

University of North Carolina at Greensboro
College of Arts and Sciences
Department of Political Science
Department Head: Dr. William E. Crowther
Graduate Program Director Dr. Ruth H. DeHoog

COURSE: PSC 511A.01 Special Topics in Public Affairs: Oral Communication Skills
MEETING TIME: Monday 5:30 pm – 6:45
CREDITS: 1 credit hour
LOCATION: Curry 303
PROFESSOR: Kim Cuny
OFFICE LOCATION: 3332 MHRA
CONTACT: 336-256-1389 or kmcuny@uncg.edu
OFFICE HOURS: M, W, & F at 11 or by appointment
Face-to-face or Facetime/Skype/Google Hangout (kmcuny) can be arranged

Course Description: This course provides an intensive examination of oral communication skills as an important current issue related to the management of public institutions.

Textbooks: We will use an open source public speaking text available at <http://www.publicspeakingproject.org/>. Some additional reading materials will be provided.

Method of Instruction: Discussion/ small group/ oral presentations/ reflection/ activities/ role-playing/ speaking center application/ peer feedback/ lecture

Weebly: The semester culminates in your submitting an e-portfolio which will feature your best speech to date & a reflection. This is the start of a UNCG e-portfolio. Throughout your graduate education you'll have more to feature. The portfolio will come in handy when you are seeking employment opportunities.

We will use the Weebly platform. This is a free, easy to use, program which can only be “found” by folks who you give the URL to. You can start to play with Weebly right now. If you need technical assistance with use of the program you can get help from The Digital Media Commons in the Jackson Library.

Campus E-mail: Students enrolled in this class will need to check their campus email at least once a week (best if checked before each meeting) for announcements (like class will not meet today) and occasional reminders.

Student Outcomes: Upon successful completion of this course, the student will be able to:

1. demonstrate increased competency in the verbal and nonverbal performative behaviors associated with public speaking
2. demonstrate effective organizational strategies for informative speeches
3. apply logos, pathos, and ethos to persuasive speeches which are organized in accordance to Monroe's Motivated Sequence
4. speak publically with increased professionalism
5. utilize PowerPoint as an adjunct to, not a substitute for, public speaking
5. understand the role of listening behaviors in public, interpersonal, and group communication contexts
6. network at mock-networking event with increased professionalism
7. demonstrate increased professionalism when communicating orally via online platforms such as Google Hangout
8. orally engage in collaborative efforts: practice sessions, practice critiques, role-play, and group discussion

Nature of Course Content:

Each student is responsible for:

1. coming to class fully prepared having read and completed all assignments
2. participating in class discussion and activities
3. evaluating and providing feedback for peer exercises
4. development and delivery of 3 individual presentations and 1 group presentation
5. working with communication consultants to identify strengths and areas of continued improvement
6. completing all assignments on time

7. development of one e-portfolio which highlights oral communication competencies and serves an end of semester reflective role

Course outline:

Listening

Who are you as an oral communicator?

Public speaking

Oral communication via online platforms

Group communication

Interpersonal communication

Who do you want to be as an oral communicator?

Pandemic outbreak: In the event of campus or class cancellation we will continue our coursework via Canvas.

What would you do in an emergency?: The link for the Emergency Management web site is <http://emg.uncg.edu/>.

Please take the time to review this site.

School Closed?: Find out on the Web, by text, or call 336-334-4400 for weather advisory messages.

Attendance and Participation: Regular attendance is expected and very important for students who want to do well in this course. Much of the material covered in class draws on, but is not included in, the readings. Also, since this class proceeds more by in-class activities as well as discussion and less by lecture, in-class participation is an important component of a learning community in which students' intellectual growth takes place throughout the semester. Where class discussion goes, two criteria will be used to evaluate the quality of students' in-class participation:

1. the ability to provide regular and thoughtful questions and comments on the readings and research for class discussion.
2. the willingness to hear out a range of perspectives and reactions to the readings by fellow classmates, to neither dominate nor disengage from in-class discussions.

