

SPEECH COMMUNICATION 1133—FUNDAMENTALS OF SPEECH COMMUNICATION  
FALL, 2024 SYLLABUS

Instructor: Sandra Grant

Phone: 940-397-4298

Office location: Lamar B. Fain Fine Arts Center D 206

Email: sandra.grant@msutexas.edu

OFFICE HOURS: By appointment or Monday and Wednesday from 2:00 to 4:00.

Tuesday and Thursday from 2:30 to 4:30.

**ALSO:** 11:00 a.m. to 12:00 p.m. Monday, Wednesday, Friday

9:00 to 9:50 MWF class, Section 101, meets in B114, Lamar B. Fain Fine Arts Center.

10:00 to 10:50 MWF class, Section 102 meets in B114 Lamar B. Fain Fine Arts Center. Required text is Building a Speech by Sheldon Metcalfe

Personal Responsibilities:

**ATTEND CLASS** . Understand and follow the attendance policy.

**BE ON TIME.** Tardiness causes problems for you, the class, and me. Three tardies equals one absence.

**TAKE NOTES.** Bring the necessary tools to class. Be sure to have a pen or pencil and paper.

Complete assignments as instructed and on time.

Be sure that you understand each assignment and when it is due. Please ask me for help when you need help. **DO NOT LET YOURSELF GET BEHIND ON ASSIGNMENTS.**

Conduct yourself according to Student Conduct Code included in this syllabus. Your attitude and your behavior really matter in this class.

Use this syllabus.

GRADING POLICY:

Speech # 1 (Informative Speech)..... 25%

Speech # 2 (Persuasive Speech).....25%

Daily Grade (written and oral assignments, critiques).....30%

Final Exam.....20%

GRADING SCALE:

A 90-100

B 80-89

C 70-79

D 60-69

F below 60

0 Failure to perform a speech when scheduled. (Know your assigned day and order.)

0 Failure to hand in written work when it is scheduled/due. (Use your syllabus.)

0 Failure to take scheduled test. (Use your syllabus.)

0 Failure to produce any assigned work when it is scheduled/due.

0 Failure to comply with academic honesty policy.

**YOU NEED TO KEEP UP WITH YOUR GRADES AND YOUR AVERAGE IN THIS COURSE.**

WRITE YOUR GRADES DOWN. USE THIS SYLLABUS. BE AWARE OF PROBLEMS. ASK ME FOR HELP WHEN YOU NEED IT.

It is difficult to predict the exact length of time that some assignments will require. Additions, deletions, and substitutions in the schedule are possible. Your cooperation is expected, and appreciated. Dates for tests and assignments and complete instructions will be given during class. This brings us to the importance of attendance.

**Attendance:** Class room activities and lecture notes are an important part of this course. In order to learn this material, you will need to come to class. "In-class performance" is required, so your attendance is required. Upon your **FIFTH ABSENCE, EXCUSED OR NOT**, you will be asked to drop this class if it is prior to the final drop day. If it is after that deadline, or you do not initiate the drop yourself, you will be instructor-dropped with a final course grade of "F." If absences are due to circumstances truly beyond your control, and you have contacted me according to requirements, you might be allowed to stay in this class. But, your final course grade will be lowered. Tardiness exceeding ten minutes counts as an absence. Three tardies count as one absence. Habitual tardiness, excessive tardiness will result in a negative adjustment to your final course grade. If you arrive after attendance has been taken, it is your responsibility to make sure that you have not been counted absent from the class. You must talk with me after class and clarify this. If you leave class early, you will be counted as absent. According to the MSU Code of Conduct: "Absences due to required participation in university-sponsored activities must be approved by the College Dean or Athletic Director and the Vice President for Academic Affairs.

Students with written approval must present a signed letter or memo to each instructor at least two days prior to the date of the absence. Only prior notification can guarantee lack of penalty for these absences. It is the responsibility of the student to arrange with the instructor to make up work missed during an authorized absence.

Academically related activities (class field trips, attendance of conferences, etc.) do not qualify as university sponsored activities. Excused absences for such activities may be given at the discretion of the faculty member whose class is missed."

If you know you are going to be absent from class, notify me prior to that date. If you are ill, you will need a medical doctor's written excuse. Present this to me at the beginning of class when you return.

