

Course syllabus for: Communications 3633 – Professional Presentation
Fall 2009

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Office Hours: MWF 2-3 p.m.; T/R 9:30-10:30 a.m. OR by appointment

Course Description: This course is designed to provide the student an understanding of the principles, practices and concepts used in presenting professional presentations. It will focus on learning how to develop practical skills necessary to most effectively understand and apply the basic elements of content, organization and delivery to presentations adapted to a variety of content, issues and purposes. The course will involve development of both verbal and nonverbal skills while also introducing the utilization of traditional and technology based visual materials used to deliver professional presentations. Students will learn, demonstrate and be assessed based on their competency as specified in the course objectives.

Textbook: There is no required text for this course. There are, however, many books on public speaking and professional presentation in the University library for reference.

Teaching methods: Lecture, class discussions, classroom exercises, in-class and out-of-class observations and oral presentations.

Methods of Evaluation: Tests, oral presentations, written assignments and participation in classroom exercises.

Course Objectives:

- Students should be able to demonstrate competence in basic communication principles.
- Students should be able to select and limit speech topics that are significant and appropriate for the audience and occasion.
- The students should be able to analyze the audience and adapt the content, organization and delivery as appropriate.
- The student should be able to construct and arrange ideas in an organized manner, including the use of patterns of arrangement, compelling introduction and conclusion, and effective transitional statements.
- The student should be able to identify, select, and use effective verbal supporting material.
- The student should be able to demonstrate mastery of the extemporized method of delivery.
- The student should be able to use visual aids (traditional and technology based) effectively.
- The student should be able to improve his/her confidence and competence in public speaking.

Course Requirements: Each student will prepare and deliver four speeches as follows:

- Traditional Informative speech – 5 minutes
- Entertaining presentation – 5 minutes
- Demonstration speech – 8 minutes
- Persuasive speech – 10 minutes

Additionally, there will be two tests over covered material, speech analysis assignments and classroom exercises. Students are expected to complete all assignments on time and actively participate in all classroom lectures, discussions and exercises.

Grading:

Informative speech	100 points	Final Grade
Entertaining speech	100 points	A 900-1000
Demonstration speech	100 points	B 800-899
Persuasive speech	200 points	C 700-799
Tests (2)	100 points each	D 600-699
Speech analysis (2)	100 points each	F Below 600
Attendance	50 points	
Participation	50 points	

Tests will be comprised of short essay questions taken from material covered in classroom discussions and lectures. Presentations will be evaluated in terms of performance-based criteria as outlined on the student critique sheets.

Attendance: Attendance is a part of each student's grade. Plan on attending all classes. Four absences are allowed. Thereafter, your grade will be reduced one letter grade per absence unless an excuse can be provided from an outside source such as a physician or court stating the date and reason for absence. If you come in late it is your responsibility to notify the instructor at the end of the class that you were present. Lateness will accumulate at a rate of three occurrences equaling one absence. Attendance can add 50 points toward your final grade and will be given only to those with four or fewer absences. Make-up work assignments will be considered only under special circumstances.

Participation is closely tied to attendance and factors into your final grade up to 50 points. You cannot participate if you do not attend class. Each student is expected to participate in classroom discussions and related exercises. Sharing your views, asking questions and making comments during class lectures all contribute to your participation grade.

Withdrawal Dated:

Thursday, October 29, 2009, is the last day for Sophomores and above (30 or more semester hours earned) to drop an individual course or withdraw from all classes and receive an automatic grade of "W." An individual course may not be dropped after this date without withdrawing from all classes. Sophomore and above drop only ends.

Friday, October 30 – December 2, 2009: Time frame for Sophomores and above (30 or more hours) to withdraw from all classes for Fall 2009. A grade of "W" will be given for each class a student is passing. A grade of "F" will be given for any class a student is failing. (Must see advisor). Time frame for Freshman (29 or fewer hours earned) to drop an individual course or withdraw from all classes and receive an automatic "W." (Must see advisor.)

Code of Conduct: Food, drinks and gum are prohibited in the classroom. Turn off all beepers and cell phones prior to entering the classroom. No headgear or earphones will be worn in class. Absolutely no text messaging will be allowed during class. All class members should behave respectfully and co-operatively with the instructor and other class members at all times. The instructor reserves the right to remove anyone from class who violates the code of conduct.

Academic Honesty: All work, written and oral, should be original and therefore the student should be familiar with the University statement defining plagiarism/collusion. Section 203 of the student Code of Conduct, available in the UTSA Information bulletin, addresses the University's policy regarding this issue. Information outlining the Code of Conduct can also be found on-line at http://www.utsa.edu/ODJA/section_203.htm

Disability Statement: Support services, including registration assistance and equipment, are available to students with documented disabilities through the Office of Disability Services, MS 2,03.18. Students can contact that office at 458-4157 to make arrangements.

Lost and found: All abandoned articles found on campus are stored in the University Police Lost and Found, located in the lobby of the Multidisciplinary Studies Building. Lost items may be claimed by showing proper identification of ownership. UTSA will dispose of items that are not claimed within 60 days. (If I find an item left in the classroom, I will keep the item in my office for 24 hours before turning it in to Lost and Found.)