



COM 225 Public Speaking

Downtown | M | 3:00-4:15pm | UCENT bldg., room 207
ASU Hybrid

Course and Faculty Information

Course Description: Verbal and nonverbal communication in platform speaking. Discussion and practice in vocal and physical delivery and in purposeful organization and development of public communication.

Credits: 3

Prerequisites: ENG 101, 105, 107 with C or better, or Visiting University Student

Instructor: Dr. Colette Jung

Contact Info: AZ CNTR, 386

Office Hours: TBD

College Contact: This course is offered by the [College of Integrative Sciences and Arts](https://cisa.asu.edu) (CISA). For more information about the college, visit our website: <https://cisa.asu.edu>. If you have questions about this course, please speak with your instructor. If your instructor is unable to address your questions, please send your inquiry to cisa@asu.edu.

WELCOME TO COM 225!

Course Purpose & Objectives

The purpose of this course is to become familiar with the practice of public speaking. We will do this by listening, thinking, researching, writing, reflecting, and practicing our presentation delivery skills. Through this course you will employ various delivery techniques and elements of audience analysis, develop and refine research skills, data collection skills, speech-appropriate writing skills, and skills in thinking and organizing of thoughts and supporting materials. In addition, you will become familiar with techniques for persuasive speech that is effective, ethical, and engaging.

The skills you develop by engaging in this course will have practical applications for your everyday life. There is much to gain from the study and practice of public speaking. Whether it involves presentations to current or future employers, performances in the arts, school presentations, or asserting leadership and facilitating good discussion among large groups of folks, the skills you develop after successfully completing this course in the study and practice of public speaking are considerable. They will prepare you for many other situations.

Student Learning Outcomes

Learning Objectives are Aligned to Your Assignments

Students will be able to identify and prepare various types of speeches

Students will weigh various topics appropriate for speech type and occasion

Students will arrange speech content and develop speech outlines

Students will discuss and employ a variety of techniques for successful speech delivery

Students will be able to organize thoughts and claims appropriate for speech delivery

Students will recognize and employ types of supporting materials in written and spoken claims

Students will design and evaluate a variety of visual aids appropriate for presentation

Students will self-examine and improve listening skills

Students will develop effective research skills

Students will master skills for audience analysis and engagement

Students will develop skills to analyze the speeches of their own and others critically

This course is arranged with purpose. Each outcome above is assigned an activity or assignment to assess or grade your progress. In order to do well in this course, to develop the skills necessary for your successful completion, you must do well on assignments and activities. I select each assignment in this course based on a particular learning outcome.

For example, in one of above learning outcomes:

“Students will recognize and employ types of supporting materials in written and spoken claims”

The actions in this outcome are “recognize and employ.” A good type of assessment for recognizing (remembering) various types of supporting materials would be a quiz with multiple-choice questions. And, a good assessment for employing (applying) particular types of supporting materials would be that of prototyping. In prototyping you might develop a short one-minute speech using two of the supporting material types you have been quizzed on (like a relevant quote or a startling statistic) as a prototype and deliver a mini speech.

Textbooks, Required Readings and Materials

Berkun, Scott. *Confessions of a Public Speaker*. O'Reilly Media, Inc.: Sebastopol CA. 2010.

Additional required short-readings and media will be posted in our course Blackboard pages and passed out in class meetings. Open sources and ASU subscriptions provided.

It's affordable!

Course Access

Your ASU courses can be accessed by both my.asu.edu and asu.instructure.com; bookmark both in the event that one site is down.

General Class Expectations

What can you expect from me?

- Arrive to class on time, and be prepared and organized

- Maintain a positive learning environment in our classroom
- Respect each student as a person and a learner
- Demonstrate enthusiasm about our class and the subject matter

What is expected of you?

- Arrive to class on time, and be prepared with the readings, activities, and assignments completed
- Respect each other and the instructor
- Positively contribute to our class discussion and activities
- Put forth the effort to prepare

Workload Expectations in this Course

The Arizona Board of Regents, the governing board for ASU, NAU, and the U of A, has a policy for how much time students should invest in their courses:

At least 15 contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium, as well as a minimum of 30 hours of student homework is required for each unit of credit.

As such, in a 3-credit course, you should expect to spend 45 hours in class meetings (or the online equivalent) and 90 hours doing homework and assignments—for a total of 135 hours in any given session (A, B, or C). In this course and in other courses in your degree program, your faculty are committed to this standard because it promotes the breadth and depth of learning required in a first-rate university education.

You may access the full policy details here→ [Policy on Academic Credit](http://azregents.asu.edu/rrc/Policy%20Manual/2-224-Academic%20Credit.pdf) or follow the URL: <http://azregents.asu.edu/rrc/Policy%20Manual/2-224-Academic%20Credit.pdf>.