Please, contact me by phone if you have an unexpected absence/emergency situation. Then I will know that you do plan to return and do not plan to drop the class. The right to accept your excuse or not to accept your excuse is the exclusive right of the instructor. This applies to any work missed. There are no exceptions. Please do not schedule appointments of any kind during the time you should be in class. Personal problems such as work, child care, and family situations should be managed so that you do not miss class. Missing class usually affects your grade and work in the class adversely. It creates unnecessary work for the person who has to help you "catch up." Unfortunately, most people do not have that extra time to give you. Your attendance helps all of us to remain focused and to facilitate learning.

I OFTEN SEND EMAILS CONCERNING CLASS INFORMATION AND ASSIGNMENTS. I SEND THESE THROUGH THE MSU SYSTEM, NOT D2L. BE SURE THAT MSU HAS THEE EMAIL THAT YOU WANT US TO USE WHEN CONTACTING YOU. IT IS YOUR RESPONSIBILITY TO CORRECT ANY ERRORS. NO ONE BUT YOU CAN DO THIS. IF YOU EMAIL ME, USE THE MSU SYSTEM, NOT D2L. **MSU HAS REQUESTED THAT YOU USE YOUR OFFICIAL MSU EMAIL.** If you want to email me, use the MSU system, not D2L. My email address is [sandra.grant@msutexas.edu](mailto:sandra.grant@msutexas.edu)

Speaking of D2L, we have been conducting classes in a person to person format for a few years. you will need to attend classes to get your assignments. I do give a lot of supplemental material that I refer to as handouts. To get these, and information on the assignments you will need to attend class in person. All of your graded work is returned to you. As I mentioned earlier, keep up with your grades. You can always come to my office to discuss how you are doing. We can also talk about what you can do to improve your grade in the class. Just let me know that you need help.

MSU IS NO LONGER TRACKING COVID CASES. PLEASE STILL FOLLOW THE PROTOCOL. WE ARE TRYING TO PROTECT YOU AND KEEP YOU ON CAMPUS. THERE IS HELP IF YOU DO BECOME ILL, AGAIN, IF YOU ARE MISSING CLASS FOR ANY REASON, PLEASE KEEP ME INFORMED. YOU WILL NOT BE REQUIRED TO WEAR A MASK. BUT IT IS CERTAINLY ALLOWED, EXCEPT WHEN YOU ARE GIVING A FORMAL SPEECH OR SPEAKING TO ME AND THE CLASS IN GENERAL. WE WANT TO BE ABLE TO HEAR WHAT YOU ARE SAYING, CLEANING MATERIALS WILL BE AVAILABLE IN CASE YOU WOULD LIKE TO CLEAN YOUR DESK. IT IS NOT REQUIRED.

**IN-CLASS ACTIVITIES:** Exercises will be used in class to illustrate various aspects of the course's content/objectives. It is important that you participate in order to better understand course content/objectives. Please be on time for the beginning of each class. This is necessary so that you will not miss essential instructions nor interrupt class activities.

If you miss a test, you will probably not be allowed to make it up. If a make-up test is allowed, it will be given at the convenience of the instructor. Written assignments will be discussed in class and will be due on specific dates. Please remember that they are due at the beginning of the class on the due date. Late papers will not be accepted. If you are not going to be in class on the day that written work is due, in some cases, another student may hand in your work for you. Please discuss this with me prior to the deadline. It may also be slipped under my office door prior to class time on the date it is due. Again, late papers will not be accepted under any circumstances. If you arrive late on the day a paper is due, the paper will be considered late and will not be accepted.

**ACADEMIC HONESTY:** The MSU Code of Student Conduct states:

Dishonest work on examinations is a serious offense as is plagiarism, the act of using source material of other persons (either published or unpublished) without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given. A specific example of plagiarism in this class, would be presenting a speech written by

another person. Neither offense will be tolerated by the University and appropriate disciplinary action will result. Additional guidelines on procedures in these matters may be found in the Office of the Dean of Students

Plagiarism is lying, cheating, and stealing. The Student Creed developed and adopted by the MSU Student Government reinforces the discouragement of plagiarism and other unethical behaviors. The first statement of the Creed reads, "As an MSU student, I pledge not to lie, cheat, steal, or help anyone else to do so." Violation of this policy will result in the student receiving a failing grade for this course.

