ABAC's weather number is 229-391-5225.
This number can be called in the event of a weather or crisis situation to determine if ABAC classes are meeting as scheduled or will be cancelled or delayed.

<table>
<thead>
<tr>
<th>Course Name: PUBLIC SPEAKING</th>
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<tr>
<td>Course Number: COMM 1110</td>
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<tr>
<td>Course Description: Designed to develop techniques in research, organization and delivery of different types of speeches; to develop communication skills including the clear, concise, effective oral presentation of ideas; and to develop an acceptable speaking voice. Fall, Spring, Summer.</td>
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<td>Pre-requisites/Co-requisites: Prerequisite: Exemption from or successful completion of READ 0099 and ENGL 0099.</td>
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INSTITUTIONAL ABSENCE

A student who serves as an official representative of the college is defined as one who:

1. is authorized to use the college name in public relationships outside the institution;
2. regularly interacts with non-college individuals and groups over an extended period of time (at least one semester);
3. represents the college as a part of a group and not as an individual;
4. represents the college under the direct supervision of a college faculty or staff member; and
5. is authorized in writing, in advance, by the President of the college.

Such a student is in no way released from the obligations and responsibilities of all students, but will not be penalized with unexcused absences when absences result from regularly scheduled activities in which he/she represents the college.

Further, it is the responsibility of each student to contact instructors prior to the absence and to make arrangements to make up any work that will be missed, in a manner acceptable to the instructor. Advisors of activities will schedule off-campus activities in a manner that does not unduly disrupt the learning process for a student.
College Policy on Academic Dishonesty:

A. Academic Dishonesty

Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

B. Disciplinary Procedures

1. When a faculty member suspects that a student has engaged in academic dishonesty, the faculty member will contact the Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs will notify the student in writing of the report and will appoint a neutral person from among the faculty or staff to meet with the faculty member who reported the matter and the student(s) believed to have engaged in academic dishonesty. The purpose of the meeting, to be scheduled by the Office of the Vice President for Academic Affairs, will be to provide a facilitated discussion about what may have occurred. The faculty member who reported the matter, the student(s) believed to have engaged in academic dishonesty, and the facilitator are the only participants in the meeting. Audio nor video recordings of these proceedings will be permitted. Following the discussion, the facilitator will submit a form summarizing results of the proceedings to the Office of the Vice President for Academic Affairs.

2. The faculty member and student(s) may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequences. If no resolution is agreed upon, the matter will be forwarded to the Dean of Student Life and Housing, who will convene the Student Judiciary Committee to determine the outcome of the allegation.

3. Guidelines for disciplinary procedures as outlined in Section V of the Student Code of Conduct will be applicable in cases involving alleged academic dishonesty. A written copy of the recommendations by the Student Judiciary Committee shall be sent not only to the student but also to the faculty member who made the allegations of academic dishonesty against the student, to the Vice President for Academic Affairs, and to the President.

4. Prior to any finding of responsibility on the part of the student, the faculty member shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. The faculty member may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of exam or laboratory conditions.
5. A student may not withdraw from a course to avoid penalty of plagiarism or other forms of academic dishonesty.

C. Appeals Process

Students have the right to appeal a Student Judiciary Committee hearing recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of the Vice President for Student Affairs within five business days of the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

2. Written requests for appeals must be specific and detailed as to the nature and substance of the student’s complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Judicial recommendations may be appealed on the following grounds:
   - A violation of due process
   - Prejudicial treatment by the original hearing body
   - New evidence has become available which was not available at the time of the hearing.

3. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the defendant, and any written briefs submitted by other participants. Cases will not be reheard on appeal.

4. If the student is dissatisfied with the decision of the Vice President for Student Affairs, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Vice President’s decision or the Vice President’s decision will be considered final and conclusive.

5. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel’s report, the President will within five business days make a decision which shall be final so far as the College is concerned.

