

COMS 230-Introduction to Public Speaking

Instructor Information

- **Instructor:** Temi Adeeko
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- **Office Location:** 008 Carnegie
- **Office Hours:** Monday, Wednesday 1pm.- 3pm . Virtual- By appointment
- **Phone:** [Phone Number, if applicable]

Class Information

- **Class Time:** Mondays and Wednesdays 10:30 AM - 11:15 AM
- **Class Location:** Forum Building Room 002

Course Description

Introduction to Public Speaking focuses on developing students' oral communication skills in a variety of contexts. This undergraduate course provides theoretical and practical instruction in the principles of public speaking, including topic proposals, speech preparation, delivery techniques, and the audience analysis. Self and peer review sessions facilitate hands-on learning, culminating in the delivery of informative and persuasive. Students will gain confidence and competence in presenting speeches that inform, persuade, and engage audiences.

By the end of this course, students will be able to:

- Understand and apply fundamental principles of public speaking.
- Research, organize, and deliver effective informative and persuasive speeches.
- Utilize verbal and nonverbal communication techniques to enhance message clarity and engagement.
- Demonstrate proficiency in using credible sources and citing them in APA 7th Edition format.

Required Materials

Textbook: *The art of public speaking* (14th ed.). McGraw Hill.

Attendance

- Regular class attendance can improve your public speaking skills as you gain knowledge from observation. Additionally, it can also lead to improvement of listening skills as you participate as a productive audience member. To that end,

attendance is a requirement for the COMS 230. This means that students can only miss 4 classes in the entire semester and two can be excused and the other two doesn't have to be. Please make sure you are available on the day you have been scheduled to give a speech.

- Failing to give any oral performance at the scheduled time is especially serious since the schedule for an entire class is affected. Assignments not completed will receive a failing grade and/or penalty.
- Students dealing with extended absences due to illness or family issues may need to consider withdrawing from the course and registering for the course in a subsequent semester.

Course Assessment

- This course is divided into various assessments that include 3 speeches: one self-introductory speech, one informative speech. Other assessment includes topic proposals, listening and bibliography assignment, audience analysis. There will be a midterm and final exam, and this will be through the Connect Access of the recommended text. Think of this syllabus as a living document that is subject to change.

Self-Introduction Speech

- A short introductory speech to help students get comfortable with public speaking and introduce themselves to the class. It is a 2–3-minute speech

Topic Proposals

- Students submit two proposals throughout the semester outlining potential topics and brief summary of the topic for their informative and persuasive speech speeches, ensuring relevance and suitability for their audience.

Listening and Bibliography Assignment

- An assignment focused on developing active listening skills and creating a bibliography of credible sources.

Outline for Informative Speech

- A detailed outline for the Informative Speech, including a clear structure with an introduction, body, and conclusion, as well as supporting evidence and sources.

Informative Speech

- A presentation designed to inform the audience about a specific topic using well-researched information, clear organization, and engaging delivery. It is a 5-7 minutes speech

Self-Assessment for Informative Speech

- Students reflect on their Informative Speech performance, identifying strengths and areas for improvement in content, delivery, and organization.

Audience Analysis Assignment

- A written assignment analyzing the characteristics, interests, and needs of the target audience to help tailor the content and delivery of speeches effectively.

Peer Assessment for Persuasive Speech

- Students provide constructive feedback to their peers on their Persuasive Speeches, focusing on strengths and areas for improvement.

Speech Outlines

- Two outlines (one for the Informative Speech and one for the Persuasive Speech) to help organize and prepare content, ensuring a logical flow and strong arguments.

Persuasive Speech

- A presentation designed to persuade the audience to adopt a specific viewpoint or take action, supported by compelling evidence and emotional appeals.

Midterm and Final Exams

- Exams covering key concepts in public speaking as discussed in class and the recommended text.

Speech Day Expectation

- There are 3 compulsory speeches that must be delivered during the semester. Attendance is compulsory for all students on speech day. You will be assigned to give speeches on a particular day this is the only date you can give your speech. Speech schedule is always done a week before the speech in person

- Students must attentively listen to the speaker. This includes no talking, whispering, texting, sleeping, or working on your own speech/notes.
- All work submitted for a grade must be typed, Speech outlines must be submitted at least one full week before your scheduled speech day. Except for the Self intro speech that will be submitted on the day of the speech. Failure to submit an outline will result in a grade of zero for both the outline and the speech.
- While the primary focus of this course is on presentation skills, written assignments such as outlines, bibliographies, and critiques are critically important. Neglecting these assignments will significantly impact your overall grade.

Assignments and Point Distribution:

- **Introductory Speech:** 70 Points
- **Informative Speech:** 125 Points
- **Persuasive Speech:** 135 Points
- **Speech Outlines (2):** 25 Points each (50 Points Total)
- **Topic Proposals (2):** 10 Points each (20 Points Total)
- **Self-Assessment for Informative Speech:** 20 Points
- **Audience Analysis:** 10 Points
- **Peer Assessment for Persuasive Speech:** 20 Points
- **Midterm:** 90 points
- **Final Exams:** 100 points

Total points: 750

Below is how letter grades are assigned:

A	93-100
A-	90-92.99
B+	87-89.99
B	83-86.99
B-	80-82.99
C+	77-79.99
C	70-76.99
D	60-69.99
F	0-59.99

Course Policies

Corresponding with the Instructor

My preferred mode of communication with students is email, class announcements, discussions and course work or any changes in schedule will be communicated through email and or Canva. Do check regularly for updates. I will try to respond to emails sent on weekdays within 24hrs. Response may be limited after 8pm. Include your first and last name in the subject line.