Furthermore, do not take pictures of any exam given in this course. That appears to be an attempt at academic dishonesty, and will be treated as such. If you do not understand this, please ask me to clarify. Doing another student's work for them is not acceptable. Don't ask someone to do that for you and don't do it for them. Taking a photo of a test with your cell phone is not allowed. These are examples of academic dishonesty and can lead to serious problems.

You are probably aware of artificial intelligence (AI) tools such as ChatGPT that produce content (writing, code, images, etc.) when given prompts by humans. The instructions and requirements for your speeches are very specific in this course. Information must be referenced. Using AI will not give you the required assignment. Your grade is largely determined by the delivery of the speech and not just the written content. Of course, both are important. We will have ongoing information about format, content, and delivery throughout the semester. It is not wise to try to pass off someone else's work as your own, because it is cheating. The main person you cheat is yourself. Writing is a process that requires time, patience, and revision. I am here to help you with that. Not developing your writing, research, and speaking skills will catch up with you eventually. AI is not consistently good, and it is risky to use. It can actually fabricate content and sources. In other words, it gets things wrong and you are essentially responsible for that. We want to hear your unique thoughts based on accurate research. We want you to be proud of that accomplishment.

**STUDENT CONDUCT:** The MSU Code of Student Conduct will be strictly followed. Briefly, this means that any student conduct that is intentionally rude, disruptive, threatening, harassing, or has the purpose or end result of interfering with an individual's academic or work performance will not be tolerated. This includes any behavior that interferes with your instructor's ability to conduct class. Such behavior undermines University Policy and interferes with the educational process. Violators will be appropriately dealt with at the discretion of the instructor. This may include dismissal from the course without credit, a final course grade of "f," and disciplinary action from the appropriate University officials.

Although this might be a sensitive subject, I need to address it.

Please use the restroom and get water before class starts. When you leave class, it disrupts some students. It is difficult for them to refocus on the lecture or activities. Certainly I do realize that emergencies do happen. But frequently students leave, with their phone, and it is not an emergency nor necessary.

“MSU actively promotes the philosophy that students are responsible for their own lives and learn responsibility when they bear the consequences of their actions and inactions.”

Presentations require that you dress appropriately. Simply follow the instructions given for each assignment. During class you will be allowed to wear a cap if it is considered not to be a disruption or inappropriate by the instructor. Caps cannot be worn during presentations or speeches. Please do not wear the hood of your hoodie pulled up during class. If you are unclear concerning appropriate clothing, please ask me to clarify.

In addition, the University requires faculty to provide this statement to all students:

By enrolling in this course, the student expressly grants MSU a “limited right” in all intellectual property created by the student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and educational purposes.

**SERVICES FOR STUDENTS WITH DISABILITIES:** In accordance with the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, MSU provides students with documented disabilities certain accommodations. Students with a disability must be registered with Disability Support Services before classroom accommodations can be provided. If you are a student with a disability, please contact me no later than some time during the first week of class. The Disability Support Services Office is located in the Clark Student Center, room 168. Their phone number is 940-397-4140. Current documentation of a disability is required in order to provide appropriate services. Each request will be individually reviewed. MSU wants to ensure equal opportunities for qualified people in all educational, social, and recreational programs. MSU will endeavor to make reasonable accommodations to qualified individuals.

**PRIVACY STATEMENT:** Conflict resolution of any type is best handled by you and your instructor. Federal privacy law prohibits the release of certain information about students without written consent. Even with written consent, I cannot discuss your academic progress with your parents or significant other. Please do not have them email me, call me or visit my office. College students are adults and are responsible for their actions or lack of action. ( See statement under Student Conduct referred to as MSU Philosophy.)

**CAMPUS CARRY STATEMENT:** Senate Bill 11 was passed by the 84<sup>th</sup> Texas Legislature and became effective on August 1, 2016. It allows licensed handgun owners to carry concealed handguns on campus. Areas excluded from concealed carry are clearly marked, in accordance with state law. For more information regarding campus carry, please refer to the university’s webpage under Campus Carry Rules/Policies.