In an effort to accurately measure participation in a way that encourages full engagement in a wide variety of course activities while being fair to students, "participation logs" will be assigned as homework.

Attendance Notes: In order to receive optimum benefit and knowledge, students must be on time and attend class regularly.

- If you arrive after attendance has been started you are late.
- Tardiness or leaving class early exceeding ten minutes will be regarded as absent.
- In cases of absences related to jury duty, death in your immediate family, or medical emergency, you will have one week to make up missed work provided you can supply documentation to support the absence.
- In other absences, missed work is due upon returning to class and will be counted as late.
- Students practicing non-participatory behaviors such as texting, sleeping, reading the newspaper, or doing work off task during class will be counted as absent.

The last day to withdraw without WF: from classes this semester is: _____

Missed class time: If you miss class, you are responsible for getting missed notes and handouts from a classmate.

Assignments: Assignments are due, in person, at the beginning of class on the dates noted on the course calendar. Late written assignments will be considered on a case by case basis for very serious reasons only and will not be accepted more than one week after due date. This is a 500-level course. Students are expected to have the readings and other assignments completed at the start of class. As is the case with 500-level courses we will not spend time meticulously going over the readings in class. Through the readings and related assignments students will learn. In the classroom activities and discussions will build upon that learning.

Academic Integrity: Integrity and ethical conduct are important to your success at UNCG and in later life. Academic integrity is based on five values: honesty, trust, fairness, respect, and responsibility. As a member of the UNCG academic community, I expect you to know, understand, and uphold the Academic Integrity Policy.

You should familiarize yourself with the Academic Integrity Policy by reading the material available at <http://academicintegrity.uncg.edu/>. The practice of academic integrity extends to all work for the course, including your service with a community partner. Every member of the class is expected to foster the spirit of academic honesty and respect at all times and to encourage that spirit among others.

ANY INFRACTION OF THE ACADEMIC INTEGRITY POLICY CAN RESULT IN AN AUTOMATIC "F" FOR THE COURSE (AT A MINIMUM).

Please include the following Academic Integrity Pledge on all public work (papers and presentation materials):

I have abided by the UNCG Academic Integrity Policy on this assignment.

Signature _____ Date _____

Finally, selling class notes for commercial gain or purchasing such class notes in this or any other course at UNCG is a violation of the University's Copyright Policy and of the Student Code of Conduct. Sharing notes for studying purposes, or borrowing notes to make up for absences, without commercial gain, are not violations.

Accessibility: Students with disabilities who need accommodations for this (or any other) class are encouraged to meet with the Office of Accessibility Resources & Services on campus as soon as possible. In order to receive accommodations, students must be registered with this office, as set forth in the student handbook, and must follow the University procedure for self-disclosure. Students will not be afforded any accommodations for academic work completed prior to disclosure of the disability. Students will not be afforded any accommodations for academic work handed in prior to the completion of the documentation process with the Office of Accessibility Resources & Services.

Any student who has needs because of learning, physical, emotional, or other accessibility issue should feel free to discuss their needs with this professor during office hours. Please consider identifying yourself (early) so that we can work together to make this a successful semester for all.

Student Athletes: If you are going to miss class due to competition, you need to arrange to hand in your work before you leave so that it is not late.

Special Notes: Oral presentations will be assigned in advance. If an emergency necessitates your being absent on your presentation day, you must contact the instructor prior to class. Failure to do so will result in receiving a grade of "0" for the speech.

Presentations: You are required to record all of your in-class presentations. You can use your own recording device or a classmate can agree to the use of their device. You will formally evaluate each recording.

Calendar: You are being provided with a list of what is to be read in advance as well as what will be covered in class for each meeting. For example when you arrive for our second meeting you should have already read Ethics in Public Speaking, completed the reading activities from the chapter, & be prepared to present your speech. The calendar is subject to change as the semester progresses.

