

# Course Syllabus

PAIER COLLEGE OF ART, INC.  
Hamden, CT

**Course Number: AS267**  
**Course Title: Effective Speaking**  
**3 Credits:**

**Instructor: Prof. Alicia Tyson-Sherwood**

**Location: Auditorium**

**SEMESTER HOURS: 3 CLOCK HOURS**  
**PER WK: 3 SEMESTER: Fall 2015**

**E-mail: [atysonsherwood@aol.com](mailto:atysonsherwood@aol.com)**

**Time and Day: Mondays 12pm-3pm**  
**Office Hours: By Appointment only**  
**Office Location: Library**

## COURSE DESCRIPTION:

A communications course designed to build confidence in speech, to develop skills in preparation and organization and to utilize proper technique in delivery. Informative, persuasive and narrative presentations are emphasized together with the use of visual aids.

## COURSE OBJECTIVES:

- Build confidence in speaking to groups and individuals.
- Understand and appreciate the importance of effective speaking in daily life.
- Learn to communicate effectively in important situations such as meetings, job interviews, presentations of your work, etc.
- Develop skills in organization, preparation and presentation.
- Learn how to prepare and deliver different types of speeches such as narrative, informative and persuasive.
- Understand the nuts and bolts of effective speaking such as the use of research, description, supporting facts, analysis of your audience, body language, humor and self-presentation.
- Learn how to use visual aids effectively.
- Understand the role and importance of ethics in a presentation or discussion.
- Practice the skills of active listening.

## TOPICAL OUTLINE

Each student will deliver a total of seven presentations. Six presentations will be throughout the semester, and the last two weeks of classes final presentations will be delivered.

Presentations will include the following: a review on a piece of the student's artwork, an impromptu speech, group presentation, class debate, how to speech, informative speech and persuasive speech.

The final speech, which counts as 30% of the students' final grade, is a persuasive speech.

Students will be expected to participate in class readings, discussions, lectures, quizzes and other exercises, as well as conduct research for presentations.

## COURSE MATERIALS

Notebook, writing supplies, index cards and reading handouts.

Reading assignments will be handed out the week prior to their due date.

## ACADEMIC EXPECTATIONS

### Examinations, Assignments, and Grading

**One grade will be given for each week: Week 1, Week 2, etc. Therefore, each weekly grade will be 10% of your final grade, and the Final Exam will be 30%. The weekly grade will include any quizzes, tests, class participation, homework assignments, presentations, etc., for that week.**

**Participation is expected and required. Active listening is essential, as you will frequently be called upon to ask questions and provide responses to presenters.**

Attendance is taken every class. Three excused absences are permitted in a three semester-hour course. All absences must be documented or they will be treated as unexcused absences, which will affect your final grade.

Be on time. If you are more than 10 minutes late three times, it will count as one absence.

**Make-up speeches are only permitted with a doctor's note. If you do not show up to present a speech, or if you miss a quiz, you will receive a 0 for that assignment.**

**Also note, if you are absent for a class it is your responsibility to contact me to find out what you missed. It is not my responsibility to make sure you know what work you need to do if you missed class.**

Please see the Paier College of Art 2015-2016 catalog for the full attendance policy.

## ADDITIONAL EXPECTATIONS

Do not plagiarize. All work presented as your own must actually be your own work. Beware of unintentional plagiarism via research or note taking. Any plagiarism will result in failure for the assignment and possibly the course.

Be respectful. Public speaking can be fraught with anxiety and always involves some exposure of one's self to the group. I require a high degree of respect for your peers. In addition to being respectful to your classmates, I expect you to be respectful to me as well. Talking during lectures is also not permitted. If you are asked multiple times to not talk during lectures points will be taken off your participation grade.

I expect all students to stay in class during presentations. It is unacceptable to leave in the middle of a classmate's presentation, and points will be taken off your grade for interruptions.

