

Course: COM 1999 Public Speaking
Period: Fall 2011
Course Location: Mexico City Campus
Class Time: Tuesday and Thursday 10:00-11:30
Instructor: Dr. David A. Hawkyard
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Grading: Letter
Units: 3

I. Rationale

This course is intended to provide students with an introduction to one of the most important skills they will need in order to become professional practitioners, and pursue careers of leadership and service, that is, the ability to speak effectively in public.

“Alliant International University educates citizens of the world, ensuring the acquisition of knowledge and competencies that are essential to live, lead, and solve problems in a global society.”

Alliant’s Mission Statement

Alliant International University prepares students for professional careers of service and leadership, and promotes the discovery and application of knowledge to improve the lives of people in diverse cultures and communities around the world.

Alliant is committed to excellence in four areas:

1. **Education for Professional Practice**
Alliant’s educational programs are designed to give students the knowledge, skills and ethical values they need to serve and lead effectively in a variety of professional settings. Alliant graduates are expected to achieve mastery of a body of knowledge and be able to apply that knowledge in professional practice in order to achieve desired and beneficial outcomes.
2. **Scholarship**
Scholarship in the Alliant context includes the discovery of new knowledge; the discovery of new applications of knowledge to solve practical problems; the integration of knowledge in new ways; and innovation in teaching knowledge and professional competencies.
3. **Multicultural and International Competence**
Alliant is an inclusive institution committed to serving diverse populations around the world by preparing professionals to work effectively across cultural and national



boundaries; by increasing the number of professionals working in underserved areas; and by understanding and responding to the needs of diverse communities.

4. Community Engagement

Alliant's faculty, students, alumni and staff are dedicated to making a positive difference in the world through professional education and practice. We measure the success of our university in part by the impact we have, both directly and indirectly, on the welfare of individuals, families, organizations and communities.



CALENDAR FALL 2011

FALL SEMESTER 2011

Aug. 1 Monday: Last day to register for Fall Semester without paying a late fee

Aug. 22-27 Monday – Saturday: New student orientation -- Attendance is mandatory for new students

Aug. 29 Monday: Instruction begins for Fall Semester [full-term (16-week) and Session 1 (8-week) courses]

Sept. 13 Tuesday: Add/Drop Deadline for Fall Semester full-term courses. Last day to drop a full-term course for 100% refund

Friday, September 16-- Mexican Independence Holiday—NO CLASSES

Sept. 23 Friday: Last day to withdraw from Fall Semester Session 1 courses in good standing

Oct. 21 Friday: Last day to withdraw from Fall Semester full-term courses in good standing

Oct. 22 Saturday: *Alliant Makes A Difference Day*

Oct. 23 Sunday: Last day of Fall Session 1 courses

Oct. 24 Monday: Instruction begins for Fall Semester Session 2 (8-week) courses

Wednesday, NOVEMBER 2 –Día de los Muertos Holiday—NO CLASSES

Nov. 4 Friday: Fall Semester Session 1 grades due to Registrar's Office

Nov. 18 Friday: Last day to withdraw from Fall Semester Session 2 courses in good standing. Fall Semester Session 1 grades available on-line

Monday, November 21 --Mexican Revolution Holiday—NO CLASSES

Nov. 28 Monday: Registration for Spring Semester begins

Dec. 11 Sunday: Last day of Fall Semester full-term courses

Dec. 12-18 Monday – Sunday: Final Examinations; make up classes (in case of holidays, etc.); semester-end activities

Dec. 18 Sunday: Last day of Fall Semester Session 2 courses

Dec. 26 Monday: Last day to register for Spring Semester without paying a late fee

Jan. 6 Friday: Fall Semester full-term and Session 2 grades due to Registrar's Office

Jan. 13 Friday: Fall Semester grades available on-line

ALLIANT INTERNATIONAL UNIVERSITY—MEXICO CITY 2012

SPRING SEMESTER 2012

Jan. 17 -20 Tuesday – Friday: New student orientation/Attendance is mandatory for new students

Jan. 23 Monday: Instruction begins for Spring Semester [full-term (16-week) and Session 1 (8-week) courses]

Feb. 6 Monday: Add/Drop Deadline for Spring Semester full-term courses. Last day to add or drop a full-term course without late fee. Last day to drop a full-term course for 100% refund

II. Course Description, Purpose, Student Learning Outcomes, and Assessment

A. Course Description

The course focuses on building public speaking expertise by researching, writing, and delivering a variety of well-organized, logical, informative, and persuasive speeches in front of an audience. Students will learn to utilize effective audio-visuals to enhance their presentations. Students will also identify and develop their own style of delivery.

B. Purpose of the Course

This course is intended to provide the knowledge and basic skills which students will require in order to be able to speak effectively in public. Besides supplying a theoretical framework for, and approaches to, public speaking, it is designed to provide students with opportunities to speak in public. In addition, it will help students appreciate and evaluate how other people speak in public.

