

## Syllabus Addendum

For this section of 1545:

1. Final grades will reflect your pattern of grades, not numeric totals. Your grades will not be posted on Webcom. But you can receive an update anytime by sending me an email ( [fowensphd@gmail.com](mailto:fowensphd@gmail.com) ).
2. Assignments will comprise an approximate weighting of 1/4, 1/4, 1/5, 1/5 and 1/10, as the general syllabus says (non-numerical).
3. Public speeches will be given when assigned. When the class has moved to another topic of study, no “missed” speeches will be permitted. A student who does not “answer the bell” on a speaking assignment will not receive a passing grade, unless specific written alternative arrangements have been made with me. Re-do speeches will be entertained from students who have spoken on the assigned day(s), as time permits. The higher grade will be recorded.
4. DO use manilla file folders for your written work. Boldly print your name on their outside covers as demonstrated, not on the tab. Contents of each folder must be as indicated.
5. No student may give an informative speech whose brief outline I have not approved, in advance, in writing ( by email to and from [fowensphd@gmail.com](mailto:fowensphd@gmail.com) ). No one may present a persuasive speech whose topic AND specific purpose I have not approved, in advance, in writing.
6. Speeches in this course are to be prepared and delivered exactly as directed. Forget what you have learned in earlier courses or through experience.

The specific purpose for your informative assignment must be worthwhile for a universal audience of college-educated adults. It must potentially merit their attention because (1) it is new for them, (2) it is important for them, and (3) it is sophisticated.

The specific purpose for your persuasive assignment must merit attention for the same three reasons, plus it must also take a position on a controversial policy issue. A policy is a formally adopted rule of a group or body, such as the YSU trustees, the Delta Zeta sorority, Liberty township, or the State of Ohio. For the policy to be an issue, it must not have been adopted but must be open for debate: people can argue positively or negatively.

“Formal written outline” means exactly that: a formal sentence outline, not a topical one. There are rules for outlining; follow them.

Test your media. That means you should go to the classroom a day or two before your speaking day and load your PowerPoint slides and/or other materials to make sure they function properly and so you can handle them with style and grace.

After **each** speech you will be invited to demonstrate your learning by offering criticism. Show that you are a ***schooled listener***. This activity will be considered a formal part of “participation.”

We will occasionally make assignments during class, and course materials will be explained during class. *Obviously, do not miss class.*

You will be assigned to a group for one problem-solving/speaking event. Establish effective communication with these group members.

You will be responsible for completing the online quizzes in a timely manner. Do not confuse possible “practice quizzes” with the graded quizzes. If you postpone quizzes, you might be disadvantaged by computer trouble, internet trouble, or personal circumstances. Be aware of the “kill” date on the “Tentative Schedule,” when quizzes cease to be available.

You will appear on camera in this course. All presentations will be recorded. I will take your snapshot in several ways – these snapshots will be for identification purposes, and they will not be made public.