

SPCM 200-024 - Public Speaking

Spring 2025

Tues., Thurs., 12:30 pm -1:45 pm

Location: Clark C-217

Instructor: Liliana Carredo

Pronouns: she/her/hers

Email: Liliana.carredo@colostate.edu

Office: Behavioral Sciences Building – A208 – POD F

Office Hours: Tuesdays and Thursdays, 9:15 AM – 10:45 AM or by appointment

CLASS POLICIES

Respect – Colorado State University’s Principles of Community will be upheld and emphasized in this course. Many different backgrounds, views, and opinions will be represented in this class. You are expected and required to treat your classmates and instructors with respect, regardless of whether their views align with yours. Personal attacks, insults, and other disrespectful behavior will not be tolerated. To create an open, welcoming, and discussion-friendly environment, it is your responsibility to allow others to state their viewpoint without fear of criticism or hostility. Discussions are welcome, but uncivil altercations and attacks are not. **See the general syllabus for more details.**

Absences – You have three (3) unpenalized absences for the semester that are to be reserved in the case of emergencies. You are responsible for contacting your classmates for the missed notes for each absence. Any additional absence (4th absence and/or more) will result in a **10-point deduction per absence** from your final grade. For any classes that may be missed after the four unpenalized absences are used, please contact me within 24 hours (before or after the missed class). **See the general syllabus for more details and to read the policy on missed speeches.**

Lateness/Tardiness – Coming into class more than 10 minutes late will result in a 5-point deduction. Habitual tardiness, meaning coming into class 5 to 9 minutes multiple times, will be marked as late and result in a 5-point deduction. If you are late/tardy to a speech day, do not walk into class if a student is delivering a speech. Please wait until you hear applause before you come inside the class. Walking into class in the middle of a speech will result in a 5% loss to your speech grade. Those who come in late and miss a speech will be marked as tardy, regardless if you are coming in 15 minutes later or not. In short, show up to class on time—especially for *all* speech days. **See the general syllabus for more details.**

Technology –

Cell Phones – Cell phones must be *silenced and put away* during class. If you have a personal or private issue requiring you to have your phone out during class, you must speak to me before class. *Without exception, all cell phones must be turned off and*

placed out of sight on speech days. Failure to comply will result in a 5% deduction from your speech grade.

Laptops – Laptops or tablet devices (no cell phones) are permitted for note-taking and class purposes only. Failure to comply or if I find you using your laptop for any task other than note-taking, or if your laptop becomes a distraction for you or the students around you, I will issue one non-penalized warning. If the problem occurs again, you will be prohibited from using a laptop in class for the remainder of the semester. *Without exception, all laptops must be turned off and placed out of sight on speech days. Failure to comply will result in a 5% deduction from your speech grade.*

Headphones/Earbuds – Please remove headphones and earbuds during class, unless you have received explicit permission from me to wear them in the classroom.

Due Dates – Failure to turn in an assignment by the time it is due will result in a loss of some or all points for that assignment. Based on the time of day in Fort Collins, CO, if an assignment is turned in...

- Late, but *on the same date it is due*, you will receive a 25% deduction in total available points.
- On the *next calendar day*, you will receive a 50% deduction in total available points.
- *More than one day late*, you will receive a zero on that assignment.
- For example: If a 100-point assignment is due at 9:00 am on Monday and is turned in at 1:00 pm on Monday, 25 points will be deducted before grading. If it is turned in anytime on Tuesday (the next calendar day), 50 points will be deducted before grading. If it is turned in two days later (after Tuesday), I will still give feedback on the assignment, but it will receive a score of 0.

In the event of an emergency that causes you to be unable to complete an assignment on time, contact me as soon as possible so we can discuss alternative due dates, but realize that I reserve the right to deny extension requests.

Announcements & Email Communication – Check your CSU email and our Canvas page regularly throughout this semester; major announcements (e.g., unexpected class cancellations/changes) will be sent via email or posted on Canvas as an announcement. Please contact me by visiting my office hours or emailing me on my CSU email with your CSU email ONLY. I will try to respond to your emails in a timely fashion.

Office Hours – Do not hesitate to stop by my office hours! Whether you would like to discuss a grade, an assignment, or just want to chat, my office during office hours will be open for you. If you would like to meet with me but are unavailable to meet during my office hours, please contact me via email and we can schedule an in-person or virtual appointment.

Grade Appeals - If you would like to appeal or challenge a grade you have received, you must submit the appeal to me *after* 24 hours of receiving the grade, and *no later* than within one week of receiving the grade. In your emailed appeal, be as specific as possible when detailing why you believe you deserve a different grade on an assignment. I will review the grade I've given you and will inform you (via email) of my decision, after which we can decide together whether an in-person meeting during office hours or with an appointment is necessary for further

questions. *Please note that I reserve the right to move a grade either up or down after reviewing a grade appeal.*

Note About Appeals: You will notice that, according to the Grading Standards in your main course syllabus, *the “C” speech meets the basic requirements of the assignment.* This means that you must go above and beyond the basic requirements of the speech to receive an A or a B. Additionally, this means that, if you don’t meet the basic requirements of a speech (for example, properly citing the required number of sources), it is highly unlikely that you will receive a grade above a C. Please consider this before you submit a grade appeal, as you will be expected to prove how you met and exceeded the basic requirements of the speech.