Additional Requirements

This course requires the following technologies:

- Web browsers ([Chrome](#), [Mozilla Firefox](#), or [Safari](#))
- [Adobe Acrobat Reader](#) (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office ([Microsoft 365 is free](#) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.
- Face to face physical presence in the Downtown campus classroom.

Note: A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work in an online environment. Although you will be able to access course content with mobile devices, you must use a computer for all assignments, quizzes, and virtual labs completed in Canvas.

Student Success

To be successful:

- check the course daily
- read announcements
- read and respond to course email messages as needed
- complete assignments by the due dates specified
- communicate regularly with your instructor and peers
- create a study and/or assignment schedule to stay on track
- access [ASU Online Student Resources](#) or [CISA Academic Resources](#)
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Course Assignment Descriptions

(See Modules for Instructions & Rubrics & the Schedule for Due Dates)

Speeches / Presentations (305 pts)

Speaking is the primary focus of this course; therefore, speeches comprise a significant total of your final course grade. You should start thinking NOW about topics you would like to learn about, research, and present to us.

Be creative. Search out topics that are innovative, current, will educate us, and that might be useful for you to know more about in the future. Media and news outlets are good places to look for ideas, such as Vox, the Verge, NY Times, Christian Science Monitor, Bloomberg Report, CNN, National Review/National Review Online, Fast Company, NPR, Inside Higher Ed, Mashable, and home pages of organizations, such as TED Talks, Heritage Foundation Tempe Center for the Arts.

- *Informative Speech I* (60): This speech takes the form of an explanatory or definitional speech. Think about what interests you, what will interest your audience, and what will contribute to this class? More details will follow.
- *Informative Speech II* (75): This speech takes the form of an explanatory or definitional speech. Think about what interests you, what will interest your audience, and what will contribute to this class? More details will follow.
- *Persuasive Speech* (90): This speech should compel your audience to take action on a significant issue that is relevant to their lives. More details will follow.
- *Special Occasion or Assessment Speech* (30): Details to follow.
- *Impromptu Speeches* (6 @ 10ea): Throughout the semester, 1 min or longer speeches to sharpen your speaking skills.

Class deliverables (100 pts): In preparation for class, in addition to reading the required segments from the textbook, students will be required to engage in an activity that will further their understanding of the ideas discussed and the skills practiced. These activities are created to help students apply and connect concepts to skills usable in the real world. These are assignments to be completed outside of class and may take the form of journals, worksheets, external quizzes, concept maps, reflections on the work of others, peers, and self, etc. and are specifically designed to help students apply and connect concepts from the course to the real world.

Quizzes (80 pts)

Students will be assessed on the learning they have completed with short quizzes. They can be administered online or in class.

Exams (150)

Midterm (50 pts) and a Final (100): Exams will be over material covered in class and on quizzes. Format is mainly multiple choice, t/f, fill-in-the-blank, matching, and single-statement answer.

Written Work (125 pts)

Generally Speaking: Your assignments are due in class at the beginning of class or posted to Canvas by 11:59pm on the date indicated. You should write at a collegiate level, and edit your work for spelling, grammar, and punctuation.

- Speech Proposals: You will submit speech topic proposals before each speech round to ensure topics are appropriate. You will not be permitted to speak unless you have submitted and I have approved your proposal. Details will come later.
- Outlines: Two outlines are required for the informative and persuasive speeches: Key Word Outlines and Full Preparation Outlines. Key Topic Outlines are brief, indicate the structural plan, and are turned in midway through the development of the speech. Full Preparation Outlines will be turned in to me AND submitted successfully to SafeAssign by the day of the speech.
- Self Evaluations: This self-critique, emphasizing thoughtfulness and self-reflection, will be turned in online by 11:59pm on the date indicated on the schedule. Details will come later.
- Peer Evaluations: Peer evaluations provide speakers with feedback and you, as an audience member, can practice skills of critical thinking and listening. Evaluations should be respectful and offer valuable feedback for the speaker. Evaluations are due at the end of the class period during which speeches are presented. Evaluations will be graded based on their thoughtfulness and detail.

Miscellaneous Work (50 pts)

- Active Participation: Active participation means more than “showing up.” It means engaging in the class by asking questions, sharing experiences, and contributing to the success of the class.
- **Breakdown of Points**
- Deliverables and Activities: 100 pts
- Written (Proposals, Outlines, Evaluations): 140 pts
- Presentations/Speeches: 315 pts
- Quizzes 80 pts
- Exams 150 pts
- Active Participation: 50 pts
- **Total:** **835 pts**

Grading

This course will be graded on an A-E plus/minus scale.

