

# Public Speaking

## SPCM-1040

SP 2021 Section 1S 3 Credits 01/11/2021 to 05/07/2021 Modified 05/12/2021

### Meeting Times

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**NEW TIME: Mondays, 9am to 12pm OR Tuesdays, 7pm to 10pm**

Original time Mondays, 12:30pm to 3:30pm has been changed to Tuesdays, 7-10pm due to time difference.

Join the weekly class by following the Zoom link: <https://webster-edu.zoom.us/j/8895640521>

#### ATTENDANCE POLICY

1. Upon entering the class type "Good Morning, Prof. Pejic" in the chat, and at five minutes before the end of the class I will remind you to sign off by typing "Goodbye, Prof. Pejic". Note: you must be logged in from your device, or let me know in advance if you are with a friend.
2. If your internet connection is not good, ask questions in the chat. I am proud to say that I have learned to open the chat during the presentation.
3. If I have not heard from you in a while I will be calling on people randomly to comment or share their thoughts about what we are talking about. Why? This will give me a better picture if everyone understands what are we talking about, and if I see that some people don't I will go over the concepts again. I am committed to making sure that every student succeeds in this class.
4. Maximum 2 students per device. Please wear a mask if you are not related as a courteously to each other. Virus does not care how close you are as a friend.

### Contact Information

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#### Professor: Snezana Pejic

Email: [snezanapejic@webster.edu](mailto:snezanapejic@webster.edu)

Office: Virtual Classroom

#### Office Hours

Mondays

8:00 AM to 9:00 AM, Virtual Zoom Office

Zoom Link to the Prof. Pejic's Virtual Classroom: <https://webster-edu.zoom.us/j/8895640521>

### Description

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Speaking in front of an audience is an essential skill for all professionals in every field: academia, business, science, technology, engineering, medicine, politics, or entrepreneurship. Public speaking is often needed at an entry level position, but it is a necessary expertise for anyone wishing to be in a leadership role. To master this fundamental professional skill, the students will be introduced to both the elements of rhetoric (purpose, content, organization, logic, emotion, credibility) and physical techniques (body, breath, mouth and nervous system). Communication will be considered as a social and cultural transaction with the power of well-defined purpose to motivate, organize, guide, and protect. Each student will have an opportunity, and will be expected, to practice public speaking through a variety of formal and informal speeches. The class will introduce students to a variety of physical and vocal exercises in order to learn relaxation techniques and to sense the neural impulses that drive communication.

## Materials

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### The Art of Public Speaking

Author: Stephen Lucas

Edition: 11th, 12th or 13th

Availability: Campus Bookstore

Click on the link below to read 1st and 2nd chapter of The Art of Public Speaking by Stephen Lucas book, 13th edition in a .pdf format. This is required reading for the second class.

[https://websteru-my.sharepoint.com/:b:/g/person/snezanapejic\\_webster\\_edu/EZx2wJ4g27hBjAp9RQUEguYBZi-cV7lhUL6vg5vBGurQQg?e=nL3Xlc](https://websteru-my.sharepoint.com/:b:/g/person/snezanapejic_webster_edu/EZx2wJ4g27hBjAp9RQUEguYBZi-cV7lhUL6vg5vBGurQQg?e=nL3Xlc) ([https://websteru-my.sharepoint.com/:b:/g/person/snezanapejic\\_webster\\_edu/EZx2wJ4g27hBjAp9RQUEguYBZi-cV7lhUL6vg5vBGurQQg?e=nL3Xlc](https://websteru-my.sharepoint.com/:b:/g/person/snezanapejic_webster_edu/EZx2wJ4g27hBjAp9RQUEguYBZi-cV7lhUL6vg5vBGurQQg?e=nL3Xlc))

## Deliverables

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There are a variety of assignments throughout this course to enhance your learning experience. They are comprised of Group Discussions, Written Assignments, Quizzes, and a final exam, for a total of 1000 possible points.

