

# **WELCOME to CMST 2060 PUBLIC SPEAKING**

Spring 2019

Section 22: M/W/F 12:30-1:20 pm

Sections 23: M/W/F 1:30-2:20 pm

Section 33: T/TH 9:00-10:20 am

Section 46: T/TH 1:30-2:50pm

**Instructor:** Dr. Raquel Polanco

**Office:** Prescott 124B

**Email:** rpolan2@lsu.edu

**Office Hours:** Monday/Wednesday 10-12:00 pm, Tuesday/Thursday 3:30-4:30 pm, **or by appointment**

**Required Texts:** The Speaker's Primer LSU Custom Edition by Valenzano III et. al, published by Fountainhead Press and available through the LSU bookstore.

## **Course Description/ Goals:**

CMST 2060 is a *General Education Humanities Course* designed to familiarize students with the study and practice of public speaking. The act of public speaking is the culmination (and often the beginning) of a long process of critical dialogue between oneself, language, and the imagined responses of the audience. In other words, it takes being confident in who you are, what you want to say, how you are going to say it, to whom you want to say it, and why you should say anything at all. Throughout the semester, students will be introduced to the fundamental concepts of public speaking using the broad concept of health as a theme.

## **Health as a Course Theme**

I teach this course with the broad subject of health as a theme. We will learn a few basic concepts through which to understand the relationship between health, culture, personal choices, institutional structures, and public speech. Many of the public speeches to which you will be assigned to listen are related to health in some way. Additionally, the speeches you will give throughout the semester will address health either directly or indirectly. If you are not interested in the topic of health, do not worry! As we will see, our ideas about health are often pretty narrow until we really begin to consider what we mean when think about health. Part of our aim in looking at health is to expand our understanding of the concept. Thus, everyone should be able to find research, explore, and speak about topics that interest them.

*As a General Education Humanities Course, CMST 2060 will enable students to demonstrate an understanding of historical, cultural, and philosophical complexity that supports sophisticated discourse production and analysis.*

As a result of this course, students should:

1. **Understand** the canons of rhetoric and effectively utilize them in crafting well researched, reasoned, and persuasive speeches.
2. **Choose content** and delivery style for public speaking that demonstrates understanding of various rhetorical situations
3. **Listen** effectively and critically evaluate message content and delivery, both when examining one's own work as well as that of other speakers in and outside of our classroom
4. **Develop skills** necessary and utilize the verbal and nonverbal elements essential for effective speech delivery.
5. **Analyze speeches** of historical and contemporary significance and importance.
6. **Connect and engage** the concepts we address to notions of citizenship and ethics in contemporary public life.

## COURSE POLICIES

**Attendance & Participation:** To speak is to do. Much like a dance or sport class, this is a practice-based course so your attendance at each class meeting is required. Public speaking, by definition necessitates your participation in and with a particular public. For the purposes of this course, the adjective public, means our classroom and your classmates. Your class participation grade will be determined based on in-class discussion, exercises, and analysis of in-class presentations throughout the semester. In order to ensure the collective classroom climate necessary for successful public speaking your classmates and I need to be able to trust in an audience to be present and engaged. I will take attendance every day at the start of class. You are granted 3 no-questions-asked absences (this includes illness, car trouble, family emergencies, funerals, vacations, hangovers etc.) after which you will lose 20 points off of your final grade for each absence (so 4 absences result in a 20-point deduction, 5 a 40-point deduction and so on). For every absence you do not use you will receive 10 pts on your final exam. So if you have perfect attendance you will receive 30 pts on your final exam in the course. **I reserve the right to revoke this opportunity if it becomes a source of contention.**

**Contacting your instructor:** The best way to reach me outside of class is via email. Please keep in mind that this is my place of business and be respectful of my time. Like many of you, I check my email often but please do not expect me to respond to you in a text-message like fashion. During the work week I will respond to you within 24 hours. While I will usually respond over the weekend, I do not guarantee it. Please note: my email and office hours are not to be used in lieu of attending class or paying attention to lectures and instructions. I have over 120 students. ***If I respond to your email a prewritten form message***, that is my friendly way of saying, "You should know the answer to that question. I either made it clear in class or I feel like it is your responsibility to figure out the the answer for yourself." If you receive such an email, feel free to stop by my office or approach me in person for clarification.