Grading Scale

%	Grade
97 to 100%	A+
94 to < 97%	A
90 to < 94%	A-
87 to < 90%	B+
84 to < 87%	B
80 to < 84%	B-
77 to < 80%	C+
70 to < 77%	C
60 to < 70%	D
Below 60 %	E
-	EN - Failing for Not Participating
-	EU - Failing for Incomplete Participation
-	XE - Academic Dishonesty

Submitting Assignments

All assignments, unless otherwise announced, **MUST** be submitted to the designated area of Canvas. Do not submit an assignment via email. Please make a note of due dates for ALL speeches and assigned work.

---All major written assignments should be styled in the APA 6th edition format. This means that all documents should include a title page, a formal thesis statement, page headers, the use 1 inch

margins, and be in Times New Roman 12 point font. When sources are cited, include appropriately styled in-text citations as well as a reference page. Tools to help you with APA are published on Canvas. If you have any further questions needing to be resolved, there are two helpful resources:

[Arizona State University Library, APA Style Guide](http://libguides.asu.edu/citing/APA) → <http://libguides.asu.edu/citing/APA>

[Purdue University Online Writing Lab](https://owl.english.purdue.edu/owl/resource/560/01/) → <https://owl.english.purdue.edu/owl/resource/560/01/>

Assignment due dates follow Arizona Standard time. Click the following link to access the [Time Converter](#) to ensure you account for the difference in Time Zones. Note: Arizona does not observe daylight savings time.

Late or Missed Assignments

Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and you are unable to submit the assignment on time.

Follow the appropriate University policies to request an [accommodation for religious practices](#) or to accommodate a missed assignment [due to University-sanctioned activities](#).

Like many of my colleagues, I firmly believe that you earn your grade. There is no “rounding-up” of any grade given in this class (i.e., to get a B you must earn the minimum of 415 points, not 414.25). This means that if you receive an “A,” be proud of yourself. I do not pass them out like candy. However, should you receive a score lower than desired, let’s work on your progress for the next assessment. There are rubrics available to guide you through the assignments so that you know the specific grading criteria and what is expected.

The grading philosophy indicated in this syllabus is non-negotiable. You should drop the class immediately if any aspect of the above-stated is not acceptable to you.

Technology

As a Hybrid Course, some of your work will be completed and submitted online. Part of learning in a digital age is maintaining your technology and seeking help when needed. It will serve you well to make use of the university resources for help and not avoid them as this is also part of your growth and development in the learning experience.

Learning in a digital age also involves our respect for the dignity of others. Maintaining respect for each other enables us to more freely use our electronic devices (laptops, tablets, or phones) as valuable educational tools. If our electronic devices are used as mere toys, we become distracted and fail to learn efficiently. Electronic devices used in this capacity are prohibited as they upset not only your learning but the learning of others. Also, during live speeches the use of electronic devices will not be permitted among audience.

Attendance Policy

Attendance in class is a crucial component to your success in developing knowledge and skills. Because attendance and participation in class discussions and activities are important for your learning and overall academic and personal growth, you are allowed only three absences during the entire session. Absences in excess of this (four or more) will result in your failing the course.

Missing class for religious observances and/or university-sanctioned activities is protected by the university. For documentation, students must notify me at least two weeks in advance regarding the need to be absent from class on the basis of religious observance or university-sanctioned activities. Any assignments missed for these reasons should be made up within one week of the original assignment deadline.

Unless there is an emergency, the use of cell phones, laptops and mobile devices, or reading other materials during class not relevant to our course will be considered an act of non-participation. This will result in deductions from your participation score. Also, arriving late or leaving early will result in points being taken from your participation score.

Follow the appropriate University policies to request accommodation [for religious practices](#), or to request accommodation for missed assignments [due to University-sanctioned activities](#) or [active military service](#).

Communicating with your Instructor and Classmates

My preferred method of communication when not in class is via e-mail. Email is recorded, professional, academic correspondence. When you send an email, please email from your ASU address and do the following:

- Subject line: Put “COM225” class day and a few key words. Ex.: COM225 M, question about speech topic.
- Greeting: Provide a greeting and my name: “Hello Dr. Jung” or “Good morning Dr. Jung.” I will reply in kind.
- Message: Use complete sentences, proper punctuation, and state your question/concern and.
- Signature: Sign with your name.
- Allow 48 hours for me to respond (longer if weekend or holiday). If I haven’t responded to your e-mail within 48 hours, please email me again.
- Check your email regularly & respond with the same consideration to any messages I send to you.
- No emailed assignments please unless previously arranged with me.
- Did you miss class? Email or chat with a classmate if you are not able to come to class and want to know what you missed.