C. Learning Outcomes:

After having taken this course students will be able to:

- take advantage of the accumulated knowledge about and the tradition of public speaking
- listen to others pro-actively
- research, prepare, and write effective speeches
- speak in public on a variety of topics and using a range of different speaking styles
- design and prepare visual aids for speeches
- work in groups to prepare and deliver formal presentations
- appreciate and evaluate how others speak in public

D. Instructional Strategy

The format of this course will be primarily class discussion, student presentations, and lectures, but may also include group work and other activities.

E. Description of Course Requirements and Assessment Methods

Class participation and discussions, reading assignments, written assignments, speeches, and the writing up of outlines and notes for presentations.

Assessment Methods: The final grade will be determined by two written midterm exams and student presentations. Students will be evaluated on the content – not the cosmetics – of their work, with particular attention given to the quality of the presentations and the capacity for analytical thought. Class participation and discussions are strongly encouraged, as these contribute to the student’s learning.

To know and understand the *general* guide with which presentations will be evaluated, students are encouraged to visit:

<http://www.yale.edu/ynaacp/PublicSpeaking.pdf>

Principal Rubrics:

1. Written Examinations: Two written midterm examinations will be required; these will cover the theory studied in class. The questions will evaluate the student’s capacity to successfully demonstrate the expected learning outcomes. Each exam is worth 15% of the final grade.

2. Oral Presentations: Students will be required to make oral presentations, which will constitute 70% of the final grade.

Evaluation and grading:

1 st Midterm Exam	15%
2 nd Midterm Exam	15%
Oral Presentations	70%

Presentations:

- #1 “Fire and Ice” by Robert Frost; 2 points
- #2 “The 23rd Psalm”; King James Version; 2 points
- #3 “The Road Not Taken” by Robert Frost; 5 points
- #4 A presentation to inform; 6 minutes; 6 points
- #5 A Lincoln-Douglas debate; 10 points
- #6 A presentation to inform; 10 minutes; 10 points
- #7 A presentation to persuade; 10 minutes; 15 points
- #8 A Lincoln-Douglas debate; 10 points
- #9 A presentation to persuade; 15 minutes; 18 points

#10 A presentation to inform/persuade; 20 minutes; 22 points

Final Grade Rubric:

Final Percentage Points	Final Letter Grade
95 - 100	A
93 - 94	A-
91 - 92	B+
88 - 90	B
86 - 87	B-
84 - 85	C+
81 - 83	C
79 - 80	C-
77 - 78	D+
74 - 76	D
72 - 73	D-
0 - 71	F

III. Text

The Art of Public Speaking, 8th edition
 Stephen E. Lucas
 Mc Graw Hill

Students are also encouraged to read periodicals related to their area of study.

IV. Policies and Procedures:

1. Policies Related To Class Attendance, Lateness, Missed Exams or Assignments

The University expects regular class attendance by all students. Each student is responsible for all academic work missed during absences. When an absence is necessary, students should contact the instructor as courtesy and to check for assignments. See the University Catalog for the complete policy on attendance. Attendance criteria for this class are: 80% attendance required; students can enter up to 15 minutes after the scheduled start of classes; no late assignments will be accepted.

2. Information on Participation/types of participation required by the course

The instructor requires that each student participate as much as possible in the classroom, based on previous experiences and knowledge pertinent to the class, and on related preparation previously completed as part of homework.

3. Instructor Assumptions

It is the wish of the instructor to have the content and practices used in this course as up-to-date and relevant to real-world situations as possible. Thus, the instructor assumes that students have a solid foundation in the basic concepts of business administration.

Students are always welcome to discuss this course or other academic issues with the instructor during office hours. The instructor will also be happy to make an appointment for another time if office hours are not convenient. Students should not hesitate to ask if they have any questions or problems.

4. Responsibility to Keep Copies

Students are expected to retain a photocopy of ALL major assignments/papers that they submit.

5. Respectful Speech and Actions

Alliant International University, by mission and practice, is committed to fair and respectful consideration of all members of our community, and the greater communities surrounding us. All members of the University must treat one another as they would wish to be treated themselves, with dignity and concern.

As an institution of higher education, Alliant International University has the obligation to combat racism, sexism, and other forms of bias and to provide an equal educational opportunity. Professional codes of ethics (e.g., from the APA for psychology students) and the Academic Code shall be the guiding principles in dealing with speech or actions that, when considered objectively, are abusive and insulting.