**Group Discussion** - You are responsible for participating in weekly discussions in World Classroom. Participation includes:

- There will be 12 discussions throughout the semester.
- Responding to the instructor's post.
- Offer 2 meaningful peer reviews. Make sure to give at least one supportive comment and something they can improve on.

**Assignments** - Students will complete a written project that is pre-approved by their instructor. The project will consist of a final paper that:

- There will be 4 assignments throughout the semester.
- Include at least 5 references from the textbook in each assignment.

1. An informative speech
2. A persuasive speech
3. A special occasion speech
4. An analytic speech

## Evaluation

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4 Speeches, 125 points per speech

8 Written work assignments, 50-65 points, depending on assignment

Extra credits earned during in-class discussions, up to 100 points

### Grading: 1000 points system

Grade	Points
A	950-1000

A-	900-949
B+	870-899
B	840-879
B-	800-839
C	700-799
D	600-699
F	Below 600
W	Withdrawn

**Late submission policy:**

- 5% Per will be deducted for each day the assignment is late.
- The assignment will be closed on the 10<sup>th</sup>

## Criteria

### *ORGANIZATION*

#### A. Exemplary

Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable, is skillful, and makes the content of the presentation cohesive.

#### B. Proficient

Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable within the presentation.

#### C. Developing

Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is intermittently observable within the presentation.

#### *D. Beginning*

Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is not observable within the presentation.

### LANGUAGE

#### A. Exemplary

Language choices are imaginative, memorable, and compelling, and enhance the effectiveness of the presentation. Language facilitates retention and attention by being unique to the oral channel. Language in presentation is appropriate to audience

#### B. Proficient

Language choices are thoughtful and generally support the effectiveness of the presentation. Language includes choices that reflect an orally communicated message as opposed to a written message. Language in presentation is appropriate to audience.

#### **C. Developing**

Language choices are mundane and commonplace, and partially support the effectiveness of the presentation. Language helps minimally in promoting retention and attention of the audience. Language in presentation is appropriate to audience.

#### **D. Beginning**

Language choices are unclear and minimally support the effectiveness of the presentation. Language does not reflect the uniqueness of the oral channel. Language in presentation is not appropriate to audience.

### **DELIVERY**

#### **A. Exemplary**

Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation compelling, and speaker appears polished and confident. Delivery appears natural and purposeful. There are no signs of speech anxiety.

#### **B. Proficient**

Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation interesting, and speaker appears comfortable. Delivery generally appears natural and purposeful. Signs of speech anxiety are minimal and, if present, disappear as the speech begins.

#### **C. Developing**

Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation understandable but delivery sometimes lacks purpose and, at times, appears rehearsed. Speaker appears tentative with signs of speech anxiety present intermittently.

#### **D. Beginning**

Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) detract from the understandability of the presentation. Delivery choices lack purpose and virtually any appearance of being natural. The speaker appears uncomfortable, being controlled by speech anxiety.

### **REASONING AND SUPPORT**

#### **A. Exemplary**

Claims are reasonable, clearly stated, and thoroughly explained with a combination of evidence and the speaker's own analysis. A variety of types of supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) are used to develop ideas. The presenter establishes his/her credibility through use of reasoning and support.

#### **B. Proficient**

Claims are reasonable, stated with relative clarity, and supported with a variety of supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities). The presenter periodically integrates his/her own analysis into the speech. The presenter is generally seen as credible as a result of their reasoning.

#### **C. Developing**

Claims are generally reasonable and clearly stated, while supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make periodic reference to information or analysis that partially supports the presentation. Many claims lack support and the presenter's credibility on the topic is questionable.

#### **D. Beginning**

Claims are typically unsupported assertions that lacks sufficient supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities). The presenter fails to develop arguments because of a lack of his/her own analysis and evidence beyond claims. The presenter's credibility is very weak because of a lack of reasoning.

## CENTRAL MESSAGE

### A. Exemplary

Central message is compelling (precisely stated, appropriately repeated, memorable, and strongly supported.) Message is appropriate for purpose, context, and audience.

### B. Proficient

Central message is basically understandable but is not often repeated and is not memorable. Message is generally appropriate for purpose, context, and audience.