I return emails sent during business hours Monday thru Thursday within 24 hours of receipt. Emails sent on the weekend will be addressed within 24-48 hours. Remember, to help with your receiving a speedy response, you must include your relevant course information and purpose in the subject line of your email. Something like: "COM225, M 3 PM, Question about Quiz 1"

Note on Email: ASU email is an [official means of communication](#) among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly. All instructor correspondence will be sent to your ASU email account.

Classroom Community

Peer Groups

Because most speakers, writers, educators, and other professionals work collaboratively, you will engage in respectful collaborations with your peers both in and out of class. As you work with your classmates in a variety of activities, remember to treat everyone as a valued colleague. You will find that you have much fewer problems where you treat others as you would like to be treated. *In general, be respectful and honor all deadlines agreed to by your group-mates as though they were directly set by me.*

Diversity/Harassment in Class

All members of this class will be treated with respect. Freedom of expression requires open-mindedness. It also necessitates not only recognition of differences, but an appreciation of their possibilities. Difference is often the stuff of creation. Where positions or opinions may be offensive to some, there is work to be done. However, conduct that constitutes harassment or discrimination on the basis of sex, color, religion, marital status, sexual orientation, national origin, age, beliefs, or disability is prohibited. If you feel uncomfortable in the class, please let me know (Colette.jung@asu.edu) so we can take steps to address your concerns immediately.

Course content: Should you find any of our course content offensive or troublesome, the best and appropriate way to respond is to contact me via email (colette.jung@asu.edu). Let's set up an appointment to discuss your concerns. Our learning environment should be one that is free from negative restrictions.

Academic Integrity

Academic honesty is expected of all students in all examinations, papers, and laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>

Copyrighted Materials

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

Policy Against Threatening Behavior

All incidents and allegations of violent or threatening conduct by an ASU student (whether on-or off campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances. For more information please visit <https://eoss.asu.edu/dos/srr/PoliciesAndProcedures> and <https://eoss.asu.edu/dos/safety/ThreateningBehavior>.

Reporting Title IX Violations

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandatory reporter I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Service: <https://eoss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately. ASU online students may access 360 Life Services. <https://goto.asuonline.asu.edu/success/onlinersources.html>.

Policy on Discrimination

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits [discrimination](#), [harassment](#), and [retaliation](#) by employees, students, contractors, or agents of the university based on any protected

status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish discuss any concerns confidentially and privately.

Code of Conduct

We want to build a classroom climate that is comfortable for all. In a communication class, it is *especially* important that we 1) display respect for all members of the classroom – including the instructor and students; 2) pay attention to and participate in all class sessions and activities; 3) avoid unnecessary disruption during class time (e.g. having private conversations, reading the newspaper, surfing the Internet, doing work for other classes, making/receiving phone calls, text messaging, etc.); and 4) avoid racist, sexist, homophobic, or other negative language that may unnecessarily exclude members of our campus and classroom. This is not an exhaustive list of behaviors; rather, it represents examples of the types of things that can have a dramatic impact on the class environment. Your final grade may be reduced by 5% each time you engage in these sorts of behaviors.

You are required to adhere to the behavior standards listed in the following locations:

- Arizona Board of Regents Policy Manual Chapter V –Campus and Student Affairs: Code of Conduct located online at <http://students.asu.edu/srr/code>
- ACD 125: Computer, Internet, and Electronic Communications available at <http://asu.edu/aad/manuals/acd/acd125.html>
- The ASU Student Academic Integrity Policy: <https://provost.asu.edu/academic-integrity>

Note: Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10 <http://www.asu.edu/aad/manuals/ssm/ssm201-10.html>.

Syllabus Disclaimer

The course syllabus is an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email, or in the Announcements section in Canvas.

Helpful Links

Writing and Outlines

ASU Library Home Page <http://lib.asu.edu/>

Communication Studies Library Guide <http://libguides.asu.edu/content.php?pid=56921>

Downtown Campus Writing Center <https://studentsuccess.asu.edu/downtown>

Online Writing Tutoring <https://studentsuccess.asu.edu/online>

or call (480) 965-9072

Student Accessibility and Inclusive Learning Services (SAILS)

Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to the instructor at the beginning of the semester either during office hours or by appointment. Note: Prior to receiving disability accommodations, verification of eligibility from the Student Accessibility and Inclusive Learning Services is required. Disability information is confidential.

Student Accessibility and Inclusive Learning Services: <https://eoss.asu.edu/accessibility>

Email: Student.Accessibility@asu.edu

Phone: 480-965-1234

FAX: 480-965-0441

Technology Help

Canvas Help https://contact.asu.edu/?parature_id=8373-8193-6119

24-Hour Help Line 1-855-278-5080