ELECTRONIC AND OR TECHNICAL DEVICES CREATE DISTRACTIONS THAT ARE NOT ACCEPTABLE IN THIS CLASSROOM. PREFERABLY, KEEP THESE OUT OF REACH DURING CLASS. THEY MUST BE TURNED OFF AND KEPT OFF AND OUT OF SIGHT DURING CLASS. THESE DEVICES HAVE BEEN KNOWN TO BE USED FOR ACADEMIC DISHONESTY. THAT SERIOUS ISSUE HAS BEEN COVERED EARLIER IN THE SYLLABUS. IF YOUR CELL PHONE, BEEPER, PAGER, ETC. MAKES ANY NOISE, THE INSTRUCTOR RESERVES THE RIGHT TO ASK YOU TO LEAVE CLASS AND NOT RETURN UNTIL THE NEXT CLASS MEETING. SO, THAT WOULD MEAN YOU WILL BE COUNTED ABSENT FOR THAT CLASS. REMEMBER THAT YOU ARE ALLOWED A LIMITED NUMBER PF ABSENCES IN THIS CLASS.

ADDITIONALLY, YOU WILL BE ALLOWED TO USE A LAPTOP, TABLET, ETC., IF YOU ARE ACTUALLY USING IT FOR CLASS AND NOT SOMETHING ELSE. I RESERVE THE RIGHT TO CHECK. YOU SHOULD KNOW THAT YOUR CLASSMATES WILL USUALLY LET ME KNOW WHEN THIS HAPPENS. PLEASE DON'T PUT THEM IN THAT POSITION. Seriously, it isn't necessary for you to do this.

SIMPLY PUT, ONCE CLASS HAS STARTED, CELL PHONE USE MUST STOP. PUT YOUR PHONE AWAY SO YOU WILL NOT BE TEMPTED TO USE IT. IF PROBLEMS DEVELOP WITH YOU AND YOUR CELL PHONE USE, YOU WILL BE ASKED TO LEAVE CLASS. CONTINUED PROBLEMS WILL RESULT IN YOU BEING ASKED TO DROP THE CLASS OR BEING DROPPED FROM THE CLASS. IT IS DISRUPTIVE. IT IS NOT NECESSARY. IT IS RUDE. PLEASE READ THE STATEMENT ABOUT STUDENT CONDUCT. IT BECOMES A PROBLEM ANY TIME I HAVE TO STOP CLASS AND ASK YOU TO PUT YOUR PHONE AWAY.

**SOCIAL JUSTICE:** Social justice is one of Midwestern State University's stated core values. This classroom is a place where students will be treated with respect regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, and even ability. As stated earlier, we will be considerate of one another and even be kind. It provides a much better learning environment. Diversity of thought is appreciated and encouraged. But, that is provided we can all agree to disagree.

Rudeness and airing of "personal issues" just to take up class time is out of place. All students need to feel that this classroom is a safe place to learn and hopefully even enjoy

So, please understand that talking with others in class when you should be listening to your instructor hurts you and the other people you are distracting. IT IS RUDE, INAPPROPRIATE, AND CANNOT BE TOLERATED. IF YOU CONTINUE TO TALK AFTER I HAVE ASKED YOU TO STOP, IT WILL RESULT IN YOU BEING ASKED TO LEAVE CLASS. YOU WILL BE COUNTED ABSENT. CONTINUED PROBLEMS WILL RESULT IN YOU BEING ASKED TO DROP THE CLASS OR BEING DROPPED FROM THE CLASS WITH THE GRADE OF "f." A CONDUCT ALERT WILL BE SENT TO THE DEAN OF STUDENTS OFFICE. You might be able to handle conversation and listening at the same time—or at least fully believe that you can. But, the person you are disturbing might not be able to do so. It can adversely affect your grade or someone else's grade. Consider that during a presentation, it's upsetting to most presenters to see someone in the audience talking to someone, working on something else, or acting bored. You don't want to be treated this way. So, just don't do it. It's a life skill that you need to learn if you have not done so already.

