

Course Title: Fundamentals Of Speech Communication

Course Prefix: COMM Course No.: 1003 Section No.: P12
Department of Languages and Communications College of Arts and Sciences

Instructor Name: Toniesha L. Taylor, Ph.D.

Office Location: Hilliard Hall 105

Office Phone: (936) 261-3705

Fax: (936) 261-3739

Email Address: ltaylor@pvamu.edu
Find me on Skype search for ltaylor@pvamu.edu or drtonieshaltaylor@gmail.com on Twitter @DrTonieshaT

**U.S. Postal Service Address: Prairie View A&M University,
P.O. Box 519, Mail Stop 2220
Prairie View, TX 77446**

**Office Hours: T/R 11:00AM – 12:00PM; W 11:00AM – 5:00PM (@Northwest Houston
Center) and By Appointment**

Virtual Office Hours: N/A

Course Location: Juvenile Justice Building 365

Class Meeting Days & Times: 2:00PM – 3:20PM

**Catalog Description: This course is designed to introduce students to fundamental communication theories, principals and practices. Students will develop public speaking skills, interpersonal skills, and practical applications.
Unconditional Admission OR ENGL 0131**

Prerequisites/ Co-requisites:
Required Text: *Communicating for Success. Custom Edition for Prairie View A&M.* Ed. Toniesha L. Taylor, Amber Johnson. New York: Pearson Publishing, 2011. Print.

Recommended Text/Readings: Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations.* 7th ed. Chicago: The University of Chicago Press, 2007.

**Access to Learning Resources: PVAMU Library: phone: (936) 261-1500;
web: <http://www.pvamu.edu/pages/3585.asp>
University Bookstore: phone: (936) 261-1990;
web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>**

Course Goals or Overview:

The goals of this course are to

- 1) Develop confidence and competence in speech communication;
- 2) Demonstrate basic knowledge of preparing and delivering oral presentations;
- 3) Develop sensitivity for human diversity in the communication process; and
- 4) develop small group communication competence.

Course Outcomes/Objectives

At the end of this course, the student will:

1. Understand the process of communication.

2. Recognize the critical roles human diversity, audience and purpose play in developing communication.
3. Develop interpersonal communication competence and confidence.
4. Participate effectively in small groups with emphasis on listening, critical thinking, reflective thinking, and appropriate responding.
5. Develop the ability to give oral presentations and demonstrate an understanding of the speech process through invention, organization, and delivery.
6. Recognize the importance of the use of technology to enhance oral presentations
7. Conduct and utilize library research towards developing arguments.

Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. course (see full assignment descriptions below under Grading Matrix below).

Oral Presentations – oral performances designed to measure student’s ability to apply critical thinking, teamwork and personal responsibility to presented course materials

Exams – written tests designed to measure knowledge of communication theories and concepts, critical thinking, teamwork and personal responsibility

Exercises – written and verbal assignments designed to supplement and reinforce course material, communication theories and concepts, critical thinking, teamwork and personal responsibility

Projects – assignments designed to measure ability to apply presented course material communication theories and concepts, critical thinking, teamwork and personal responsibility

Class Participation – daily attendance and participation in class discussions communication theories and concepts, critical thinking, teamwork and personal responsibility

Grading Matrix

Your grade will be determined by the following:	Instrument	Max Points	Percent
Group Speech	Oral Presentations/Project	200	20%
Problem/Solution Speech	Oral Presentations/Project	200	20%
Interview Speech	Oral Presentations/Project	200	20%
Problem/Solution Speech -- Topic Memo	Project	100	10%
Midterm	Exam	100	10%
Instructor-specific assignments (quizzes, online activities, participation, homework, etc.)	Class Participation/ Exercises/Projects	200	20%
Total Points:	Total:	1000	100%

Grade Determination:

- A = 900 – 1000pts;
- B = 800 – 899pts;
- C = 700 – 799pts;**
- D = 600 – 699pts;
- F = 599pts or below

Specific Assignments

Group Speech—This 8-10 minute speech is a group speech on the digital age and the communication model. Your group is responsible for creating a model of communication that extends the transactional model by including digital communication. Your model can be made out of tangible material, be drawn by hand, or be computer generated. Once your group creates the model, your group will deliver an 8-10 minute oral speech explaining the model, its concepts, and inception. Each member must speak for equal amounts of time. Each group must have visual representation of the model. Individuals and groups must complete a teamwork evaluation. This assignment is worth 200 points.