Cell phones are not allowed in class. I expect you to turn your ringer off during class, and texting, surfing the web and playing on your phone is prohibited. If I catch you on your phone during class, points will be taken off your participation grade. If you are on your phone during a classmate's presentation, points will also be taken off your presentation grade for that class.

## COMMUNICATING WITH THE INSTRUCTOR

I can be reached by e-mail at [atysonsherwood@aol.com](mailto:atysonsherwood@aol.com)

I am only available to meet with students on Mondays. You can come to class early or stay after to speak with me, or you can schedule an appointment in advance.

## Faculty Requirements

**E-mail:** When you e-mail with questions, please identify yourself clearly and write in a professional style. You may send e-mail at any time of day, but please be aware of any schedule restrictions. Lengthy questions requiring detailed replies are better addressed through conversation during office hours. Please use office hours to your advantage; they are intended for you! Course updates and information may also be sent to you by e-mail. You're responsible for ensuring that your current e-mail address is on file with the college, and for keeping your e-mail inbox open for incoming messages.

**Other Readings:** Additional readings will be assigned in class, and may be provided in hard copy form or as links to online documents.

**Other Equipment:** Desk-top or Lap-top PC, THUMBDRIVE

## Classroom Policies

- Cell phone use is prohibited in the classroom. If your cell phone rings or you are texting in class, you will be given a warning. If it rings a second time, you will be asked to leave the class, receive an absence for the day, and meet with an academic dean before returning to class. Cell phones are to be silent and must remain out of sight during class at all times. If your cell phone is visible or rings during a quiz or exam, you will receive an automatic F and will be asked to leave. **Update: Smartphones have much more functionality than "cell phones." Besides texting and calls, they can be used to surf the internet. That is a distraction often performed under a desk or otherwise camouflaged. KEEP SMARTPHONES OUT OF SIGHT AND PACKED AWAY. IF A STUDENT IS FOUND TO BE USING A SMARTPHONE FOR ANY REASON W/O SPECIAL PERMISSION FROM THE INSTRUCTOR, THAT STUDENT WILL BE DISMISSED FROM CLASS, LOGGED AS ABSENT, AND GIVEN AN "F" IN THE "CLASSROOM PARTICIPATION" DOMAIN FOR THAT DAY.**
- Computers are to be used for note taking and assignments only; you must remain engaged with the class. This means no surfing, games, IM, e-mail or work for other classes, please.
- Food and drink are officially not permitted in class.
- No reading of outside material during our class.
- Students who talk excessively or otherwise distract others will be asked to leave upon the first incident and without a warning.
- If you fall asleep in **THIS** class, you will be asked to leave, receive an "F" for classroom participation, and be logged as absent.
- Argumentative behavior directed at the professor or a student, or any form of bullying or verbal/physical abuse within the confines of the classroom is strictly forbidden.
- The classroom represents a student's domain for engaging in scholarly pursuits. Dress should be appropriate for such a domain, and classroom dress should reflect both intellectual respect and practice for vocational placement. While formal dress is not required, students must keep their pants pulled up and avoid any outfits that would be considered too revealing or too immature for vocational internships.
- Please request permission before bringing guests to class or before recording lectures. You'll be asked to work in pairs or small groups at times. Your active involvement in these learning activities is required and appreciated.

### Examinations, Assignments, and Grading

**One grade will be given for each week: Week 1, Week 2, etc. Therefore, each weekly grade will be 10% of your final grade, and the Final Exam will be 30%. The weekly grade will include any quizzes, tests, class participation, homework assignments, presentations, etc., for that week.**

**Please note that I weigh later grades in the semester/module more heavily than early grades to help students who need more time to "get with the program" not be penalized for initially weak performance when they end up the semester doing well. This, of course, works both ways: weak performance at the end will outweigh to some degree the good performance early on. Usually, such an outcome indicates a softening of discipline, distraction from using study skills, a growing lack of interest in school work, etc. Don't let that happen to you; you'll end up failing when you could have passed.**

**Late Work Policy:** All assignments are due as assigned in class. No late work will be accepted without documentation and prior arrangement with the instructor. Deadlines are an integral part of all professional careers. You must manage your time to complete assignments as scheduled. **If you miss an exam**, you **must** contact me within 24 hours. You will only be able to make up the exam if you have documentation.

