

**Syllabus**  
**Public Speaking**  
INCO 103 F04  
MWF 8:35-9:45 AM

*A good speaker says what he or she has to say and then sits down. So it's wise to know what you are going to say, so you know when you've said it. – Bob Hope*

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<http://www.roadspeakers.com/jwrench/courses/inco103>

**COURSE DESCRIPTION**

Principles of public speaking, practice in presenting informative and persuasive speeches with emphasis on communicative process.

**Required Texts:**

Grice, G. L., & Skinner, J. F. (2004). *Mastering public speaking* (5<sup>th</sup> Ed.). Boston, MA: Allyn and Bacon.

**Required Workbook:**

Wrench, J. S. (2003). *Principles of Public Speaking Workbook*. [Available in the OUE Copy Center]

**Important Websites:**

American Psychological Association's Style website - <http://www.apastyle.org>

National Communication Association – <http://www.natcom.org>

Eastern Communication Association – <http://www.ecasite.com>

International Communication Association – <http://www.icahdq.org/>

James C. McCroskey, Ed. D. - <http://www.jamesmccroskey.com/>

Virginia P. Richmond, Ph. D. - <http://www.virginiaprichmond-phd.com/>

Jason S. Wrench, Ed. D. - <http://www.roadspeakers.com/jwrench/>

**GRADING**

Interpretation of grades should be considered within the university framework: A= 90-100 %; B= 80-89 %; C= 70-79 %; D= 60-69 %; & F= 59 % and below. Final grades in this course will be based on the following:

ASSIGNMENTS	( % of points)
- Speeches	
Introductory	(05) _____
Informative #1	(10) _____
Informative # 2	(15) _____
Persuasive	(20) _____
- 2 Tests	
Midterm Examination	(10) _____
Final Examination	(15) _____
- Speech Critique Paper	(15) _____
- Class Participation & In-class activities	(10) _____
- Extra Credit	(X) _____
<b>TOTAL</b> _____	

- You should monitor your own grades. It is very helpful to know your standing in the course at any time during the semester. Since the passing of the Buckley Amendment by Congress, I am not allowed to give grades over the phone or Internet. However, you may inquire about your grades at anytime in person. Additionally, you may inquire in person about your final exam grade after you have received your semester grade reports through the mail from the university.

### Course Procedures

#### Attendance

Punctual attendance is expected at all class sessions, *especially* on test days. If you participate in University sponsored activities (e.g., intercollegiate sports), you must inform your instructor ***before*** you are absent. Ohio University - Eastern policy regarding attendance will be followed. Students are responsible for all missed work.

#### Learning Activities

In-class learning activities must be submitted on time and **cannot** be made up at all.

#### Papers & Speeches

Papers will be collected during the first ten minutes of class on the day they are due. After that time, they will be considered late. Late papers will have 5 points taken off per day they are late. If you know you will be absent prior to the date a paper is due, please turn it in early. Also, do not schedule your self to give a speech if you know you will not be there on that day.

### Makeup Assignments and Examinations

If you miss an exam or other assignment, you must provide documentation to explain the absence in order to be considered for permission to make up the assignment. If you do not provide documentation for a missed test or assignment, you cannot make up that test or assignment. If you know that you will be forced to miss a day, please tell your instructor as far in advance as possible. Makeup examinations will be individual scheduled between the instructor and the student on an as needed basis.

Extra Credit is not guaranteed in this course, but if opportunities arise they will be announced in class.

### **ACADEMIC INTEGRITY**

Honesty and originality are expected in all the work you present in this class. Proper citation and documentation of others' work is required on all oral and written assignments. Plagiarism, cheating, or unethical behavior of any kind will not be tolerated.

### **AMERICAN WITH DISABILITIES ACT**

Any student, who, because of a disability, may require some special arrangements as prescribed by Ohio University Eastern in order to meet course requirements should contact me as soon as possible to make necessary accommodations. Accommodations will be made, but I must be aware of your needs in order to make proper accommodations.

### **COURSE SCHEDULE**

Please note the schedule given on the first day of class is a tentative schedule and changes can be made at the instructor's/course administrator's discretion. To keep on top of any possible changes in the course schedule, regular attendance in class is necessary.

### **READINGS**

This class is not reading intensive, but articles that are assigned during class should be read before you come to class. Objectives for all in-class readings should be completed before coming to class to aid in your understanding of the article and ability to discuss the material actively in class.

#### **Important Dates**

- |                        |   |                                      |
|------------------------|---|--------------------------------------|
| September 8, Monday    | • | Fall Quarter Opening Date            |
| November 17, Monday    | • | Last day of classes for Fall Quarter |
| November 18, Tuesday   | • | Reading Day                          |
| November 19, Wednesday | • | Fall Quarter examinations begin      |
| November 26, Wednesday | • | Fall Quarter Closing Date            |

#### **Tentative Schedule of Course Events**