Course Number, Title and Credits

COMU 101 - Public Speaking I - 3 credits

Course Description

The primary goal of COMU 101 is to provide students with the opportunity to improve their public speaking skills in the areas of preparation and delivery. The method of speaking emphasized is extemporaneous. Though public speaking is the primary focus of the course, other issues of communication, such as written, interpersonal and group, are also discussed. In addition, students will learn to be more critical consumers of communication.

Course Learning Outcomes

By the end of this course, students should be able to:

1. Understand the communication process through invention, organization, drafting, revision, editing and presentation of different speeches.

2. Apply basic patterns used in public speaking – composition, organization, speaker, subject, occasion, and audience analysis – in the development of oral presentations and argument.

3. Design and deliver, in an extemporaneous manner, well-researched and documented speeches that effectively inform, persuade and commemorate.

4. Construct effective speech outlines incorporating a thesis statement and specific purpose.

5. Evaluate research and other supporting materials to enhance speech effectiveness orally and in writing.

6. Apply verbal and nonverbal communication by effectively using space, body language, gestures, eye contact, vocal emphasis, modulation, and pacing.

Required Textbooks

Pocket Guide to Public Speaking, 5th edition, by Dan O'Hair, ISBN: 9781319087654, Mac Higher

Materials Needed： Microsoft Word and PowerPoint, Computer with Internet access

*You will be expected to have read the text on the assigned day. This class will be text and class note based. Exams will be based on a combination of all, so please take good notes.

Letter Grade/Percentage Equivalents

Grades are determined on a straight-scale basis using the following scales.

A	94%-100%	A-	90%-93%	B+	87%-89%
B	84%-86%	B-	80%-83%	C+	77%-79%
C	74%-76%	C-	70%-73%	D+	67%-69%
D	64%-66%	D-	60% - 63%	F	59% and below

Methods of Evaluation for Determining Grades

Assignment Detail for Course:

Assignments	Possible Points
Self-Introduction Discussion	100
Informative Outline	100
Informative PowerPoint	50
Informative Presentation	150
Informative Presentation Reflection	25
Persuasive Outline	100
Persuasive PowerPoint	50
Persuasive Presentation	200
Persuasive Reflection	25
Midterm Exam	100
Final Exam	100
Total Points Possible in Course	**1000**

Week by Week Outline for Course (Tentative):

Week	Day	Topics & Assignments
Week 1	Mon	**List of Videos for the Day** 1. Introduction to Course and Professor Introduction 2. Self-Introduction Discussion Assignment Information Homework: ● Read Chp. 1- Becoming a Public Speaker and Chp. 2-From A to Z: Overview of a Speech ● Self-Introduction Discussion due Friday
	Tue	3. Chp. 1- Becoming a Public Speaker 4. Chp. 2- From A to Z: Overview of a Speech Homework: ● Read Chp. 3- Managing Speech Anxiety and Chp.4 Ethical Public Speaking
	Wed	5. Chp. 3- Managing Speech Anxiety 6. Chp. 4- Ethical Public Speaking Homework: ● Read Chp. 5- Listeners and Speakers and Chp. 6-Analyzing the Audience
	Thur	7. Chp. 5- Listeners and Speakers 8. Chp. 6-Analyzing the Audience Homework: ● Read Chp. 7- Selecting a Topic and a Purpose and Chp. 8- Developing Supporting Material
	Fri	9. Chp. 7- Selecting a Topic and a Purpose 10. Chp. 8- Developing Supporting Material 11. Week 1 Review Homework: ● Read Chp. 9- Finding Credible Sources in Print & Online and Chp. 10- Citing Sources in Your Speech
Week 2	Mon	12. Chp. 9- Finding Credible Sources in Print & Online 13. Chp. 10- Citing Sources in Your Speech 14. MLA Lesson Homework: ● Read Chp. 11- Organizing the Body of the Speech, Chp. 12- Selecting an Organizational Pattern, Chp. 13- Outlining the Speech