6. Should the student be dissatisfied with the President’s decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the Office of the Vice President for Student Affairs. The decision of the Board shall be final and binding for all purposes.
**Midterm Advisory Grades**

Midterm Advisory Grades will be reported on Banner Web to any student who has a “C,” “D,” or “F” in any class. The number of class absences will be posted for all students. Advisory grades are not entered on the student’s permanent record. Students should note that these grades are advisory and will not necessarily reflect the final grade earned in a course. These grades are intended to provide students with information in order to improve their performance in the second half of the semester. Students are responsible for checking Banner Web when grades and absences have been reported. Students who receive grades should meet with their instructors to develop plans for success in the second half of the semester. Students should also take advantage of study groups and plan for ongoing conferences with instructors in order to monitor their progress. ABAC provides free tutorial assistance for most courses through the Academic Assistance Center (AAC); in addition to other academic support activities, students should work with their instructors to establish tutoring in the AAC.

**Educational Access**

If there is a student in this class who has specific needs because of learning disabilities or any other limitation or need, visit the Student Development Center in person or online at ABAC.edu and follow the links from Student Life.

**Note**

This is a partial syllabus, subject to modification throughout the semester. More detailed information relating to the course will be provided to each student in class and via campus email. It is the students’ responsibility to monitor their campus email to stay apprised of course information.

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**My Schedule for Spring 2016**

**COMM 1110 CRN 30578, Tuesday/Thursday 2:00-3:15, Conger 316**

I should be available before and after class to speak with you. My office, which I share with other professors, is Conger 304. The best way to get in touch with me at times other than Tuesday and Thursday afternoons is to email me at kweeks@abac.edu.
Required Materials:

Paper and a writing instrument that you bring to class every day
Scantron forms—if I decide to use them. I will not provide them for you.

Be sure to keep all grades and papers until the end of the semester.

I expect you to read a daily newspaper and/or a weekly news magazine—online or in print. Catching "All Things Considered" or "Morning Edition" on NPR (National Public Radio) or watching network news shows can substitute when you’re trying to multitask.

Attendance:
I would strongly suggest that you not miss any classes, but if you have to be out, be aware that excessive absences will hurt your grade. In an effort to be fair to those who do the work involved with daily attendance, I may start penalizing your grade once you miss more than 4 days in a class that meets 2 days/week. Unless you have to be absent on the day of one of your presentations and hope not to be penalized, I do not need to hear the reason for your absence; that is your own business, and you are making the decision to be out.

You will lose 20 points off the top of your speech grade if you deliver your speech on a day later than the date I have assigned if you have not cleared your absence with me. If you let me know ahead of time that you will be absent the day your speech is scheduled, I will be glad to reschedule it. But do not call me the day of your speech to tell me that you don't feel good, have a flat tire, or don't feel prepared. And don’t ever just not show up. That makes me mad.

There are no make-up daily quizzes or other daily grades, so absences on those days will also have an impact on your grade.

If you miss a class, you are still responsible for the information that you missed. Please check with a classmate whom you trust to find out what you missed. Do not ask me to tell you everything that you missed.

If I permit you to make up a missed test, you must do so within 7 calendar days or receive a 0.

If you stop attending this class—even if you have attended just one day, it is your responsibility to drop the class officially. Otherwise you will receive an F.

Deadlines:
To be fair to those who do their work on time, there will be a penalties for late work. You will lose 10 points on a late outline and 20 points on a late speech.

Plagiarism:
I will not tolerate plagiarism. Above you will find a copy of the college policy on academic dishonesty. In addition you need to know that if I discover you have handed in an outline that is not your original work, or delivered a speech for which you have not personally done the research, organized the material, and chosen the wording, the penalty will be severe, ranging from a grade of 0 for the entire assignment for
partially plagiarized outlines, speeches, or other work up to a grade of F in the course. Your speech is a reflection of your own ideas, observations, and experiences. Lack of time, energy, or inspiration is never an excuse to use someone else’s work. You have a moral and legal obligation to do your own work.

In this course, we use Turnitin. This service is a tool to help you identify potential documentation errors and inadvertent plagiarism. It also serves, of course, to discourage those who are tempted to commit deliberate plagiarism. **You will be submitting your outlines and other written work to me using Turnitin in addition to submitting them on paper.**

Class Participation:
On the matter of electronics: when you come into class, turn off your cell phone and put it away, not on your desk or in your lap; and leave your laptop in your backpack. Take notes with pen and paper.