**Technology Policy:** The goal of all course policies is to help create a successful course experience for you. This includes your ability to learn course material and to do so in a supportive classroom environment. As such, use of technology is prohibited to devices that aid in student learning. There are few public spaces left where we are safe to experiment, try things out, and make mistakes without fear of being immortalized forever on the internet. You will be asked to consider topics you may not have thought much about before. Thus, you may likely say something that, upon further reflection, you might

not say again. Thus, **students are also not allowed to record other students in the course unless given explicit authorized permission.**

- Laptop computers and similar devices used for note-taking as a learning aid are permitted in class (This does not include cell phones). However, I require that all students using such devices sit in the first two rows and I reserve the right to ban such equipment if I feel it becomes a distraction. You should also have paper and a writing utensil for each class period. ***There will be no laptops or other electronic devices permitted on speech days.***
- All other technology (smart phones, etc.) are NOT permitted for use during class unless I give you permission.
- Unauthorized cell phone use during class may result in disqualification for the 50pts bonus and a substantial reduction in overall course participation points (up to 20 points) with an increasing reduction in points for each use thereafter. This class is 50-80 minutes. If you cannot put your phone away and be present for that time, this is not the course for you.
- In case of emergencies requiring cell phone access during the class session, you should notify me before class begins and attempt to sit near the entrance to the classroom.

**Plagiarism:** You are to assume that all assignments in this course are individual assignments unless explicit instructions are provided for a group or duo project. Any student found to have turned in material not their own (either downloaded from the internet or written by another student) in part or in whole will immediately be reported to the Dean of Students. The Internet has made plagiarism very easy and very tempting. Hundreds of sites offer papers, research, writing, and editing. The ease with which such material is available over the Internet does not lessen the seriousness of claiming material from the Internet as your own. See the LSU policies on plagiarism here:

<http://www.lib.lsu.edu/instruction/plagiarism2.html> .**Your paper would be considered as plagiarized in part or entirely if you do any of the following:**

- Submit a paper or speech that was written by someone other than you.
- Submit a paper in which you use the ideas, metaphors or reasoning style of another, but do not cite that source and/or place that source in your list of references. Simply rewording a sentence does not make work your own.
- Submit a paper in which you “cut and paste” or use the exact words of a source and you do not put the words within quotation marks, use footnotes or in-text citations, and place the source in your list of references.

**Disabilities:** The Americans with Disabilities Act and the Rehabilitations Act of 1973 states: “If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see a coordinator in the Office of Disability Affairs (112 Johnston Hall) so that such accommodations can be arranged.” After you receive the accommodation letters, please meet with me to discuss the provisions of those accommodations.

**Grades:** Final grades will be determined based on scores earned in the following assignments on a 1000-point grading scale. All work must be done during the semester.

Course Assignments:

**4 MAJOR SPEECHES (450 pts/1000)**

Introductory Speech .....	100
Informative Speech .....	100
Persuasive Speech .....	150
Commemorative Speech .....	100

- A portion of each of the four major speech assignments will be based upon (at times optional) written and in class components (Speech Outlines, Audience Logs, Topic Worksheets, Mini-presentations etc.)
- Speeches total 45% of your overall grade in this course. If, for some reason we do not have time to complete all 4 speeches before the semester ends, the points allocated to the final speech will become part of your overall participation grade.

**Participation (100 pts. /1000)**

RPS.....	20
In-Class Participation.....	80

**Quizzes/Exams (450 pts. /1000)**

Quizzes.....	150
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I do not offer makeup quizzes. If you will be out for a university activity, it is your responsibility to arrange to take the quiz early.

(We will take 6 quizzes over assigned reading/lecture material over the course of the semester. I will drop you lowest quiz grade leaving you with 5 (30pt.) quiz grades)

Midterm Exam .....	150
Final Exam .....	150

(Exams will include 50 multiple-choice questions. The final exam is not cumulative)

Your final grade assignment will be based on your total score at the end of the semester out of 1000 pts.