Topic Memo—The topic memo is a written assignment designed to help you develop your problem/solution speech topic. Each student will choose his/her problem and conduct preliminary research. The topic memo must include your (1) topic, (2) a purpose statement, (3) thesis statement, (4) preview, (5) main points, (6) rationale, and (7) 6 research sources. The assignment must be typed and should be 2-3 pages in length (if single spaced). This

assignment is worth 100 points.

Problem/Solution Speech—This 4-6 minute speech is an informative and persuasive speech. You will choose a social problem that affects a specific community. It can be university-wide, citywide, statewide, national, international, or global. Once you choose your social problem, you will either find a solution already in place elsewhere, or create a solution to fix the problem. In this speech, you will inform your audience about the social problem, and then persuade us that your solution is the right one. This speech requires research to fully develop your ideas. You must find 6 sources to use in your speech and you must say them out loud in your speech to avoid plagiarism and cite sources ethically and responsibly. You are also required to use multiple visual aids to depict the severity of the social problem, the amount of people it affects, and how your solution will mitigate the problem if implemented. It is expected that in demonstrating your use of ethos, pathos and logos you will create a speech of interest and viability that demonstrates personal and social responsibility. This assignment is worth 200 points.

Interview Speech— Interviewing with potential employers can be scary and anxiety bearing if you are ill prepared. However, with proper preparation and guidance, you can be heavily rewarded with a new career, promotion, or a raise. This assignment is designed to give you key practice in preparing for an interview in several steps, and completing your interview with success. You will be asked to present yourself accurately and ethically. For this assignment, you will write a **Cover Letter** and **Resume**, and participate in a **Job Interview**. This assignment is worth 200 points.

Note: *The directions for the assignments listed under the “Specific Assignments” are in the custom textbook. You must purchase the textbook to access assignment directions and rubrics. Directions for exams and Instructor specific assignments will come from your instructor.*

Professional Organizations and Journals

National Communication Association;

Web: <http://www.natcom.org/>

Western States Communication Association

Web: <http://westcom.org>

Southern States Communication Association

Web: <http://ssca.net/>

Eastern States Communication Association

Web: http://associationdatabase.com/aws/ECA/pt/sp/p_Home_Page

Organization for the Study of Communication, Language and Gender

Web: <http://www.osclg.org>

Find a complete listing of communication journals in the library appendix of the course textbook.

Languages and Communications Department Guidelines

One of the primary goals of the Languages and Communications Department (LCOM) is to nurture a dynamic environment of higher learning, where each student is expected to develop critical skills, learn to communicate effectively, engage in a higher level of academic inquiry, seek and obtain knowledge, and prepare for a productive career or for further pursuits of post-graduate studies. Behavior that impedes teaching and learning and creates obstacles to the fulfillment of this goal is considered disruptive and may result in disciplinary action. In this regard, the ultimate goal of instituting official academic sanctions against unacceptable student misconduct in the classroom is to create and protect the best possible learning experience while preserving the classroom as a place where learners can pursue knowledge freely, share educational experiences candidly, and engage in an intellectual discourse in an atmosphere of tolerance and respect. Thus, students have the responsibility of fully complying with all University procedures pertaining to student conduct in the classroom. Equally, faculty has a professional responsibility to conduct their instruction in an atmosphere conducive to maximum learning, of which treating students with dignity, respect, and understanding is paramount.

The standards, governing the LCOM Code of Student Conduct in the Classroom, which is enumerated below, have been designed with the above statement of mission in mind. Therefore, all students taking classes in the Languages and Communications Department are to pledge full compliance with these standards, affirming that any violation of the standards will subject them to some disciplinary action as appropriate. To this end, the student and the instructor of record in each class are to sign their respective name at the bottom of this page during the first week of class each semester. The instructor's signature will serve only as a confirmation of the student's consent to abide by the standards.

LCOM Student Expectations:

1. All work must be turned in on time – **NO LATE WORK IS ACCEPTED**
2. You are always expected to come to class on time.
3. You should not leave before class is over, or leave and reenter the classroom when the class is still in progress. If you must leave early, notify the instructor before the class begins, sit by the door, and exit quietly.
4. During the class periods, all phones, pagers, and other electronic devices will be turned off.
5. Do not talk to other students during lecture. If you have a question or a comment on the subject being discussed, address it to the instructor directly.
6. Walk quietly through the hallways, classes in other rooms may still be in session.
7. Such practices, as eating, drinking, sleeping in class, using profanity, and engaging in any form of horseplay in the classroom are disruptive and unacceptable behavior.
8. Be respectful, civil, polite, and considerate when dealing with your professors as well as your fellow students.
9. Always dress properly, particularly when making presentations in class, attending sessions that involve outside guests, as required by the faculty.
10. You must purchase textbooks for your class. Effective learning, in addition to the lecture material in class, requires reading textbooks. In order to maximize your potential in the learning process, you are expected to own textbooks for each class, the most important resource assets in scholarly pursuits; both scholars and students cannot fulfill their obligations without textbooks.
11. You must review and fulfill the requirements defined in your course syllabus. The professor has an obligation to provide you with a syllabus that outlines the requirements of the course, based on the university standards and expectations.

