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 2018-2019 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.

### 2018 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 17th, 2018</td>
<td>Mandatory for all new Dual Enrollment Public Speaking teachers</td>
</tr>
<tr>
<td>½ Day Workshop</td>
<td>July 18th, 2018</td>
<td>Mandatory for all Dual Enrollment Public Speaking teachers</td>
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</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.
CLASS/SEMESTER: COMM 211-Fall 2018
INSTRUCTORS: Ms. Naomi Narcisse/ Ms. Shawndee Fluker
E-MAIL: naomi.narcisse@selu.edu/sfluker@selu.edu
OFFICE HOURS: By APPOINTMENT ONLY

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 assignment submission is 100% online. **The recommended web browser to use is Chrome** **
All instruction and assignments will be delivered and submitted via the Internet, specifically Moodle.

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.

*I expect each of you to be active and thoughtful participants in our learning community. 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.
Your oral presentations in this class will be assessed according to your ability to:

1. Select a topic and develop a thesis appropriate to the audience, occasion, and speaking situation assigned.
2. Demonstrate awareness and effective use of available types of support and supporting materials to develop the credibility of the speaker and speech content.
3. Demonstrate effective organizational skills using a preview, transitional sentences, logical arrangement of points, and oral cues when speaking to an audience.
4. Demonstrate clear articulation, suitable rate, appropriate volume, and freedom from excessive vocal fillers and pauses when speaking to an audience.
5. Engage in effective non-verbal support using movement and gestures that enhance the message and support the verbal channel effectively.

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.

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 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.

GRADES

The course grade will be determined as follows:

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Possible Points</th>
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</thead>
<tbody>
<tr>
<td><strong>Speeches</strong></td>
<td></td>
</tr>
<tr>
<td>Introductory</td>
<td>50</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>100</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>150</td>
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<tr>
<td>Person Speech</td>
<td>100</td>
</tr>
<tr>
<td><strong>Examinations</strong></td>
<td></td>
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<tr>
<td>Midterm</td>
<td>100</td>
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<tr>
<td>Final</td>
<td>100</td>
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<table>
<thead>
<tr>
<th>Grading Scale</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100/90</td>
</tr>
<tr>
<td>B</td>
<td>89/80</td>
</tr>
<tr>
<td>C</td>
<td>79/70</td>
</tr>
<tr>
<td>D</td>
<td>69/60</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

General Notes

- All grades will be posted in Moodle within one week of their due dates, unless otherwise notified. Speech grades will be posted two weeks after the due date, unless otherwise notified.

- Please keep your grade assignments as a record to check any incongruities with my grade records throughout the semester. They will serve as proof for potential changes in my records.

- For any grade grievances, the 24/7 policy is in effect. Once speech and assignment grades are handed back, there is a 24-hour waiting period before they will be discussed with me. Grade issues that are not addressed within one week will be closed for discussion.
• Grievances must be presented in written form with an introduction, body, conclusion, and concrete supporting evidence of your claim and emailed to me.

• You will earn your grade through a combination of weekly assignments, exams, and discussions as well as speech assignments. Grading rubrics that will be used to evaluate your work will be posted in Moodle. A complete breakdown of your grade can be found at the end of the syllabus on the “grading information” sheet.

• Final grades at the end of the semester are final. There will be no “rounding up” to avoid failure or to move up a letter grade.

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 grad deduction.

Other section specific policies

• There are no make-up assignments. If there is a documented emergency for your absence please contact the instructor immediately. It is the responsibility of the student to keep up with the schedule and your grades, which will be posted in Moodle.

• The most appropriate person to talk to about this course is your instructor. Please check office hours or make an appointment.

• It is your responsibility to contact Enrollment Services and properly withdraw from the course. Unless you withdraw properly (in the Office of Enrollment Services), you will receive a grade “F” on the final grade report.

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."
(Updated July 6, 2016)

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.

Email Policy
If you have any questions about the course, the most appropriate person to speak to is the Instructor. Please email me with any questions or concerns.

- Email is the official medium for the class. You are responsible for checking your Southeastern email account regularly for assignments and other information. It is a good habit to check your email no less than three times a week.
- I will only accept email from a Southeastern email account. An email coming from an account other than an official Southeastern one will be considered spam and will be deleted without being opened.
- I am online a lot, so you may find that you receive a response from me quite quickly; however since I cannot be online 24/7, here’s the general rule of when you can expect to hear back from me: I will respond to emails within 24 hours of receipt, and within 48 hours on weekends. If you email me with a question at 10:00am concerning an assignment due at 12:00pm the same day, I will likely not have time to respond with an answer before turn-in time. Please plan ahead!
- Please be respectful and professional in all email communication, consider your audience and purpose. INCLUDE YOUR CLASS AND SECTION NUMBER WITH ALL EMAIL CORRESPONDENCE. For example: LeBron James COMM 211-01 DE
- Disclaimer: If you email me with a question that has or can be answered in assignment documents or in the syllabus, I will not respond to your inquiry. After you have exhausted all your resources, you are welcome to email me with questions.

**E-Mail Communication**

University e-mail policy reads (in part) as follows, "[Faculty] Uses of non-Southeastern e-mail addresses for communication with students regarding University business or educational matters are not acceptable...." In compliance with this policy, please use only your SLU e-mail address when contacting me about the course. I will not respond to non-SLU e-mail addresses. Recall, that your SLU e-mail accounts are accessible through the Internet via "Web-Mail" which can be reached from the SLU homepage: [http://www.selu.edu](http://www.selu.edu).

**Netiquette Policy**

Netiquette is a set of rules for behaving properly online. Something about cyberspace makes it easy for people to forget that they are interacting with other real people. The following bullet points cover some basics to communicating online: **UNIVERISTY RESOURCES**

- Center for Student Excellence: Southeastern Hall 113
  - 985-549-3981
- Student Support Services: North Campus Main Building, Ste. 289
  - 985-549-2122
- Writing Center: 210 D Vickers
  - 985-549-2076
- Student Technology Center: Fayard Hall, 126, 129
  - 985-549-2165
- Veterans Upward Bound: North Campus Main Building, Ste. 171
  - 985-549-3386
- University Counseling Center: 307 Virginia Avenue
  - 985-549-3894

**Student Technology Center Help Desk**


Student Technology Center
Fayard Hall, Rooms 126, 127, 129
1205 North Oak Street
Hammond, LA 70402
Tel: 985-549-2700
Syllabus Revisions

The professor reserves the right to amend the syllabus at any time. The contents of this syllabus are subject to revision 24 hours a day, seven days a week throughout the entire semester. Students are put on notice as to changes to the contents of this syllabus during the course of the semester.

FINAL NOTE

Your continued enrollment in this course signifies that you have read and understand the information listed in the syllabus and agree to adhere to the guidelines provided for this course.

*Always remember the University has the option to change class times or attendance dates due to emergency or campus closures.

The schedule of assignments will be posted to Moodle DE one week prior to the first day of class.

- 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](http://www.southeastern.edu/future_students/dual_enrollment/calendar/index.html).

**Important dates to remember:**
- Last day to enroll for fall-only/year-long courses: August 27, 2018
- Last day to DROP fall-only/year-long courses: September 9, 2018
- Last day to WITHDRAW from fall-only courses: November 2, 2018

- Last day to enroll for spring-only courses: January 25, 2019
- Last day to DROP spring-only courses: February 1, 2019
- Last day to WITHDRAW from year-long/spring-only courses: March 29, 2019