Final grades will be assigned as follows:

A+ ... 970-1000 points A ... 930-969 points A - ... 900-929 points
B + ... 870-899 points B ... 830-869 points B - ... 800-829 points
C + ... 770-799 points C ... 730-769 points C - ... 700-729 points
D + ... 670-699 points D ... 630-669 points D - ... 600-629 points
F ... 0-599 points

**Missed Presentations and Late-Work:**

If a student is absent the day she/he is scheduled to speak and has not made prior arrangements with the instructor, a ZERO grade will be recorded for the presentation portion of the assignment. **If time permits** on the last day of presentations for the assignment, the speech may be made up with the grade averaged in with the zero score. This effectively cuts your grade in half.

If you are unable to make a scheduled speech time, you may still receive full credit for speech outlines and other speech building assignments if they were submitted on time. If a speaker knows in advance she/he cannot attend class the day of an assigned speech presentation, she/he should discuss options for rescheduling with the instructor as soon as possible.

**Quizzes and Exams cannot be made up after their original distribution.** If you know in advance you are going to miss a quiz or exam for an official university approved activity, it is your responsibility to arrange to take quizzes/exams prior to your absence.

**Late Work:**

All assignments are to be turned in by the time class starts on the day that they are due. Assignments will not receive credit if turned in after the end of class on the day that they are due. Any work turned in during class time will be considered late and will automatically be reduced by one letter grade.

If you arrive late to class on the day of your speech, your grade will be reduced by one letter grade, even if you are "on time" for your own presentation. Showing respect for your classmates by arriving on time

to class on the day of presentations is of great importance. Major class assignments will be accepted prior to the established deadline, but if applicable, must be turned in in hard-copy format. In order to adhere to the course schedule, mini-presentations must be completed during assigned class time.

Just as with any other job, you would certainly make every effort to contact your co-workers or boss if extenuating circumstances prevented you from meeting an important deadline. The same should be true for this class.

*Prior arrangements must be made with the instructor if extenuating circumstances prevent you from meeting an important deadline.* If prior arrangements have been made, a penalty of 5% will be assessed to any late work. If you miss work due to a university approved absence, you will be responsible for providing documentation to confirm the excused dates and for coordinating make-up work, making every effort to make arrangements before the absence.

### **Research Participation Requirements**

The material you will learn in this course is the product of research. The goal of the research learning requirement is to help you to gain knowledge about the process by which scholars attempt to understand human behavior. All students taking CMST 1061, 2010, 1150, and 2060 must complete a research learning requirement. **For each course in which a student is enrolled, he or she must complete 2 research credits.** You can fulfill your requirement by:

- 1. Participating in research studies conducted in the Department of Communication Studies.** All studies that last between 0 and 30 minutes will count as one credit. Any study that lasts between 31 and 60 minutes will count as two credits. Each study will specify the number of credits a student can earn for completion. There will be several survey and experimental studies conducted throughout the semester. These studies are held on campus at various times and in various locations or are administered through online survey software. All available studies are approved by the Institutional Review Board at LSU.
- 2. Participating in an organized departmental function such as debate or public speaking competition.** Only departmental sanctioned events will count toward a student's research learning requirement; thus, no credit will be given for a student attending an outside speaker or performance.
- 3. Serving as a research assistant for a faculty member in the Department of Communication Studies.** The number of units and requirements for those units will be set by the researcher and either accepted or rejected by the student.

**The research learning requirement is worth 2% of your total grade; you will receive your 2% if you accumulate 2 research credits during the given semester. Please note that all research learning credits must be completed and allocated by *Tuesday of the LAST WEEK of class at 11:55 PM* (the Tuesday of dead week). Your instructor will receive and upload your credit to Moodle once this deadline has passed.**

**ALL available options to earn credit are posted on an electronic bulletin board** located at <http://lsuhumanresearch.sona-systems.com/>. When you go to this website, you will first have to request an account. Once you have secured an account, you will be able to log in and see the options available to you for your various CMST courses. ***All students will need to request a new account as of Fall 2018, as old accounts have been deleted.***

Please note that **various ways to fulfill your research learning requirement will appear on this bulletin board throughout the semester.** You are encouraged to check the system on a regular basis for current credit options that fit your interests as well as your schedule. ***ONLY opportunities with CMST at the beginning will count toward your CMST classes.***

**When you create your account, it will be important to designate the CMST course you want to the credits assigned to.** Make sure you choose the correct Course, Section and Instructor. Failure to do this will keep the instructor from receiving your credits. For each CMST course participating in the RPS system, you will need to earn 2 credits for each course. For example, if you are enrolled in CMST 2010 and CMST 2060, you will need to earn 4 total credits.