BY STAYING ENROLLED IN THIS CLASS AND ACCEPTING THIS SYLLABUS, YOU ARE INDICATING THAT YOU UNDERSTAND AND ACCEPT THE TERMS OF THIS SYLLABUS. THERE IS NO REFERENCE TO WHETHER YOU AGREE OR LIKE THESE TERMS, JUST THAT YOU DO UNDERSTAND WHAT IS EXPECTED AND AGREE TO ABIDE. I KNOW. BUT, IT IS NECESSARY.

REMINDER: ABSENCES AND TARDIES ARE A PROBLEM IN THIS CLASS. GUIDELINES ARE STRICTLY FOLLOWED. IF YOU ARE ALLOWED TO STAY IN THIS COURSE, YOUR FINAL GRADE WILL BE

LOWERED. ATTENDANCE WILL BE TAKEN. SO, AGAIN, PLEASE BE ON TIME. YOU HAVE A LIMIT OF FIVE ABSENCES, AS EXPLAINED EARLIER IN THIS SYLLABUS

Mid-term grades are scheduled to be posted. Please understand that this grade does NOT represent your final grade in this course. Your final grade might be higher or lower than your mid-term grade depending on your work during the rest of the course. It is a statement of how you are doing in the course at mid-term.

STAY FOCUSED. KEEP UP WITH YOUR ASSIGNMENTS. THAT IS VERY NECESSARY IN THIS CLASS. YOUR DAILY ASSIGNMENT IS TO REVIEW WHAT WE DISCUSSED IN CLASS THAT DAY WHETHER THERE IS A WRITTEN/SPECIFIC ASSIGNMENT OR NOT. IF YOU HAVE QUESTIONS OR ISSUES, PLEASE CONTACT ME PROMPTLY. CALLING ME IS SOMETIMES FASTER THAN EMAILING ME. I WANT TO HELP YOU SUCCEED IN THIS COURSE AND AT MSU. PLEASE LET ME KNOW IF YOU ARE HAVING PROBLEMS. THERE ARE RESOURCES AVAILABLE TO HELP. BUT, YOU DO HAVE TO LET ME KNOW.

WELCOME BACK TO CAMPUS! WE ARE SO EXCITED THAT YOU ARE HERE!

I am looking forward to having you in class. I am also really looking forward to attending your Commencement ceremony when you are graduated from Midwestern State University. Let's make that happen.

FALL, 2024

Instructor: Sandra Grant

## **SPEECH 1133 FUNDAMENTALS OF SPEECH COMMUNICATION**

TEXT: Building a Speech by Sheldon Metcalfe

**OBJECTIVES and ACTIVITIES.** You will be presenting original researched speeches based on communication criteria taught in class. The course material will enable you to analyze your thoughts, organize those thoughts into a logical, coherent pattern, and communicate your message more effectively. Critical thinking skills will be used to apply communication concepts as a speaker and as an audience member. You will learn to use specific criteria to evaluate messages/speeches given by other students. Remember that on some days you will not have a specific assignment. Your assignment for every class is to go over the material we have discussed, including any handouts, and make sure that you understand it. If not, please let me know. Ask for help early. Don't put this off and cause yourself to have unnecessary problems with assignments.

### **SCHEDULE OF TOPICS, ACTIVITIES, AND ASSIGNMENTS**

<b>DATE</b>	<b>TOPIC/ACTIVITY/ASSIGNMENT</b>	<b>READING IN BOOK</b>
Monday, August 26	Introduction to the Course	
Wed., August 28	Instructions for partner's speech	Chapters 1 and 2
Friday, August 30	Communication Apprehension	Chapter 5
Monday, September 2	<b>LABOR DAY, NO CLASS</b>	
Wed., September 4	Audience Analysis	Chapter 3
Friday, September 6	Instructions for Informative Speech	Chapter 15
Monday, September 9	Topic Selection	Chapter 7
Wed., September 11	Present dyadic speaking assignment	
Friday, September 13	Present dyadic speaking assignment	