I expect you to read assigned material before you come to class. I may give occasional quizzes on your reading assignments (at the beginning of class), class presentations, class discussions, etc. **You will not be allowed to make up these quizzes, regardless of the reason for your absence,** although I will drop your lowest quiz grade, which may include a 0 for a missed quiz.

**Your final grade may be impacted by your attendance and my perception of your attention and positive involvement during class.**

Information pertaining to speeches:

Audience Etiquette:
On speech days remember to be a polite member of the audience. If you arrive late to class, do not enter the room while someone is speaking. During a speech do not sleep, study, text, pack up your belongings, or do anything else that is likely to distract the speaker. Be sure your cell phone is turned off or set to silent (setting it to vibrate is not good enough).

Speeches:
**Topics**
You are expected to pick a significant topic. Do not simply tell us what you already know or what we have already heard many times before. As a public speaker, you are expected to enrich our lives.

**Outlines**
You must prepare a sentence outline for each speech. I will show you a sample of what I want from you. An outline that is not in proper sentence outline format is not acceptable. All outlines are to be typed and proofread. Your outline must contain your name, speech title, specific purpose and thesis statement before the introduction and a list of your sources after the conclusion. Label the introduction, body, conclusion and list of works cited. You will submit this outline to me online using the plagiarism detection system as well as on paper. If you do not
submit your outline electronically through that system, you will not be permitted to give your speech. Due dates will be on your calendar.

You will not use the sentence outline when you deliver your speech as you will probably be tempted to read from it. If you give the perception of reading a speech to us, you will receive an automatic 25 point deduction. I encourage you to use a phrase or keyword outline when you speak--just reminders of the points you want to make.

**Presentation Aids**

You may be required to use a PowerPoint presentation with at least one speech--probably your first speech, but I will let you know. Sometimes the technology gets in the way of the message.

**References**

You are required to use information from at least 4 sources in each of your major speeches. If you do not cite each source at least once during the speech, you will lose points on your grade--up to 5 points for each source I do not hear.

The sources you cite must be credible sources such as a newspapers, magazines, journals, books, or articles from a Galileo database. Any .gov or .edu (and many .org) website is also acceptable. Those .coms that are acceptable are websites of news organizations and the like. General encyclopedias-including Wikipedia--and general dictionaries are usually not acceptable. I don't want to hear you say "about.com," *Webster's Dictionary*, or *Encyclopedia Britannica*, for example. Nor is Google a source.

These sources must be listed on a bibliography/works cited page at the end of your outline.

**Time Limits**

All major speeches must be between 5 and 7 minutes long. Any speech longer than 9 minutes or shorter than 4.5 minutes will lose 5 points. Speeches longer than 10 minutes or shorter than 4 minutes will lose a letter grade. Speeches shorter than 3 minutes will lose two letter grades. These deductions are in addition to any points you lose for poor organization and/or weak content. Speeches longer than 12 minutes will seriously irritate me and will seriously harm your grade.

**Attire**

You send messages with the clothes you choose to wear, so you should be neatly and appropriately attired when you speak in front of a group. Remember, first impressions stick.

**General**

When you speak, look at us, smile, and speak loudly and clearly enough to be easily heard. Use standard English grammar and pronunciation.
**Evaluation:** Below is a tentative list of your grades assignments for the semester. Your final grade will be based on the grades you earn on these assignments (which are subject to minor changes) and will also reflect your attendance and active participation. *Poor attendance will seriously hurt your final grade.*

**Three or four of the following speeches, depending on available time**
- Informative personal interest speech incorporating a PowerPoint presentation: 100 points
- Informative process speech 100 points
- Persuasive speech: 200 points
- Special Occasion speech: 100

**And**
- Outlines/manuscripts of speeches: 50 points each
- Daily quizzes, assignments, etc.: 50-100 points, depending on number of outlines
- 2 or 3 Exams: 100 points each
- Final exam: 100 points

I will average these grades to determine your final grade in the course.  
A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 0-59

Your professor reserves the right to make whatever changes are necessary both to the class content and to the class schedule in the event of difficulties human or mechanical.

Revised 01/06/16