	Tue	15. Chp. 11- Organizing the Body of the Speech 16. Chp. 12- Selecting an Organizational Pattern 17. Chp. 13- Outlining the Speech Homework: ● Read Chp. 22-Informative Speaking
	Wed	18. Chp. 22-Informative Speaking 19. Midterm Review Part 1 20. Midterm Review Part 2 Homework: ● Study for Midterm textbook Chp. 1-13, & 22
	Thur	**Midterm Exam** Homework: ● Read Chp. 14- Developing the Introduction & Conclusion, Chp. 15- Using Language and Chp. 16- Methods of Delivery
	Fri	21. Chp. 14- Developing the Introduction and Conclusion 22. Chp. 15- Using Language 23. Chp. 16- Methods of Delivery 24. Week 2 Review Homework: ● Read Chp. 17-21
Week 3	Mon	25. Chp. 17- Your Voice in Delivery 26. Chp. 18- Your Body in Delivery 27. Chp. 19- Speaking with Presentation Aids 28. Chp. 20- Designing Presentation Aids 29. Chp. 21- Using Presentation Software Homework: ● Review Informative Speech Guidelines and Groups
	Tue	30. Informative Speech guidelines and Presentation video requirements 31. Informative Speech outline requirements 32. Informative Speech outline examples Homework: ● Informative Outline due Thursday

	Wed	33. Informative Speech PowerPoint with examples 34. Example Informative Speech Video with feedback Homework: ● Informative Outline due Thursday ● Informative PowerPoint due Friday
	Thur	35. Informative Reflection with example Homework: ● Informative PowerPoint due Friday ● Informative Video Presentation due Sunday
	Fri	36. Week 3 Review Homework: ● **Informative Video Presentation due Sunday** ● Informative Reflection due Monday ● Read Appendix C- Preparing for TV and Radio Communication, and Appendix D- Tips for Non-Native Speakers of English
Week 4	Mon	37. Appendix C- Preparing for TV and Radio Communication, 38. Appendix D- Tips for Non-Native Speakers of English Homework: ● Read Chp. 23- Principles of Persuasive Speaking and Chp. 24- Constructing Persuasive Speech
	Tue	39. Chp. 23- Principles of Persuasive Speaking 40. Chp. 24- Constructing Persuasive Speech Homework: ● Review Persuasive Speech Guidelines
	Wed	41. Persuasive Speech guidelines and Presentation video requirements 42. Persuasive Speech outline requirements 43. 45. Persuasive Speech outline examples Homework: ● Persuasive Outline due Thursday

	Thur	44. Persuasive Speech PowerPoint with examples 45. Example Persuasive Speech Video with feedback 46. Persuasive Reflection with example Homework: ● Persuasive PowerPoint Friday ● Read Chp. 25- Speaking on Special Occasions, Chp. 26- Preparing Online Presentations
	Fri	47. Chp. 25- Speaking on Special Occasions 48. Chp. 26- Preparing Online Presentations 49. Week 4 Review Homework: ● Persuasive Presentation due Sunday ● Read Chp. 27- Communicating in Groups, Chp. 28- Delivering Group Presentations, and Chp. 29- Business & Professional Presentations
Week 5	Mon	50. Chp. 27- Communicating in Groups 51. Chp. 28- Delivering Group Presentations 52. Chp. 29- Business & Professional Presentations Homework: ● Persuasive Reflection due Monday ● Read Chp. 30- Presentations Assigned across the Curriculum, and Chp. 31-36
	Tue	53. Chp. 30- Presentations Assigned across the Curriculum 54. Chp. 31-36 Speaking in Other College Courses Homework: ● Read Interview and Job Selection on page 39 of textbook
	Wed	55. Interview and job selection-pg. 39 tip Homework: ● Prepare for Final Exam
	Thur	56. Final Exam Review Part 1 57. Final Exam Review Part 2 Homework: ● Study for Final Exam (Part 4-6, Chp. 23, 24, & 25)
	Fri	**Final Exam** 58. Course Summary

Attendance Policy

Requirements for student attendance and participation will be defined by each instructor based on the following policy:

- Monday of the first week of the session is the first day of class.

- Regular attendance/engagement is expected for student success. Online engagement is evident through posting to a discussion board, blog, completing assignments including journal entries, or taking quizzes and exams. If regular attendance/engagement are not evident, the student's grade may be adversely affected. If a student misses more than one week of engagement in an online class, the student may, at the discretion of the instructor, fail the course.

- Students in courses with required synchronous class sessions are expected to remain for the full duration. If a student misses more than one required synchronous online class, the student may, at the discretion of the instructor, fail the course.