### C. Developing

Central message is basically understandable but is not often repeated and is not memorable. Message may fall short of adhering to purpose, and lacks a consistent appropriateness for context and/or audience

### D. Beginning

Central message can be deduced, but is not explicitly stated in the presentation. Message is not clearly in line with purpose and lacks a consistent appropriateness to audience and context.

## Schedule

### PUBLIC SPEAKING, SPRING 2021 SCHEDULE

Prof. Pejic

*Last updated 5/5/2021*

**\*Readings:** References to chapters in the schedule below are from a book: **The Art of Public Speaking**, by Stephen Lucas, 13th edition. Expect slight differences between editions 11, 12 and 13.

**\*\*Expect changes to this schedule as the course progresses.**

#### Week 1: Introduction to the course

Zoom recording:

[https://webster-edu.zoom.us/rec/share/8rbRSPYRTR-ohFp3SaSXpMnY\\_vi2WYWdxHxe746vgRgz6v4i1kwmOC6r\\_ZRfIHuG.nktkOcZmBtylQ6Zd](https://webster-edu.zoom.us/rec/share/8rbRSPYRTR-ohFp3SaSXpMnY_vi2WYWdxHxe746vgRgz6v4i1kwmOC6r_ZRfIHuG.nktkOcZmBtylQ6Zd)  
([https://webster-edu.zoom.us/rec/share/8rbRSPYRTR-ohFp3SaSXpMnY\\_vi2WYWdxHxe746vgRgz6v4i1kwmOC6r\\_ZRfIHuG.nktkOcZmBtylQ6Zd](https://webster-edu.zoom.us/rec/share/8rbRSPYRTR-ohFp3SaSXpMnY_vi2WYWdxHxe746vgRgz6v4i1kwmOC6r_ZRfIHuG.nktkOcZmBtylQ6Zd))

Access Passcode: fNaT#Qg2i.

Written work 1: 3 Takeaways, 2 examples and 1 question. Upon submitting complete 2 peer reviews.

#### WEEK 2:

**Topics: Ethics & Public Speaking** ([https://webster-my.sharepoint.com/:v:/g/personal/snezanapejic\\_webster\\_edu/EcAlOfNnDEtAgHW6h18krq0BnjQ2yl8wdnV6ep9zoq7gFQ?e=n9N28B](https://webster-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EcAlOfNnDEtAgHW6h18krq0BnjQ2yl8wdnV6ep9zoq7gFQ?e=n9N28B))

**Readings:** Chapters 1 & 2

**Zoom Class 2 Recording**

[https://webster-my.sharepoint.com/:v:/g/personal/snezanapejic\\_webster\\_edu/EcAlOfNnDEtAgHW6h18krq0BnjQ2yl8wdnV6ep9zoq7gFQ?e=n9N28B](https://webster-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EcAlOfNnDEtAgHW6h18krq0BnjQ2yl8wdnV6ep9zoq7gFQ?e=n9N28B)  
([https://webster-my.sharepoint.com/:v:/g/personal/snezanapejic\\_webster\\_edu/EcAlOfNnDEtAgHW6h18krq0BnjQ2yl8wdnV6ep9zoq7gFQ?e=n9N28B](https://webster-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EcAlOfNnDEtAgHW6h18krq0BnjQ2yl8wdnV6ep9zoq7gFQ?e=n9N28B))

**WEEK 3:**

**Topics: Listening Activity and Preparation to Giving Your First Speech**([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EcAlofNnDEtAgHW6h18krq0BnjQ2yl8wdnV6ep9zoq7gFQ?e=I3ABzK](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EcAlofNnDEtAgHW6h18krq0BnjQ2yl8wdnV6ep9zoq7gFQ?e=I3ABzK))