6. Academic Code of Conduct and Ethics

The University is committed to principles of scholastic honesty. Its members are expected to abide by ethical standards both in their conduct and in their exercise of responsibility towards other members of the community. Each student's conduct is expected to be in accordance with the standards of the University. ***The complete Academic Code, which covers acts of misconduct, including assistance during examination, fabrication of data, plagiarism, unauthorized collaboration, and assisting other students in acts of misconduct, among others, may be found in the University Catalog.*** The University reserves the right to use plagiarism detection software.

7. Disability Accommodations Request

If you need disability-related accommodations in this class, please see the instructor privately. All accommodations must be requested in a timely manner (at least two weeks ahead of time) with a letter of support for Alliant’s Office of Disability Services. If you have questions about accommodations, please contact Ms. Vania Quiroz or the Office of Disability Services.

8. Policy on Course Requirements During Religious Holidays

Alliant International University does not officially observe any religious holidays. However, in keeping with the institution’s commitment to issues of cultural diversity as well as humanitarian considerations, faculty are encouraged to appreciate students’ religious observances by not penalizing them when they are absent from classes on holy days. Alliant International University faculty will be sensitive to these matters. Students should be similarly respectful of faculty members’ right to observe religious days.

9. Resources for Obtaining Tutoring or Other Student Support Services

Tutors are available to help students with course-based or exam-based needs. Contact the Director of Student Support Services for information on obtaining tutoring – or other student support services – on your campus.

10. Problem Solving Resources

If problems arise with faculty, other students, staff, or student support services, students should use the University Problem Solving Procedures located on the web at [http://www.alliant.edu/academic/studentproblemsolving/Student Grievance Policy.pdf](http://www.alliant.edu/academic/studentproblemsolving/Student_Grievance_Policy.pdf) or contact the University Ombudsperson at jlewis@alliant.edu.

V. Course Schedule

Reminder that the Syllabus is Subject to Change

The following is the general structure and content of the course. Students should remember that the exact content and schedule of the syllabus is subject to change without prior notice to meet student, faculty, or other needs. We may spend more time on some topics as needed, and conversely, may move more quickly over other topics.

Aug 30	Introduction to the course
	Review of grammar
Sep 01	Review of grammar

Lucas, chaps. 1, 2, 3

Sep 06 Presentation #1

Sep 08 Lucas, chaps. 1, 2, 3

Sep 13 Lucas, chap. 4

Sep 15 Presentation #2

Sep 20 Lucas, chaps. 4, 5

Sep 22 Lucas, chaps. 6, 7

Sep 27 Presentation #3

Sep 29 Lucas, chap. 8

Oct 04 Lucas, chap. 9

Oct 06 Presentation #4

Oct 11 Lucas, chap. 10

Oct 13 Lucas, chaps. 11, 14

Oct 18 Presentation #5

Oct 20 Lucas, chap. 12

Oct 25	1 st Midterm Exam
Oct 27	Lucas, chaps. 13, 15
Nov 01	Presentation #6
Nov 03	Lucas, chap. 14
Nov 08	Lucas, chaps. 15, 16
Nov 10	Presentation #7
Nov 15	Lucas, chaps. 15, 16
Nov 17	Lucas, chap. 17
Nov 22	Presentation #8
Nov 29	Lucas (special topics)
Dec 01	Presentation #9
Dec 06	Lucas (special topics)
Dec 08	2 nd Midterm Exam
Dec 13	Presentation #10
Dec 15	Review of the course

Appendix: Alliant Mission, Values, Professional Practices and Competencies

A. Alliant Mission

Description: Alliant's mission is:

Alliant International University prepares students for professional careers of service and leadership, and promotes the discovery and application of knowledge to improve the lives of people in diverse cultures and communities around the world.

Purpose: The purpose of this anchor is to ensure that the Program fits within the University and School mission and vision.

B. Alliant Core Values

Description: The Alliant Core Values are Integrity, Intellectual Advancement, Diversity, Social Responsibility, Innovation, Stewardship, Partnership and Collaboration.

Purpose: The purpose of this anchor is to ensure that Alliant's Programs are planning and operating in accordance with Alliant's Core Values.

C. Alliant Professional Practice University Components of Excellence from the Mission

Description: The four components of a professional practice university explained in Alliant's mission are:

Education for Professional Practice
Scholarship
Multicultural and International Competence
Community Engagement

Purpose: The purpose of this anchor is to ensure that the 4 components of Alliant as a professional practice university are incorporated into the Programs.

D. Professional Practice Competencies

Description: The Alliant Professional Practice Competencies (A-IMPACT) are:

A discipline-specific body of knowledge and research/scholarship
Insight into the context of practice
Multicultural/International competence
Professional literacies
Application of knowledge and research in new ways
Conduct, judgment, dispositions and ethics
Team-based and multidisciplinary approaches

Purpose: The purpose of this anchor is to ensure that the competencies are part of all Alliant's Programs (at an appropriate level) and thus become a hallmark of an Alliant Program.