TurnItIn - To ensure that your speeches and submitted ideas are your original work, all speech outlines must be submitted to Canvas (which will run a plagiarism check through TurnItIn) BEFORE the class period when you are to deliver your speech. Failure to submit an outline to TurnItIn altogether will result in a score of 0 points on that speech. **See the general syllabus for more details.**

CLASSWORK & ASSIGNMENTS

You will have the opportunity to earn up to 1000 points throughout the semester.

Speeches (650 points) – You will prepare and deliver 5 speeches throughout the semester.

QuickStart – 0

Informative – 100 points

Public Deliberation – 200 points

Policy – 250 points

Commemorative – 100 points

Note: All speech topics must be approved by the instructor prior to the speech delivery day.

Topic Proposals (20 points, 5 points per proposal) – With the exception to the QuickStart speech, you must submit a Topic Proposal, describing your desired speech topic and framing, on Canvas. Initial topic proposals are to be submitted *at least* one week in advance of your speech day. Must you change your topic, please contact me. More instructions will be given in class for each topic proposal. **Your topic proposal must be approved before delivering your speech.** *Note: Any student who does not submit a topic proposal and receive approval prior to speech day will not be permitted to deliver their speech and will therefore receive a zero on the topic proposal and the speech.*

Quizzes (100 points) – Six quizzes worth twenty points each will be given throughout the semester, **with the lowest quiz score dropped at the end of the semester.** These quizzes will cover the reading and in-class material. All quizzes assigned will be done online on Canvas and due at 11:59 PM.

Midterm and Final Participation (40 points, 20 points each) – Total participation points will be divided into two participation evaluations: midterm participation and final participation reflections. Effective participation includes but is not limited to, completing

your readings and assignments, asking questions, making productive comments, actively listening to your class, demonstrating engagement with the material, and being respectful to both the instructor and other students in the class. **The participation assignments will be self-graded, though I reserve the right to change your participation grade if it does not reflect your effective class participation.** The participation assignments will be written and due in class. Students who miss the class in which the participation self-grading is due will not have the opportunity for self-grading, thus the participation grade will be determined by the instructor.

Appendix A Contract (5 points) – Fill out the Student Information Sheet on pages 167 and 168 of *Public Speaking Now* and turn it in by 1/28.

Syllabus and Addendum Contract (10 points) – You will write and sign a statement of agreement to the syllabus and addendum and turn it in by 1/28.

In-Class Activities (25 points, 5 points per unit) – Throughout the semester, we will have an in-class activity worth 5 points each. The dates for these activities will be random, so attendance will be necessary to earn these points. Only students with excusable absences will have the opportunity to make up in-class activities.

Final Exam (150 points) – Friday, May 16, 9:40 am-11:40 am

Optional Extra Credit (up to 10 points, or 1% of your final grade)

Note: Because these extra credit opportunities are available to you, I will not round grades at the end of the semester.

- **Office Hours Meeting** (5 points)—Meet with me during my office hours (or by appointment) any time before either the informative speech, public deliberation speech, or policy speech. Most of these meetings will not last more than 10 minutes; you are welcome to bring a topic to discuss (e.g., a topic proposal, an upcoming speech, an assignment, etc.) or simply come to chat for fun—it's up to you!
- **Miscellaneous bonus points** (up to 5 points total) will be given throughout the semester. Acquiring these bonus points may include, but are not limited to, attending certain on-campus events.

Major Assignments (800 Points)

Assignment	Points	Due Date
QuickStart Speech	0	1/30 (Thu.)
Informative Speech	100	2/18, 2/20, 2/25 (Tue., Thu., Tue.)
Public Deliberation Speech	200	3/11, 3/13, 3/25, 3/27 (Tue., Thu., Tue., Thu.)
Policy Speech	250	4/10, 4/15, 4/17, 4/22 (Thu., Tue., Thu., Tue.)
Commemorative Speech	100	5/1, 5/6 (Thu., Tue.)
Final Exam	150	5/16 – Fri.

Quizzes (100 points)

Assignments	Points	Due Date
Unit 1 Quiz	20	2/2 (Sun.)
Unit 2.1 Quiz	20	2/16 (Sun.)
Unit 2.2 Quiz	20	2/23 (Sun.)
Unit 3 Quiz	20	3/9 (Sun.)
Unit 4 Quiz	20	4/13 (Sun.)
Unit 5 Quiz	20	5/4 (Sun.)

Minor Assignments (100 points)

Assignments	Points	Due Date
Appendix A Contract	5	1/28 (Tue.)
Syllabus and Addendum Contract	10	1/28 (Tue.)
Topic Proposals	20	2/5 (Wed.), 3/5 (Wed.), 4/2 (Wed.), 5/25 (Fri.)
In-Class Activities	25	Throughout the semester
Midterm Participation	20	3/6 (Thu.), 4/29 (Tue.)
Final Participation	20	12/6