**Zoom Class 3 Recording:** [https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EcAlofNnDEtAgHW6h18krq0BnjQ2yl8wdnV6ep9zoq7gFQ?e=I3ABzK](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EcAlofNnDEtAgHW6h18krq0BnjQ2yl8wdnV6ep9zoq7gFQ?e=I3ABzK) ([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EcAlofNnDEtAgHW6h18krq0BnjQ2yl8wdnV6ep9zoq7gFQ?e=I3ABzK](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EcAlofNnDEtAgHW6h18krq0BnjQ2yl8wdnV6ep9zoq7gFQ?e=I3ABzK)). (no password)

**Reading:** Chapters 3 & 4

**Recorded speech:** Personal TED Talk Video: Pet-Peeve, The Best Day During Pandemic; A Moment in Time; 62.5 points

**WEEK 4:**

**Topics:** Speech Delivery and Presenting Your Speech Online

**Zoom Class 4 Recording:**

[https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EesX5tZq7nVBrMUuKpBHy4sBDSfrQlas-CJH2BkUNN35Rw?e=IN6ufh](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EesX5tZq7nVBrMUuKpBHy4sBDSfrQlas-CJH2BkUNN35Rw?e=IN6ufh) ([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EesX5tZq7nVBrMUuKpBHy4sBDSfrQlas-CJH2BkUNN35Rw?e=IN6ufh](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EesX5tZq7nVBrMUuKpBHy4sBDSfrQlas-CJH2BkUNN35Rw?e=IN6ufh))

**Reading:** Chapters 13 & 19

**Written work 3:** Self-Assessment of the presentation: Areas of Excellence and Growth, 50 points

**WEEK 5:**

**Topics:** Speaking to Inform & Selecting a Topic

**Zoom Class 5 Recording:**

[https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EaTjoM9Y7pxFrJg2L1j\\_WpsBlisMto03zfPE8qLubfrmhQ?e=15unlF](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EaTjoM9Y7pxFrJg2L1j_WpsBlisMto03zfPE8qLubfrmhQ?e=15unlF) ([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EaTjoM9Y7pxFrJg2L1j\\_WpsBlisMto03zfPE8qLubfrmhQ?e=15unlF](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EaTjoM9Y7pxFrJg2L1j_WpsBlisMto03zfPE8qLubfrmhQ?e=15unlF))

**Readings:** Chapters 15 & 5

**WEEK 6:**

**Speech 1:** In-class Oral Presentation: Reciting a poem, 2 to 3-minute published, 125 points

**Zoom Class 6A Recording (morning class):**

[https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EdgMN2DrA0IKqaek8Mz9h3IBXIY9mwJwEJ1bGqRz8987Pg?e=9hMpkW](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EdgMN2DrA0IKqaek8Mz9h3IBXIY9mwJwEJ1bGqRz8987Pg?e=9hMpkW) ([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EdgMN2DrA0IKqaek8Mz9h3IBXIY9mwJwEJ1bGqRz8987Pg?e=9hMpkW](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EdgMN2DrA0IKqaek8Mz9h3IBXIY9mwJwEJ1bGqRz8987Pg?e=9hMpkW))

**Zoom Class 6B Recording (evening class):**

[https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/Eckm\\_QpodQpJq4fLg7fwlG8BDOquOvBhalb9ZNq2cGPKFQ?e=duPHMh](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/Eckm_QpodQpJq4fLg7fwlG8BDOquOvBhalb9ZNq2cGPKFQ?e=duPHMh) ([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/Eckm\\_QpodQpJq4fLg7fwlG8BDOquOvBhalb9ZNq2cGPKFQ?e=duPHMh](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/Eckm_QpodQpJq4fLg7fwlG8BDOquOvBhalb9ZNq2cGPKFQ?e=duPHMh))

