENTS. DATES WILL BE GIVEN FREQUENTLY IN CLASS.

a. **All assignments MUST BE TYPED.** Failure to do this will result in receiving 50% credit for that assignment.

b. **All assignments comprised of multiple pages MUST BE STAPLED.** FAILURE TO DO THIS WILL RESULT IN AN AUTOMATIC 5pt REDUCTION FOR THAT PORTION OF THE ASSIGNMENT.

c. All assignments must HAVE APPROPRIATE SEQUENTIAL NUMBERING, a PROPER HEADING and a BIBLIOGRAPHY PAGE.

d. PLEASE REMEMBER PRESENTATION IS AN IMPORTANT ASPECT OF ALL ASSIGNMENTS. If it looks like it has been through the “gutter,” ask yourself if it is worthy presenting. ☺

e. A complete outline and bibliography is due prior to each speech assignment. FAILURE TO DO THIS WILL RESULT IN AN AUTOMATIC REDUCTION OF 50% FOR THAT PORTION OF THE ASSIGNMENT.

f. **ALL ASSIGNMENTS ARE TO BE TURNED IN NO LATER THAN 20 MINUTES FROM THE BEGINNING OF CLASS (typed).**

h. Assignments are given with adequate time for completion. Students will not receive additional time for preparation and/or presentation.

i. You are allowed to drop one (1) major grade (100 points, SPEECH OR TEST) EACH student is allowed to drop their lowest major speech OR test grade. If you miss( for ANY reason) one major speech OR test it AUTOMATICALLY becomes your drop grade. **All other missed assignments will receive a grade of 0(zero).** *(Extenuating 60% MAX-NO EXCEPTIONS.)*

(2) **Attendance**—Any student missing class for whatever reason is required to submit a written acknowledgment of the class missed. *(I DO NOT LISTEN TO ORAL EXCUSES/ARGUMENTS FOR MISSING A CLASS)*

If you know/think that you will absent for an extended period of time, you are responsible for notifying me in advance. **DO NOT WAIT UNTIL YOUR RETURN.** Failure to plan on your part does not require emergency procedures on my part.

(3) **a. THE DAY ADMISSIONS INDICATES YOU ARE ENROLLED IS YOUR FIRST DAY OF CLASS.**

b. UNIVERSITY excused absences are needed in order to prevent you from using your drop grade for MAJOR assignments. * Quizzes and in class assignments can not be made up.

c. If you are absent on the day(s) that classmates are presenting OR during an in-class assignment/group discussion/activity/workshop, you will receive a 20-point deduction, per occurrence, from your participation grade.*(evaluations)
d. ATHLETES- Please supply a copy of your schedule ASAP.
e. The attendance policy set by the University is strictly followed. In addition, I only excuse for the following:
   i. Verified doctor’s excuses for you, yourself or child.
   ii. Court/military duty
   iii. Death of immediate family member
f. No talking, voice recording, texting, playing games or surfing the web. This will result in a deduction of participation points
g. Explicit foul language will not be tolerated.
h. Leaving early during speech days will impact your participation grade.
i. DISRESPECT OF OTHERS WILL NOT BE TOLERATED.

(4) If you are graduating, it is your responsibility to identify the final date for graduation and apply.
(5) If you are a visiting student or cross-enrolled student, you are responsible for notifying the University and myself of any dates of importance.

(6) Library/learning resources: Since the development of the total person is part of our mission, assignments in the library and/or the learning resources center will be included to assist students in enhancing skills and in using resources.

COMM DEPARTMENT DRESS CODE:
Appropriate professional attire is required for all speeches. For men dressing professionally generally means dress pants, shirt and tie. Jackets are encouraged but not required. For women professional dress may mean a suit, pantsuit, skirt and blouse, or dress with dress shoes. Each speaker should avoid any clothing that could detract from credibility or pull attention away from the content of the speech. Such garments include high cut skirts, low cut blouses, too tight or too loose clothing, midriff revealing shirts, see through clothing, jeans, t-shirts, or any attire that suggests you are engaged in something other than professional work. Informing and persuading the public is serious business. Failure to dress appropriately for a speech will result in a letter grade deduction.

JUST TO BE CLEAR… shorts (of any kind), tank tops, pajamas, sweats, tights, yoga pants, hats, head scarves, doo rags, house shoes, excessively wrinkled clothing, revealing clothing or clothing with lewd, graphic or sexually(explicit or suggestive) messages, etc. This only applies to MAJOR speeches.

Finally…

- You have ONE (1) week after grades are returned for any type of dispute. After this time grades are final.
- I do not accept assignments via email/fax for credit.
- Pop quizzes and/or in class assignments can NOT be made up.
- Cheating and/or plagiarism will not be tolerated. If you choose to do this and are caught you will receive an “F” for the semester.
- Items harmful to self or others should not be brought to class or on campus.

**Everyone has the right to express ideas in the class without being laughed at or ridiculed. Everyone’s opinion’s (including the instructor’s) are always subject to courteous disagreement and discussion. Please treat me and your fellow students with common courtesy and respect. This is a workshop/lecture environment so opinions will be freely exchanged and conversation will be on-going, but when I or someone else is addressing the class, please give that person your attention. You don’t have to agree with others opinions, but you do have to respect them and give them their time.**

- Difficulties with Course: If you are having difficulties with any part of the course, please let me know. Do not wait until the assignment’s due date. I am happy to look at drafts, give feedback, and more direction if needed. I also offer speech workshops and research/development days to aid those in need of extra help.

Below are a list of important dates from the DE webpage. Any changes for the Fall/Spring semesters can be found on the SELU Dual Enrollment homepage http://www.southeastern.edu/future_students/dual_enrollment/calendar/index.html.

Sunday, August 27, 2017
Last day to enroll in Fall and Year-long courses
Sunday, September 3, 2017
Last day to DROP fall and year-long courses
Monday, September 4, 2017
Labor Day--Southeastern closed
Wednesday, September 6, 2017
Last day to confirm Fall and Year-Long rosters
Thursday, October 12 and Friday October 13, 2017
Fall break--Southeastern closed
Last day to withdraw from fall only courses
Wednesday, November 3, 2017
Wednesday, November 22 – Friday, November 24, 2017
Thanksgiving--Southeastern closed
Monday, January 15, 2018
MLK Holiday--Southeastern closed
Sunday, January 21, 2018
Last day to enroll in Spring-only courses
Sunday, January 28, 2018
Last day to DROP spring-only courses
Wednesday, January 31, 2018
Last day to confirm Spring-only rosters
Monday, February 12 – Friday, February 16, 2018
Mardi Gras--Southeastern Closed
Friday, March 23, 2018
Last day to withdraw from Spring-only and Year-long courses