Name of Student

Signature

Date

Course Procedures

Submission of Assignments:

Submission of Assignments: ALL ASSIGNMENTS must be typed and submitted via eCourses. No late work is accepted. Make sure that you are attentive to the **due date AND time** for assignments. You will not be allowed to submit late work on eCourses or in class.

Make-up and Late Work: NO MAKE-UP OPTIONS ARE PROVIDED. NO LATE ASSIGNMENTS, SPEECHES, DISCUSSIONS OR EXAMS WILL BE ACCEPTED. **I do not accept late WORK under any circumstance.** This cannot be stressed enough. I will not accept late assignments, presentations, exams or discussions under any circumstance. You are expected to come to each and every class on time and prepared. This is a dynamic participation based course. There is no way to recreate the atmosphere of an assignment, presentation or exam. For that reason I do not offer make-up assignments. Additionally, I will not be placed in the unfair position of evaluating the quality of your reason or excuse along side the quality of your work. I function in a reality that is governed by the maxim “failure to plan on you part does not constitute and emergency on mine.” You have everything you need to plan your life accordingly. If you have planned your life accordingly, then in the face of a true emergency you should be able to turn your assignment in via classmate, email, or carrier pigeon by the start of class on the day it is due. Emergencies do happen. I expect you to contact me if an emergency prevents you from attending class or completing a presentation, assignment or exam. If you do not contact me and let know what is going on I cannot help you. Finally, I will not accept late assignments, presentations or exams under any circumstance.

Other Instructor Policies:

COURSE ASSIGNMENTS AND GRADING: Your grade in this course is based on the completion of the course assignments including all readings, notes, presentations, papers, exams and class participation. You are expect to and your grade will reflect your adhesion to course guidelines and expectations. Full-length assignment discussions, directions, samples and grading rubrics for major speech assignments are included in the *Public speaking handbook: With additional readings* edited by Dr. Toniesha L. Taylor. This text is only available in the PVAMU Bookstore. If you do not purchase the textbook, you will not have access to the grading rubrics for the speeches. If you do not provided grading rubrics on the day you are assigned to deliver your speech you will receive a failing grade for the assignment. There **are no make-up speeches**. Make sure that you have your grading rubric with you on the day you are assigned to deliver your speech.

Grade Concerns: I am happy to discuss your work and performance with you. Keep in mind that I will protect your privacy in discussing your work. This means not discussing your grade in the presence of other students, faculty or staff before, during or after class sessions and or office hours. If others are present at the time that you attempt to engage in a conversation about your grades I will ask them to leave or instruct you to wait until such time as your privacy can be maintained.

In general, I require a 24-hour reflection period before discussing grading concerns. After the reflection period has passed, you may submit your concerns in writing. Make sure that in your email you include:

- (a) Your name, the title of the course and meeting time
- (b) The name of the assignment
- (c) A clear discussion of your issues or concerns
- (d) Your suggestion(s) for resolving the issue(s).
- (e) Make sure that you use correct spelling and grammar in your email. (*I do not respond to messages I do not understand.*)

I will respond in writing to your concern(s) within 48 hours of receiving them unless the email is sent over the weekend or holiday break. If you continue to have questions after you have received and read my written response(s) to your concern(s), we will find a suitable time to meet and discuss your concern(s). **USE ONLY** your pvamu.edu email accounts to discuss grade concerns. I will not respond to emails sent via a non PVAMU email account as there is no way to secure your receipt of my response or the authenticity of the user.

REMEMBER NO LATE WORK IS ACCEPTED FOR THIS COURSE

Extra Credit: None. No extra credit is provided. If you make sure that you complete all assignments on time and do your best work no extra work is needed.

CLASSROOM POLICIES AND COURSE PROCEDURES

The following sections outline specific policies and procedures that govern this class. If you remain in this class after **the third class meeting** you signal your agreement with the policies and procedures governing this course to the professor and the university. If you have questions about the policies and procedures please ask me. I am always happy to discuss the class with you. *Your professor will not drop you from this course if you attend the first day of instruction.* If at anytime you decide not to continue in this course, you are responsible to drop this course with the registrar.