**WEEK 7:**

**Topics:** Analyzing the Audience & Gathering Materials

**Reading:** Chapters 6 & 7

**Zoom Class Recording:**

[https://websteru-my.sharepoint.com/:v/g/person/snezanapejic\\_webster\\_edu/EQ1xkf7-VEIHp10edX7w\\_SEBOhTEkf7nmW6RaFH3yR7f0g?e=SUHbx4](https://websteru-my.sharepoint.com/:v/g/person/snezanapejic_webster_edu/EQ1xkf7-VEIHp10edX7w_SEBOhTEkf7nmW6RaFH3yR7f0g?e=SUHbx4)  
([https://websteru-my.sharepoint.com/:v/g/person/snezanapejic\\_webster\\_edu/EQ1xkf7-VEIHp10edX7w\\_SEBOhTEkf7nmW6RaFH3yR7f0g?e=SUHbx4](https://websteru-my.sharepoint.com/:v/g/person/snezanapejic_webster_edu/EQ1xkf7-VEIHp10edX7w_SEBOhTEkf7nmW6RaFH3yR7f0g?e=SUHbx4))

[PPT, Chapter 6, Analyzing the Audience](https://websteru-my.sharepoint.com/:p/g/person/snezanapejic_webster_edu/ERGcoxFUowRHilULMCqsW5u0ByAq3CkN5N3BS7JFhUXIyWg?e=kJWEcL)([https://websteru-my.sharepoint.com/:p/g/person/snezanapejic\\_webster\\_edu/ERGcoxFUowRHilULMCqsW5u0ByAq3CkN5N3BS7JFhUXIyWg?e=kJWEcL](https://websteru-my.sharepoint.com/:p/g/person/snezanapejic_webster_edu/ERGcoxFUowRHilULMCqsW5u0ByAq3CkN5N3BS7JFhUXIyWg?e=kJWEcL))

[PPT, Chapter 7, Gathering Materials](https://websteru-my.sharepoint.com/:p/g/person/snezanapejic_webster_edu/EdEZn8CjCUVEk8Gh6X6gTQ0BiZpizbqdaleNeRgQhm4_Kg?e=NGjGgx) ([https://websteru-my.sharepoint.com/:p/g/person/snezanapejic\\_webster\\_edu/EdEZn8CjCUVEk8Gh6X6gTQ0BiZpizbqdaleNeRgQhm4\\_Kg?e=NGjGgx](https://websteru-my.sharepoint.com/:p/g/person/snezanapejic_webster_edu/EdEZn8CjCUVEk8Gh6X6gTQ0BiZpizbqdaleNeRgQhm4_Kg?e=NGjGgx))

**Written work 4:** Informative Speech Outline, 65 points

**WEEK 8:**

**Topics:** Supporting Your Ideas & Organizing the Body of the Speech

**Reading:** Chapters 8 & 9

**Zoom Class Recording**

[https://websteru-my.sharepoint.com/:v/g/person/snezanapejic\\_webster\\_edu/ERT1fTxAw7BEnd6RWfnPIXcBIWdX0WxSJsS1P5MQMdCn6A?e=JLYnDS](https://websteru-my.sharepoint.com/:v/g/person/snezanapejic_webster_edu/ERT1fTxAw7BEnd6RWfnPIXcBIWdX0WxSJsS1P5MQMdCn6A?e=JLYnDS)  
([https://websteru-my.sharepoint.com/:v/g/person/snezanapejic\\_webster\\_edu/ERT1fTxAw7BEnd6RWfnPIXcBIWdX0WxSJsS1P5MQMdCn6A?e=JLYnDS](https://websteru-my.sharepoint.com/:v/g/person/snezanapejic_webster_edu/ERT1fTxAw7BEnd6RWfnPIXcBIWdX0WxSJsS1P5MQMdCn6A?e=JLYnDS))

**Written work 5:** Informative Speech, final version prior to presenting in the class, 65 points

**WEEK 9:**

**Topics:** Beginning and Ending the Speech and Outlining the Speech

**Reading:** Chapters 10 & 11

**Zoom Class Recording**

[https://websteru-my.sharepoint.com/:v/g/person/snezanapejic\\_webster\\_edu/EQH50mEV61lLkckZxMXyBMAB0Cu3i0MzvPpo9IWIEvllQ?e=20Z10C](https://websteru-my.sharepoint.com/:v/g/person/snezanapejic_webster_edu/EQH50mEV61lLkckZxMXyBMAB0Cu3i0MzvPpo9IWIEvllQ?e=20Z10C)  
([https://websteru-my.sharepoint.com/:v/g/person/snezanapejic\\_webster\\_edu/EQH50mEV61lLkckZxMXyBMAB0Cu3i0MzvPpo9IWIEvllQ?e=20Z10C](https://websteru-my.sharepoint.com/:v/g/person/snezanapejic_webster_edu/EQH50mEV61lLkckZxMXyBMAB0Cu3i0MzvPpo9IWIEvllQ?e=20Z10C))