8/22 Getting started & listening

Read: None
Review course documents
Listening unit
Review 3 minute speech assignment

8/29 3 minute Informative Speech 1 presented in class, benchmark

Read: Ethics in Public Speaking Chapter & complete activities 1 & 2 at the end (activities & review questions are always handed in)
Be prepared to record your presentation in-class on your device or the device of another student enrolled in class
How to provide judgement & value free feedback of speeches: a critical thinking connection
Self-assessment of presentation

9/5 UNCG closed, Labor Day

- 9/12 Informative speaking instruction
Read: Supporting Your Ideas chapter & complete review questions 1 & 2 plus read Delivering Your Speech chapter & complete review questions 2,5,7, & 8
 How to organize your speech Unit
 Review speech 2 assignment
- 9/19 PowerPoint instruction
Read: Visual Aids Chapter & complete activity #3. Also, thinking back to the last time you were in the audience of a presentation with slides, what did the speaker do well where the use of slides go/how so?
 What did not go well/how so?
 Participation log 1 due
 Topic for speech 2 due
- 9/26 No class meeting
- 10/3 Informative Speech 2 presented in class
Read: Informative Speaking Chapter
 Be prepared to record your presentation in-class on your device or the device of another student enrolled in class
 Review group communication assignment
- 10/10 Persuasive speaking instruction
Read: Persuasive Speaking Chapter, complete activity 2 (for one of the two organizations noted, & draft a proposition of fact, proposition of value, and proposition of policy for a persuasive speech on the same topic as your second informative speech
 Participation log 2 due
 Ethos, Pathos, & Logos Unit
 Monroe's Motivated Sequence Unit
- 10/17 No class meeting
- 10/24 Group communication instruction
Read: Group Presentations chapter and complete activity #2
 Self-assessment of second informative speech due
- 10/31 Persuasive Speech presented in class (3rd individual speech)
 Be prepared to record your presentation in-class on your device or the device of another student enrolled in class
 Online Communication Unit
- 11/7 Online communication practicum – group practice
 Participation log 3 due
 Self-assessment of persuasive speech due
- 11/14 No class meeting
- 11/21 Group presentation in class
Read: TBA
 Interpersonal Communication Unit
 Review networking & final project assignments
- 11/28 Networking Event
 Participation log 4 due
- 12/5 No class meeting
 Final project due. To be submitted electronically by 6:45pm.
 Self-assessment of group presentation due. To be submitted electronically by 6:45pm

Grade Composition:

First informative speech	50 points
Second informative speech	100 points
Persuasive speech	100 points
Facilitate class/group discussion	25 points
Group presentation	100 points
Mock- networking event	25 points
e-portfolio	25 points
Homework	50 points
<u>In-class participation & attendance</u>	<u>25 points</u>
TOTAL	500 points

How do you figure out your current grade: Refer to the “for your records” section of the syllabus and apply the following simple formula.

Points earned to date times 100 = ____ Next divide that by the total number of points **you could have earned to date** = ____.

The total will be less than 100. Apply the numbers listed above under “percentage” to figure out your current letter grade.

Now take a look at the total number of points still available. Compare it to the points you have earned and plan accordingly. 500-point grade scale can be found in syllabus.

For Your Records: Use the following to keep track of your grade during the semester. Put the points you earn in the blanks provided.

____ First informative speech (50 points)

____ Second informative speech (100 points)

____ Persuasive speech (100 points)

____ Facilitate class/group discussion (25 points)

____ Group presentation (100 points)

____ Networking event (25 points)

____ e-portfolio (25 points)

____ Homework (50 points)

____ In class participation & attendance (25 points)

____ Total (see grade scale for letter assignment)

Your participation grade can be obtained from instructor at the end of the semester.

Be sure to keep track of Homework points earned

Grade Scale:

Letter	Percentage	Points
A	93%-100%	463-500
A-	90%-92%	448-462
B+	87%-89%	433-447
B	83%- 86%	413-432
B-	80%-82%	398-412
C+	77%-79%	383-397
C	73%-76%	363-382
C-	70%-72%	348-362