- Students must submit an academically-related assignment through the Learning Management System (LMS) before the end of Week 2 (i.e., a quiz, test, course content-related Discussion Board post, or other course content-related assignment). Introduction posts do not count as an academically-related assignment. If a student does not submit an academically-related assignment, the student will be administratively dropped from the course. Students administratively dropped for non-attendance/participation will not be reinstated in the course. In infrequent cases, students in certain classes may be exempt from the requirement to submit an academically-related assignment before the end of Week 2; students may consult with their instructor for further information.

- Students should consider withdrawing from a course if they will be unable to participate each week. Instructors may, but are not obligated to, accommodate students under extraordinary circumstances, but the student must request accommodation and provide requested supporting documentation.

- Schools and programs may have different attendance policies. Refer to school and program specific information for additional attendance policies.

Academic Integrity

The University of Massachusetts Global is an academic community based on the principles of honesty, trust, fairness, respect and responsibility. Academic integrity is a core University value, which ensures respect for the academic reputation of the University, its students, faculty and staff, and the degrees it confers. The University expects that students will conduct themselves in an honest and ethical manner and respect the intellectual work of others.

Submitting to faculty work completed by the use of any artificial intelligence tool without permission and/or when prohibited by class policy. When faculty require the use of technology, including artificial intelligence, as a part of an assignment for the course, there is no violation. Students are reminded to consult syllabi,

assignment sheets/rubrics, program documents and their faculty. Use of artificial intelligence, when permitted, must be correctly cited in the assignment.

The UMass Global online library provides resources to support research, proper citation styles, and the safe and responsible use of generative artificial intelligence or Gen AI.

- The Academic Integrity and Plagiarism Avoidance page provides guidance to help students better understand academic integrity and includes tips on how to avoid plagiarism.

- The Citing Sources page offers guidance on how to properly cite using APA, MLA, and Chicago styles.

- The Artificial Intelligence Resource Guide for Students provides advice for understanding and appropriately using generative artificial intelligence tools such as ChatGPT and Bard.

UMass Global's Office of Accessible Education

Students who require disability-related services or accommodations to access their educational experience can register with the Office of Accessible Education (OAE). The Office of Accessible Education (OAE) is committed to ensuring equal educational access and opportunity for all members of our academic community. Students will be provided equitable and reasonable accommodations and services that are in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA)/Americans with Disabilities Act Amendments Act of 2008 (ADAA). Registration with OAE is on a voluntary, self-identifying basis. Please visit the Office of Accessible Education (OAE) website for more information about how to register for services, eligibility requirements, and information about potential academic accommodations and services.

Our university is committed to ensuring equal access for all students. Let us know about any accessibility barriers you encounter using any of our online systems or websites by submitting a Feedback or Accessibility Concern Submission Form. We'll do our best to improve things and get you the information you need.

UMass Global's CARES Team

The CARES team is a campus-wide team of appointed staff and faculty responsible for identifying, assessing, and responding to concerns and/or disruptive behaviors by students, faculty/staff, and community members who struggle academically, emotionally, or psychologically, or who present a risk to the health or safety of the university or its members.

Individuals may refer themselves or other community members of concern by emailing cares@umassglobal.edu or by filling out a referral form here. The CARES Team provides short term assessment, intervention, support, and recommendations of resources to those referred and engaged in the process.

UMass Global's Title IX Statement

The University of Massachusetts Global strives to maintain and foster a climate that promotes respect and human dignity. Sexual misconduct and relationship violence in any form is antithetical to the university's mission and core values, violates university policies, and may also violate federal and state law. The office of Title IX is primarily concerned for students' safety and well-being and is tasked with investigating all reports of sexual misconduct experienced by our community members. Title IX prohibits sex-based and gender-based discrimination and harassment, which includes discrimination based on pregnancy and/or pregnancy-related complications, parental status, and marital status. Students expecting or experiencing pregnancy-related complications, that may require educational accommodations, should contact the University's Title IX Coordinator and/or the Office of Accessible Education.

The University and Title IX's prohibition of sex discrimination also covers sexual harassment, sexual violence, and any other form of sexual misconduct. We offer options and resources to all students affected by these issues and are committed to providing a fair, thorough, and prompt investigation and adjudication process. If you or someone you know has been impacted by sexual assault, dating, and domestic violence, stalking, or sexual exploitation, please visit the University's Title IX Resource Page to access additional resources and information.

UMass Global's staff and faculty are tasked with reporting any possible sex or gender-based discrimination or Title IX violations to the University's Title IX Coordinator at civilrightscomplaints@umassglobal.edu.

Click on this Link to our University Title IX Policy