Class is conducted through face-to-face and virtual lecture, discussion, and small group workshop. Class involvement and participation is an essential aspect of the course. A percentage of the final grade is based on your participation. The remainder of your grade is determined based on your performance on exams, written and oral assignments. Students are expected to come to class on time for every class meeting. Your professor expects you to be prepared for every class. This means having all needed documents, books, writing instruments, completing all reading and other materials assigned in the syllabus **prior** to the date indicated on the course calendar. Students are also expected to provide appropriate feedback about their classmates' preparation, participation and presentations according to criteria set forth by the professor.

Attendance: Regular attendance is crucial to your success in this class. You are expected to come to class having completed all assignments, prepared for all readings, discussions and presentations. Please be on time and prepared on your assigned presentation day as well as your day to be an active audience member. If you decide not to come to class, you will be held responsible for all information and/or in-class activities whether you are there or not. **You will not be permitted to make up any assignments completed in a class for which you are absent.** If you are absent, have one of your classmates bring you up to speed. Please don't ask me if we did anything important, or if you missed anything; assume that it was and you did. Attendance is a substantial part of your participation grade. I make no value judgments about WHY you are absent from class. When you are absent, it is counted against you.

Participation: I invite you to participate in class. Participation can take many forms. In my view, it involves coming to every class, staying through the entire class, not disrupting the class from its' business (i.e. going to the bathroom during class time, failing to turn off cell phones, sending text messages, instant messages, reading newspapers, gossiping, etc.).

It includes being prepared to discuss the day's topic, stimulating the class's thinking by bringing in real life examples or thoughts you have about the readings, etc. These are the types of behaviors that I expect from you in this class. Be assured that I will do my part by offering ideas, videos, readings, and exercises that I hope will spark your intellectual curiosity.

Reading: It is mandatory that you have the required textbook(s) for this course. I expect every student to own a copy of the required text(s) for this course no later than the end of the first week of instruction. There will be days when you must bring your book to class with you. I expect every student to have read the assigned material from the text(s) *before* coming to class. I encourage you to take notes as you read so that you can ask informed questions during class. This is your education. Take it seriously and read the material. You will be held responsible for the material in the textbook(s) as well as for information discussed in class on exams, assignments, and during presentations. Your final grade will reflect, in part, your commitment to reading and understanding the material.

Writing and Research: Unless otherwise noted, any written assignment must be typed, double-spaced, 12 point font, standard 1 inch margins, in Chicago Style format. If you do not have a copy of *The Chicago Manual of Style 16th edition* or Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* I encourage you to purchase one. Do not lose points needlessly because you don't know what the manual requires. You will be held accountable for the rules of citation, reference, title and page format, spelling and grammar whether you know them or not.

Citation: All sources used to complete assignments, exams, speeches, presentations or other work completed for this course should follow the Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations 7th edition* unless otherwise noted in writing by your professor. **ALL SOURCES MUST BE ACKNOWLEDGED!!!** The penalty for plagiarism is severe and may result in expulsion from the university.

Formatting Documents: Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or plain text format. Assignments saved in other formats will not be graded and will be returned to students to correct formatting. A zero (0) will be recorded for the assignment until the student corrects the format issue(s) and returns the assignment. Students taking longer than 24 hours to return assignments will lose 10% per day until the assignment is returned to the professor in the correct format.

Exam Policy

Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook). If you cannot document your emergency under the university guidelines, you will not be allowed to make-up the exam.

Classroom Etiquette: In order to make each class session as productive as possible it is important that we follow:

Lecture and Discussion Days

- When a lecture is in session please wait until you are given a signal before entering class.
- Never walk in front of or behind a speaker when he/she is talking, as this is very distracting to the speaker and the audience.
- Please refrain from whispering or carrying on conversations with other class members when lectures and or discussions are in progress. This behavior is very disruptive.
- Take care of bathroom breaks before or after class. Unless you are ill, you should not walk in and out of class when a lecture is in progress.
- Please refrain from reading materials or doing homework unrelated to class during our sessions.
- Turn off cell phones and pagers when in class.
- Refrain from sending and receiving e-mail, text messages, instant messages or other forms computer mediated communication during class. This is highly disruptive and disrespectful.
- Do not come to class extensively exposed. Gentlemen do not come to class wearing revealing outfits i.e. underwear as outerwear or sagging to the point that their buttocks are exposed. Ladies do not come to class wearing revealing outfits i.e. extremely short shirts, skirts or shorts. If you do not know the difference between club attire and classroom attire please ask me. You have paid to attend college. Make that your focus while in this class.