Late Work

All homework assignments will be due by 10am on Tuesday. Outlines will be due on the before you present your speech. All homework assignments are to be turned in according to the course schedule unless stated otherwise. Failure to turn in assignments on time will lead to a 10% loss in points for every day after the due date. Please do let me know as soon as possible if you have any issues beyond your control that may hinder you from meeting the deadlines Oversleeping, working on other assignments, forgetting due dates, having if you have a personal or medical situation that is interfering with your ability to submit an assignment on time (or that interferes with your success in the course more broadly), I am happy to work with you to accommodate the situation provided you talk to me well in advance of the deadline.

Academic Integrity

Academic integrity is the pursuit of scholarly and creative activity in an open, honest and responsible manner, free from fraud and deception, and is an educational objective of the Donald P. Bellisario College of Communications and the University. Cheating—including plagiarism, falsification of research data, using the same assignment for more than one class, turning in someone else's work, or passively allowing others to copy your work—will result in academic penalties at the discretion of the instructor. In serious cases, it could also result in suspension or dismissal from the University or in the assignment of an “XF” grade (failed for academic dishonesty). As students studying communication, you should understand and avoid plagiarism (presenting the work of others as your own). A discussion of plagiarism, with examples, can be found at <http://tlt.psu.edu/plagiarism/student-tutorial/>. The rules and policies regarding academic integrity should be reviewed by every student, and can be found online at: <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/#49-20> and in the College of Communications document, “Academic Integrity Policy and Procedures.” Any student with a question about academic integrity or plagiarism is strongly encouraged to discuss it with their instructor.

Use of Artificial Intelligence

You must complete all work for this course entirely on your own. You may not assist other students or use any online sites (e.g., Course Hero or Chegg), technologies (e.g., ChatGPT, language translators), tools, or sources that rely on artificial intelligence.

Reporting Bias

Penn State takes great pride in fostering a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, harassment, and/or incivility due to age, ancestry, color, disability, gender, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated and can be reported through Educational Equity at the Report Bias website: <http://equity.psu.edu/reportbias/statement>.

Students with Disabilities

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. For information, go to the Student Disability Resources website: <http://equity.psu.edu/student-disability-resources>.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <http://equity.psu.edu/student-disability-resources/applying-for-services>. If the documentation supports your request for reasonable accommodations, your [campus's disability services office](#) will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

Confidential Services

Many students at Penn State face personal challenges or have psychological needs that may interfere with their academic progress, social development, or emotional wellbeing. The university offers a variety of confidential services to help you through difficult times, including individual and group counseling, crisis intervention, consultations, online chats, and mental health screenings. These services are provided by staff who welcome all students and embrace a philosophy respectful of clients' cultural and religious backgrounds, and sensitive to differences in race, ability, gender identity and sexual orientation.

- Counseling and Psychological Services at University Park (CAPS): 814-863-0395
- Penn State Crisis Line (24 hours/7 days a week): 877-229-6400
- Crisis Text Line (24 hours/7 day a week): Text LIONS to 741741

Tentative Course Schedule

Week/Date	Assignment	Class Assignments
Week 1: January 17 - 20	Course Overview Chapter 1 Speaking in Public	
Week 2: January 23 – 27	Chapter 2 Ethics & Public Speaking Chapter 3 Listening Chapter 4 Giving Your First Speech	
Week 3: January 30 – February 3	Chapter 13 Delivery Chapter 19 Online Speaking Self-intro Speeches	Self Intro speech
Week 4: February 6 – 10	Self-intro Speeches Chapter 5 Choosing Topics & Purposes Chapter 15 Speaking to Inform	Topic Proposal for Informative speech
Week 5: February 13 – 17	Chapter 7 Gathering Materials Chapter 8 Using Supporting Materials Chapter 14 Visual Aids	Listening and Bibliography Draft Reference list submission due
Week 6: February 20 – 24	Chapter 9 Organizing the Body of the Speech Chapter 10 Beginning & Ending the Speech Chapter 11 Outlining Informative Speeches	Outline for your Informative speech due
Week 7: February 27 – March 3	Informative Speeches	Informative Speech
Week 8: March 6 – 10	Review for Midterm Exams Midterm Exam	
Week 9: March 13 – 17	Spring Break	
Week 10: March 20 – 24	Chapter 16 Introduction to Persuasive Speaking	Topic Proposal for Persuasive Speech due

Week 11: March 27 – March 31	Chapter 6 Audience Analysis Chapter 17 Methods of Persuasion	Listening and Bibliography assignment due
Week 12: April 3 – 7	Persuasive Speeches	Self-assessment for Informative speech due
Week 13: April 10 – 14	Persuasive Speeches	Audience analysis due
Week 14: April 17 – 21	Chapter 18 Speaking on Special Occasions Chapter 12 Using Language Effectively	Peer Assessment for Persuasive speech due
Week 15: April 24 – 28	Final Exam Prep	
Week 16: May 1 – 4	Final Exam	