DATE	TOPIC/ACTIVITY/ASSIGNMENT	READING IN BOOK
Monday, September 16	Introductions and Conclusions	Chapter 11
Wed., September 18	Research and Supporting Material <b>TOPIC IS DUE FOR SPEECH # 1</b>	Chapters 8 and 9
Friday, September 20	Ethics and Language	Chapters 6 and 13
Monday, Sept. 23	Delivery	Chapter 14
Wed., September 25	Expansion Day	
Friday, September 27	<p><b>SPEECH #1 OUTLINE IS DUE AT THE BEGINNING OF CLASS. IT MUST BE SUBMITTED ON TIME. PLEASE BE ON TIME. IT MUST BE CORRECTED AS DIRECTED BEFORE YOU WILL BE GIVEN A SPEAKING NUMBER. IN OTHER WORDS, IF YOU FAIL TO CORRECT YOUR OUTLINE WITHIN THE TIME LIMIT, YOU WILL NOT BE GIVEN A SPEAKING NUMBER. YOU WILL NOT BE GIVING THE SPEECH AND WILL RECEIVE A ZERO FOR YOUR GRADE ON THE SPEECH. LATE OUTLINES WILL NOT BE ACCEPTED. THEY ARE ACCEPTED TODAY ONLY. THIS OUTLINE IS ESSENTIALLY THE WRITTEN COPY OF YOUR SPEECH AND CONTAINS YOUR RESEARCH. IT INDICATE WHETHER YOU HAVE MET THE REQUIREMENTS, AND ARE READY TO SPEAK.</b></p>	
Monday, Sept. 30	Presentational Aids	Chapter 12
Wed., October 2	Listening. How to write critiques. You are required to attend all classes during speeches, and write critiques on the days that you do not speak. Critiques are graded. If you are absent, you will receive a zero. <b>FAILURE TO ATTEND THE FINAL SPEECHES WILL REDUCE YOUR EXAM GRADE TO ZERO.</b>	Chapter 4
<b>THURSDAY, OCTOBER 3</b>	<p><b>LAST DAY TO GET YOUR CORRECTED OUTLINE APPROVED IF YOU INTEND TO PRESENT YOUR SPEECH. OUTLINES WILL NOT BE ACCEPTED NOR APPROVED AFTER THIS DATE. NO EXCEPTIONS CAN BE MADE.</b></p>	
Friday, October 4	Expansion Day. <b>SPEECHES MIGHT BEGIN TODAY.</b>	

DATE	TOPIC/ACTIVITY/ASSIGNMENT	READING IN BOOK
MONDAY, OCTOBER 7-- FRIDAY, OCTOBER 18	<b>PRESENT SPEECH #1. IT IS YOUR RESPONSIBILITY TO KNOW THE DAY YOU ARE GOING TO SPEAK. YOU MUST SPEAK ON YOUR ASSIGNED DAY. FAILURE TO DO SO WILL RESULT IN A ZERO FOR YOUR GRADE ON THIS SPEECH. BEING PREPARED TO SPEAK ON TIME IS A PART OF YOUR ASSIGNMENT. THERE ARE NO EXCEPTIONS. AGAIN, YOU MUST BE PRESENT ON EACH DAY THAT SPEECHES ARE PRESENTED TO WRITE CRITIQUES.</b>	
Monday, October 21	Instructions for Persuasive Speech	
Wednesday, October 23	Topic Selection	Review Chapter 7
Friday, October 25	Organization	Chapter 16
Monday, October 28	Using Evidence. <b>TOPIC IS DUE FOR PERSUASIVE SPEECH THIS IS SPEECH #2.</b>	Chapter 17
Wednesday, October 30	Using Appeals	
Friday, November 1	Reasoning	
Monday, November 4	Language for Persuasion,	Review Chapter 13
Wednesday, November 6	Perception	
Friday, November 8	<b>SPEECH # 2 OUTLINE IS DUE AT THE BEGINNING OF CLASS. IT MUST BE SUBMITTED ON TIME. PLEASE BE ON TIME. IT MUST BE CORRECTED AS DIRECTED BEFORE YOU WILL BE GIVEN A SPEAKING NUMBER. IN OTHER WORDS, IF YOU FAIL TO CORRECT YOUR OUTLINE WITHIN THE TIME LIMIT, YOU WILL NOT BE GIVEN A SPEAKING NUMBER. YOU WILL NOT BE GIVING THIS SPEECH AND WILL RECEIVE A ZERO FOR YOUR GRADE ON THIS SPEECH. LATE OUTLINES WILL NOT BE ACCEPTED. THEY ARE ACCEPTED TODAY ONLY. THIS OUTLINE IS ESSENTIALLY THE WRITTEN COPY OF YOUR SPEECH AND CONTAINS YOUR RESEARCH. IT INDICATES WHETHER YOU HAVE MET THE REQUIREMENTS, AND ARE READY TO SPEAK.</b>	