**WEEK 10:**

**Speech 2. In-Class Oral Presentation:** Informative Speech, 125

**Written work 6:** Self -assessment and Peer Review, 30 points each

[Morning Zoom Class](https://websteru-my.sharepoint.com/:v/g/person/snezanapejic_webster_edu/Ed0fGo9UNdNAnRNOEM_vPe4BVb91LmpgQ1MepE7CY2ql-Q?e=BaB2nH) ([https://websteru-my.sharepoint.com/:v/g/person/snezanapejic\\_webster\\_edu/Ed0fGo9UNdNAnRNOEM\\_vPe4BVb91LmpgQ1MepE7CY2ql-Q?e=BaB2nH](https://websteru-my.sharepoint.com/:v/g/person/snezanapejic_webster_edu/Ed0fGo9UNdNAnRNOEM_vPe4BVb91LmpgQ1MepE7CY2ql-Q?e=BaB2nH)) [Recording](https://websteru-my.sharepoint.com/:v/g/person/snezanapejic_webster_edu/Ed0fGo9UNdNAnRNOEM_vPe4BVb91LmpgQ1MepE7CY2ql-Q?e=BaB2nH)  
([https://websteru-my.sharepoint.com/:v/g/person/snezanapejic\\_webster\\_edu/Ed0fGo9UNdNAnRNOEM\\_vPe4BVb91LmpgQ1MepE7CY2ql-Q?e=BaB2nH](https://websteru-my.sharepoint.com/:v/g/person/snezanapejic_webster_edu/Ed0fGo9UNdNAnRNOEM_vPe4BVb91LmpgQ1MepE7CY2ql-Q?e=BaB2nH))

[Afternoon Zoom Class Recording](https://websteru-my.sharepoint.com/:v/g/person/snezanapejic_webster_edu/EWSdAULNqJVHivdRsc3JMOYBbolimnxirhWPnkUho5G4wA?e=mKG2H7) ([https://websteru-my.sharepoint.com/:v/g/person/snezanapejic\\_webster\\_edu/EWSdAULNqJVHivdRsc3JMOYBbolimnxirhWPnkUho5G4wA?e=mKG2H7](https://websteru-my.sharepoint.com/:v/g/person/snezanapejic_webster_edu/EWSdAULNqJVHivdRsc3JMOYBbolimnxirhWPnkUho5G4wA?e=mKG2H7))

**WEEK 11:**

**Topics:** Teamwork & Speaking to Persuade

**Reading:** Chapter 16

**Written work 7:** Team Social Contract, 10 points

**Zoom Class Recording:**

[https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EZzrZA\\_zyb9JtS1a8LcUrhgBg9RgaaBCmeE-weB\\_FFh7w?e=Ana6Hm](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EZzrZA_zyb9JtS1a8LcUrhgBg9RgaaBCmeE-weB_FFh7w?e=Ana6Hm)  
([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EZzrZA\\_zyb9JtS1a8LcUrhgBg9RgaaBCmeE-weB\\_FFh7w?e=Ana6Hm](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EZzrZA_zyb9JtS1a8LcUrhgBg9RgaaBCmeE-weB_FFh7w?e=Ana6Hm))