Presentation and Speech Days

- Do not enter the classroom during student speeches. Wait until you hear applause then enter.
- On speech days you are required to wear business casual dress. This demonstrates a level of preparedness and professionalism.
- Be prepared. As a speaker, this means having all of your required elements including but not limited grading rubric, speech outline, visual aid(s) and professional attitude and attire. As a listener, this means contributing to a supportive environment, being prepared to demonstrate through written or oral methods constructive feedback and critical listening.

Student Responsibility: As the student it is your responsibility to keep track of what is discussed and assigned in this syllabus as well as for additional information announced in class and via on-line resources such as *eCourses* and *True Outcomes*. Your professor will not rely totally on material from the textbook. Students are responsible for any additional material covered in class meetings or assigned as homework. This includes but is not limited to books, journal articles, films, television series, and other cultural artifacts. *You are also responsible for your grades and course information. If you have questions please do not sit in silence. Ask me.* If you do not want to ask during class you can come to office hours or email me. I am here to facilitate your learning.

University Rules and Procedures

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy:

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or an assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations for Online and Web-Assist Courses

Minimum Hardware and Software Requirements:

- Pentium with Windows XP or PowerMac with OS 9
- 56K modem or network access
- Internet provider with SLIP or PPP
- 8X or greater CD-ROM
- 64MB RAM
- Hard drive with 40MB available space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins
- Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette): Students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use MLA standards to reference sources.

Technical Support: Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282.

Course Calendar

Dates	Week 1: Welcome and Course Overview	Assignment(s)
1.15	Welcome and Introduction to Course and Syllabus	
1.17	Getting Started in Communication	Chapter 1
Dates	Week 2: Building Communication Foundations	Assignment(s)
1.22	Speaking Exercise: Culture Speech	Download Rubric from Ecourses
1.24	Perception and Listening	Chapter 2 & 3
Dates	Week 3: Verbal and Nonverbal Interpersonal Communication	Assignment(s)

1.29	Verbal Communication	Chapters 4
1.31	Nonverbal Communication	Chapters 5
Dates	Week 4: Interpersonal Communication and Small Groups	Assignment(s)
2.5	Building Interpersonal Communication Competence	Chapter 6
2.7	Developing and Managing Interpersonal Communication	Chapter 7
Dates	Week 5: Small Group Communication	Assignment(s)
2.12	Communicating and Problem Solving in Groups	Chapter 8
2.14	<u>Attending Western States Communication Association @ Reno, NV</u> Becoming Effective Group Members and Leaders	Chapter 9
Dates	Week 6: Group Speeches	Assignment(s)
2.19	<u>Attending Western States Communication Association @ Reno, NV</u> Group Work Day	
2.21	Group Speeches	Communication Model and Group Speech Rubric Due
Dates	Week 7: Public Speaking	Assignment(s)
2.26	Getting Started in Public Speaking & Selecting a Topic	Chapter 10 & 11
2.28	<u>Attending COMM WEEK @ TEXAS STATE</u> Conducting Research PRESENTATION BY MS. GAY	Group Evaluations Due
Dates	Week 8: Topic Discussion & Midterm Exam	Assignment(s)
3.5	Informative Speaking & Persuasive Speaking	Chapter 12 & 14
3.7	Midterm	Exam
	SPRING BREAK	
Dates	Week 9: Preparing to Deliver Your Speech	Assignment(s)
3.19	Topic Talk/Review	Topic Memo Due
3.21	Visual Aids & Delivery	Chapter 13
Dates	PARIS SYMPOSIUM Week 10: Problem/Solution Speeches	Assignment(s)
3.26	Creating Audience Analysis Pre/Post Speech survey	
3.28	Audience Analysis Survey Day	
Dates	Week 11: Problem/Solution Speeches	Assignment(s)
4.2	Problem/Solution Speeches & Post-Speech Survey	Pre-Speech ESSAY DUE Outlines & Problem/Solution Speech Rubric Due
4.4	Problem/Solution Speeches & Post-Speech Survey	Outlines & Problem/Solution Speech Rubric Due
Dates	Week 12: Communicating Successfully in Interviewing Contexts	Assignment(s)
4.9	Doing an Effective Job Search	
4.11	Writing an Effective Cover Letter and Resume	Post-Speech Survey Essay Due
Dates	Week 13: Communicating Successfully in Interviewing Contexts	Assignment(s)
4.16	Communicating Successfully in Interviewing Contexts	
4.18	Communicating Successfully in Interviewing Contexts	Dream Job Description Due Interview speech Rubric Due
Dates	Week 14: Interviews	Assignment(s)
4.23	Interviews	Business Attire Required
4.25	Interviews	Business Attire Required
Dates	Week 15: Final Exam Preparation	Assignment(s)
4.29	Review day	Self-Reflection Due
5.1-7	Final Exam Period	