It is very important when you sign-up for a credit option that you attend that option or cancel your sign up. **Failure to show up twice during one semester will result in your access to the system being restricted and you being unable to complete your research learning requirement.** Valid excuses for failing to cancel a sign up and missing a credit option are the same as those found in LSU Policy Statement 31.

Detailed instructions on how to request an account and to navigate the system once logged in can be found on the homepage of the Department of Communication Studies. Go to <http://www.lsu.edu/cmst>. Then click on RESEARCH and STUDIES. Scroll down to find the document titled "RPS – Instructions for Students."

You are encouraged to **create an account during the first week of classes** so that any problems that arise can be remedied before it is too late. If you have questions about this requirement or the online system that keeps track of credits, please email [researchadmin@lsu.edu](mailto:researchadmin@lsu.edu).

LSU Commitment to Community:

The LSU Commitment to Community provides a guiding ethos to the University community. Students are encouraged to exemplify the Commitment to Community in their daily lives.

Louisiana State University is an interactive community in which Students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment.

It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:

- accept responsibility for my actions;
- hold myself and others to the highest standards of academic, personal, and social integrity;
- practice justice, equality, and compassion in human relations;
- respect the dignity of all persons and accept individual differences;
- respect the environment and the rights and property of others and the University;
- contribute positively to the life of the campus and surrounding community; and
- use my LSU experience to be an active citizen in an international and interdependent world.

The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles. (Adopted May 1995)

TITLE IX & Sexual Misconduct Policy:

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

In accordance with Title IX and other applicable law, Louisiana State University (“LSU”) is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSU prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

Sex discrimination and sexual misconduct violate an individual’s fundamental rights and personal dignity. LSU considers sex discrimination and sexual misconduct in all of its forms to be serious offenses. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.

If you have concerns, you can contact:

University Contacts

Jennie Stewart  
 Campus Title IX Coordinator  
 jstewart@lsu.edu  
 LSU Office of Human Resource Management  
 110 Thomas Boyd Hall  
 Baton Rouge, LA 70803  
 225-578-8200

Maria Fuentes\_Martin  
 Title IX Deputy Coordinator for Students  
 mari@lsu.edu  
 LSU Dean of Students  
 333 Student Union  
 Baton Rouge, LA 70803  
 225-578-9442

Departmental Contacts

Dr. Loretta Pecchioni  
 Professor and Chair of the Department of Communication Studies

Dr. Bonny McDonald  
 Director of Basic Courses, Department of Communication Studies



Dr. Raquel Polanco  
CMST 2060 Instructor of Record

#### HAVE YOU DECLARED YOUR MAJOR OR MINOR?

Business leaders and other professionals recognize the importance of developing communication skills and analysis. Alan Greenspan, for example, stated, “To succeed, you will soon learn, as I did, the importance of a solid foundation in the basics of education – literacy, both verbal and numerical, and communication skills.” We hope this course contributes to your success.

To learn more about communication, you may want to major or minor in the Department of Communication Studies. The program explores how people sustain and change, experience, and make sense of the world through symbolic action. Students develop conceptual skills to analyze written, oral, and visual messages. Students gain practical experience in such areas such as public speaking, group decision-making, performance, and film. Such skills are elemental to careers in business, government, law, social services, and the arts.

*A major in Communication Studies requires 36 hours including 12 hours of core classes and 12 hours at the 3000 or 4000 level. A minor requires 15 hours with one core class and 6 hours at the 3000 level or above.*

*The Department of Communication Studies offers 6 Pathways of Study as guidance for students interested in taking CMST courses. These pathways include lists of courses that can be taken for students interested in the following areas within Communication Studies:*

- *Public Discourse*
- *Art and Culture*
- *Professional Communication*
- *Communication in Human Relationships*
- *Visual and Mediated Communication*
- *Create your Own Pathway*

More information is available at [www.lsu.edu/cmst](http://www.lsu.edu/cmst) or by contacting our undergraduate advisor Mr. Kent Filbel ([kfilli@lsu.edu](mailto:kfilli@lsu.edu)), whose hours are posted at his office, 135 Coates Hall.