**This syllabus is subject to change based on a variety of factors to be determined by the professor.**

**Late Work Policy:** All assignments are due as assigned in class. No late work will be accepted without documentation and prior arrangement with the instructor. Deadlines are an integral part of all professional careers. You must manage your time to complete assignments as scheduled.

**Study Expectations:** It is usually expected that students will spend approximately two hours of study time outside of class for every one hour in class. Since this is a three-credit class, you should expect to study an average of six hours outside of class each week. Some students may need more outside study time and some less. This is a demanding class, and your dedication is expected and appreciated.

## TENTATIVE SCHEDULE

1. August 24, 2015 – Introduction to course; meet and interview your classmates in-class assignment, discuss basics of public speaking, discuss first assignment, artwork presentation.
2. August 31, 2015- Public Speaking Film ( Larry Crowne) Open Discussion and Paper will be due on the film on September 14, 2015
3. September 7 – No Class – Labor Day.
3. September 14 – **Reading assignments due:** Chapter 1: Introduction to Public Speaking; Chapter 2: Origins of Public Speaking; and Chapter 5: Audience Analysis. **Assignments Due:** Artwork Review Presentation & Quiz #1.
4. September 21 – **Reading assignments due:** Chapter 3: Ethics in Public Speaking; Chapter 4: Listening Effectively. **Assignments Due:** Quiz #2. Discussion of speaking anxiety and discussion of impromptu speech assignment.
5. September 23 – **Reading assignments due:** Chapter 6: Critical Thinking and Reasoning; and Chapter 7: Supporting Your Ideas. **Assignments Due:** Impromptu Speech & Quiz # 3. Discussion of group presentation assignment, formulating your speeches and from topics to outlines.
6. September 28 – **Reading assignments due:** Chapter 9: Introductions and Conclusions; Chapter 13: Visual Aids; and Chapter 18: Group Presentations. **Assignments Due:** Quiz #4. Discussion of working in a group, using visual aids and in-class time to work on group presentations.
7. October 5 – **Reading assignments due:** Chapter 10: Using Language Well & Chapter 11: Speaking with Confidence. **Assignments Due:** Quiz #5 & Group Presentations. Discussion of researching a speech.

8. October 12 – **Reading assignments due:** Chapter 12: Delivering Your Speech. **Assignments Due:** Quiz #6. Discussion: Organizing and outlining your speech; how-to presentation.
9. October 19 – **Reading assignments due:** No reading assignments this week. **Assignments Due:** How-to Presentations. Discussion: how a debate works; discuss debate assignment.
10. October 26 – **Reading assignments due:** Chapter 14: Speaking to a Global Audience. **Assignments Due:** Quiz #7; Class Debate.
11. November 5 – **Reading assignments due:** Chapter 15: Informative Speaking. **Assignments Due:** Quiz #8. Discussion: What is an informative speech?; Informative speech assignment.
12. November 12 – **Reading assignments due:** No reading assignments this week. **Assignments Due:** Quiz #9 and Informative speech assignment.
13. November 19: **Reading assignments due:** Chapter 16: Persuasive Speaking. **Assignments Due:** Quiz # 10. Discussion: What is a persuasive speech?; preparing a persuasive speech; persuasive speech assignment.
14. November 23 – Thanksgiving Break – No Class.
15. December 7 – **Assignments Due:** Individual student/teacher consultation for persuasive speech/final speech assignment.
16. December 14 – **Assignment Due:** First week of Final Speeches/Persuasive Speeches.
17. December 21 – Last Day of Class. **Assignments Due:** Second week of Final Speeches/Persuasive Speeches.

**Note: The instructor reserves the right to make changes and additions to this schedule. Changes will be announced in class. It is the student's responsibility to be aware of all assigned course work.**