**WEEK 12:**

**Topics:** Methods of Persuasion & Using Visual Aids

**Reading:** Chapter 17 & 14

**Written work 7:** Persuasive Speech, Team Project, 65 points

**Zoom Class Recording:**

[https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EUg6lxEhx6BHI0yxql41\\_pYBMCS-UK3pKsJ730Wa6X9YQA?e=aZ01A1](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EUg6lxEhx6BHI0yxql41_pYBMCS-UK3pKsJ730Wa6X9YQA?e=aZ01A1)  
([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EUg6lxEhx6BHI0yxql41\\_pYBMCS-UK3pKsJ730Wa6X9YQA?e=aZ01A1](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EUg6lxEhx6BHI0yxql41_pYBMCS-UK3pKsJ730Wa6X9YQA?e=aZ01A1))

**WEEK 13:**

**Topics:** Using Visual Aids

**Reading:** Chapter 14

**Zoom Class Recording:**

[https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/Ebng9vPkco1OrDdOg7L1y2ABESL1jue68QIPBDifT2MdGw?e=sLXDof](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/Ebng9vPkco1OrDdOg7L1y2ABESL1jue68QIPBDifT2MdGw?e=sLXDof)  
([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/Ebng9vPkco1OrDdOg7L1y2ABESL1jue68QIPBDifT2MdGw?e=sLXDof](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/Ebng9vPkco1OrDdOg7L1y2ABESL1jue68QIPBDifT2MdGw?e=sLXDof))

**Week 14:**

**Speech 3, In-Class Oral Presentation Team Project: Persuasive Speech using Visual Aids, 125 points**

**Zoom Class Recording:**

[https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EaLsEt\\_dvVFEmaUbJ4B3UHUBH4dAX8J3\\_24gGEIXcDdkUg?e=XxgkWe](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EaLsEt_dvVFEmaUbJ4B3UHUBH4dAX8J3_24gGEIXcDdkUg?e=XxgkWe)  
([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EaLsEt\\_dvVFEmaUbJ4B3UHUBH4dAX8J3\\_24gGEIXcDdkUg?e=XxgkWe](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EaLsEt_dvVFEmaUbJ4B3UHUBH4dAX8J3_24gGEIXcDdkUg?e=XxgkWe))

**Written work:** Persuasive Speech Self-Assessment and Peer Review (one document),



## WEEK 15:

Topics: Speaking on Special Occasions and Using Language

Reading: Chapters 18 & 12

Class 15 Presentation: [https://websteru-my.sharepoint.com/:p/g/personal/snezanapejic\\_webster\\_edu/EVyJBIM\\_TEdEqEVaF\\_hPy6EBKgetPKxbnzeNc4JAaFcbAA?e=EYjUMI](https://websteru-my.sharepoint.com/:p/g/personal/snezanapejic_webster_edu/EVyJBIM_TEdEqEVaF_hPy6EBKgetPKxbnzeNc4JAaFcbAA?e=EYjUMI) ([https://websteru-my.sharepoint.com/:p/g/personal/snezanapejic\\_webster\\_edu/EVyJBIM\\_TEdEqEVaF\\_hPy6EBKgetPKxbnzeNc4JAaFcbAA?e=EYjUMI](https://websteru-my.sharepoint.com/:p/g/personal/snezanapejic_webster_edu/EVyJBIM_TEdEqEVaF_hPy6EBKgetPKxbnzeNc4JAaFcbAA?e=EYjUMI))

Zoom Class Recording: [https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EZvBCsHviNZFjP1YJSXoy\\_sBvLD-la36IM\\_njGgpT7e6aA?e=tlhw4e](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EZvBCsHviNZFjP1YJSXoy_sBvLD-la36IM_njGgpT7e6aA?e=tlhw4e) ([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/EZvBCsHviNZFjP1YJSXoy\\_sBvLD-la36IM\\_njGgpT7e6aA?e=tlhw4e](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/EZvBCsHviNZFjP1YJSXoy_sBvLD-la36IM_njGgpT7e6aA?e=tlhw4e))

Written work 8: Special Occasion Speech, 65 points

## WEEK 16:

In-class Oral Presentation, Speech 4: Special Occasion Speech, 125 points

Monday Zoom Class Recording:

[https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/ETwSYqMkIxNsy7GkWCgstoBYAWTDf47\\_OYrkNRommEaLQ?e=ij1JMe](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/ETwSYqMkIxNsy7GkWCgstoBYAWTDf47_OYrkNRommEaLQ?e=ij1JMe) ([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/ETwSYqMkIxNsy7GkWCgstoBYAWTDf47\\_OYrkNRommEaLQ?e=ij1JMe](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/ETwSYqMkIxNsy7GkWCgstoBYAWTDf47_OYrkNRommEaLQ?e=ij1JMe))

Tuesday Zoom Class Recording:

[https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/ESz16EX7O9JBI\\_xYzBsDxM4B7jJx6gkCmlVoIUJnQy84bw?e=wzVhUf](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/ESz16EX7O9JBI_xYzBsDxM4B7jJx6gkCmlVoIUJnQy84bw?e=wzVhUf) ([https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic\\_webster\\_edu/ESz16EX7O9JBI\\_xYzBsDxM4B7jJx6gkCmlVoIUJnQy84bw?e=wzVhUf](https://websteru-my.sharepoint.com/:v/g/personal/snezanapejic_webster_edu/ESz16EX7O9JBI_xYzBsDxM4B7jJx6gkCmlVoIUJnQy84bw?e=wzVhUf))

# \* Course Policies

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## Institutional Policies

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### Academic Policies

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

#### Undergraduate Studies Catalog

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The *academic policies and information* section of the catalog contains important information related to **attendance, conduct, academic honesty, grades, and more**. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/undergraduate-catalog/> (<http://www.webster.edu/catalog/current/undergraduate-catalog/>)

#### Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The *academic policies* section of the catalog contains important information related to **conduct, academic honesty, grades, and more**. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/graduate-catalog/> (<http://www.webster.edu/catalog/current/graduate-catalog/>)

## Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades>  
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades>)

### Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

### Grade Appeals

Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

## Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others' work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University's Academic Honesty Policy is published in academic catalogs:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>  
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>)

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

[http://www.webster.edu/arc/plagiarism\\_prevention/](http://www.webster.edu/arc/plagiarism_prevention/) ([http://www.webster.edu/arc/plagiarism\\_prevention/](http://www.webster.edu/arc/plagiarism_prevention/))

## Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html> (<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html>)

## Important Academic Resources

### Academic Accommodations

Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or [disability@webster.edu](mailto:disability@webster.edu) (<mailto:disability@webster.edu>).

If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

### Academic Resource Center

Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit [www.webster.edu/arc](http://www.webster.edu/arc) (<http://www.webster.edu/arc>) or Loretto Hall 40 on the main campus for more information.

### Student Success Portal

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at <http://www.webster.edu/success/students.html> (<http://www.webster.edu/success/students.html>).

### University Library

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is <http://library.webster.edu> (<http://library.webster.edu/>). For support navigating the library's resources, see <http://libanswers.webster.edu/> (<http://libanswers.webster.edu/>) for the many ways to contact library staff.

## Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>)

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>  
(<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>)

Academic Calendar - <http://www.webster.edu/academics/academic-calendar/>  
(<http://www.webster.edu/academics/academic-calendar/>)

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the "Tuition, Fees, and Refunds" section of Webster's Academic Catalogs:

#### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>)

#### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html> (<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html>)

## Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

<http://www.webster.edu/student-handbook/> (<http://www.webster.edu/student-handbook/>)

### Sexual Assault, Harassment, and Other Sexual Offenses

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

<http://www.webster.edu/sexual-misconduct/> (<http://www.webster.edu/sexual-misconduct/>)

## Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

<http://www.webster.edu/irb/index.html> (<http://www.webster.edu/irb/index.html>)

## Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

## Important Technology Information

### Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

<http://www.webster.edu/technology/service-desk/> (<http://www.webster.edu/technology/service-desk/>)

### WorldClassRoom

WorldClassRoom is Webster's Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

<https://worldclassroom.webster.edu/> (<https://worldclassroom.webster.edu/>)

### Webster Alerts

Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

<http://www.webster.edu/technology/services/webster-alerts/> (<http://www.webster.edu/technology/services/webster-alerts/>)

## Campus Information

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