DATE	TOPIC/ACTIVITY/ASSIGNMENT	READING IN BOOK
Monday, November 11	Review for the Test. Study guide, class notes, handouts.	
Wednesday, November 13	Review for the Test.	
<b>THURSDAY, NOVEMBER 14</b>	<b>DEADLINE TO GET YOUR CORRECTED OUTLINE APPROVED. OUTLINES WILL NOT BE ACCEPTED NOR APPROVED AFTER THIS DATE.</b>	
<b>Friday, November 15</b>	<b>FINAL EXAM WILL BE GIVEN. THIS IS PART ONE.</b>	
<b>Monday, November 18</b>	<b>FINAL EXAM WILL BE GIVEN. THIS IS PART TWO.</b>	
Wed., November 20	Get tests back, discuss. Delivery.	
Friday, November 22	Present Main Point One persuasive speech.	
Monday, November 25	Present Main Point One persuasive speech.	
Wednesday, November 27 -- Friday, November 29	Thanksgiving Holiday. No classes .	
<b>MONDAY, DECEMBER 2--</b>		
<b>FRIDAY, DECEMBER 6</b>	<b>PRESENT SPEECH #2. IT IS YOUR RESPONSIBILITY TO KNOW THE DAY YOU ARE ASSIGNED TO SPEAK. YOU MUST SPEAK ON YOUR ASSIGNED DAY. FAILURE TO DO SO WILL RESULT IN A ZERO FOR YOUR GRADE ON THIS SPEECH. BEING PREPARED TO SPEAK ON TIME IS A PART OF YOUR ASSIGNMENT. THERE ARE NO EXCEPTIONS. AGAIN, YOU MUST BE PRESENT ON EACH DAY THAT SPEECHES ARE PRESENTED TO WRITE CRITIQUES. FAILURE TO ATTEND THE FINAL SPEECHES PRESENTED ON THE FINAL EXAM DAY WILL REDUCE YOUR FINAL EXAM TO ZERO.</b>	

SPECIAL NOTICE:

**Final Speeches will be continued during the final exam week. You are required to attend.  
Your final speaking day will be:**

9:00 MWF class Section 101      Monday, December 9      8:00 a.m. to 10:00 a.m.

10:00 MWF Class, Section 102      Wed., December 11      10:30 a.m. to 12:30 p.m.

**AGAIN, THIS IS A PERFORMANCE BASED CLASS. IT IS, THEREFORE, DIFFICULT TO PREDICT THE EXACT LENGTH OF TIME THAT SOME ASSIGNMENTS WILL REQUIRE. ADDITIONS, DELETIONS AND EVEN SUBSTITUTIONS IN THE SCHEDULE ARE POSSIBLE. YOUR COOPERATION, UNDERSTANDING, AND PATIENCE IS EXPECTED—AND VERY MUCH APPRECIATED.**

**BY STAYING ENROLLED IN THIS CLASS AND ACCEPTING THIS SYLLABUS, YOU ARE INDICATING THAT YOU UNDERSTAND AND ACCEPT THE TERMS OF THIS SYLLABUS. THERE IS NO REFERENCE AS TO WHETHER YOU AGREE WITH OR LIKE THESE TERMS, JUST THAT YOU DO UNDERSTAND WHAT IS EXPECTED OF YOU AND AGREE TO ABIDE BY THESE TERMS.**

**I KNOW. IT IS A LOT OF INFORMATION. REALLY, IT'S GOING TO BE JUST FINE.**

**REMEMVBER: STAY FOCUSED.**

**KEEP UP WITH YOUR ASSIGNMENTS.**

**ATTEND CLASS AND BE ON TIME.**

**CONTACT ME PROMPTLY IF YOU HAVE QUESTIONS.**