

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number COMM 483 or Degree Plan(s) _____
 State the requested change and reason. A memo may be attached if more space is necessary.

We would like to change the title of COMM 483 from Advanced Public Speaking to Professional Presentations. This new title is more descriptive and representative of the course as it will be taught in our newly proposed majors (Corporate/Nonprofit Communication and Communication and Advocacy). The course description and competencies will not change. Students will be required to speak on certain types of topics appropriate to presentations given in professions. However, even the assignments themselves will remain the same.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

					COUNCIL ³					
	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	President
1.	Title (description unchanged)	A	A	A		I			I	I
2.	Description (not affecting content)	A	A	A		I			I	I
3.	Course term(s)	A	I	A		I			I	I
4.	Content (substantive change)	A	A	A		I			A	A
5.	Number of hours (lecture, lab, contact)	A	A	A		A			A	A
6.	Course number within the hundred	A	A	I		I			I	I
7.	Course number beyond the hundred	A	A	A		A			A	A
8.	Prerequisites	A	A	A		I			I	I
9.	Course fee(s)	A	--	A		--			A	I
10.	From U to G <i>or</i> G to U	A	A	A		A			A	A
11.	Cross list with another department: U or G level	A	A	A		A			A	A
12.	Department of record	A	A	A		A			A	A
13.	Open or close a course	A	A	A		A			A	A
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A		A			A	A

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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		COUNCIL ³										
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	I
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

COUNCIL ³										
	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	Board of Trustees
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R	A			--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I

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COUNCIL ³										
	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--	A			A	A	A
2.	Admission requirements	--	--	--	A			A	A	A
3.	Policies governing academic probation and suspension	--	--	--	A			A	A	A
4.	Requirements for graduating with honors	--	--	--	A			A	A	A
5.	Other academic policy changes	--	--	--	A			A	--	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

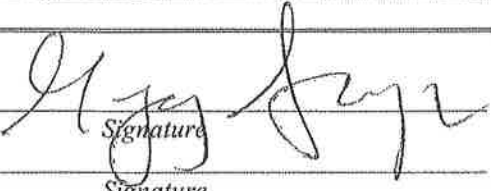
⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 3-8-17

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
 Signature	1-22-2019 Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
 Signature	2-1-19 Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	2/7/19 Approval date
_____ Signature	_____ Approval date

Teacher Education Council	
_____ Chair's signature	_____ Approval date

General Education Council	
_____ Chair's signature	_____ Approval date

Undergraduate Academic Council	
_____ Chair's signature	_____ Approval date

Graduate Council	
_____ Chair's signature	_____ Approval date

Provost	
_____ Signature	_____ Approval date

Faculty	
_____ Chair of faculty senate	_____ Approval date

President	
_____ Signature	_____ Approval date

PROFESSIONAL PRESENTATIONS
COMM 483 - FALL 2019
MWF 1:00 - 1:50 PM – SHB 215

PROFESSOR: Dr. Lauren Lemley
OFFICE HOURS: MWF 10-11 am
T 9-11 am & W 3-5 pm

EMAIL: lauren.lemley@acu.edu
OFFICE: SB 214

COURSE DESCRIPTION

COMM 483: In-depth practice and principles of various public speaking situations.
Prerequisite: COMM 211.

ACU MISSION STATEMENT

To educate students for Christian service and leadership throughout the world.

MISSION OF THE COLLEGE OF ARTS & SCIENCES

The mission of the College of Arts and Sciences is to engage students with humanity's greatest ideas to create understanding, apply insights, and serve the world as Christian thinkers and problem solvers.

MISSION OF THE DEPARTMENT OF COMMUNICATION & SOCIOLOGY

To educate students for Christian service and leadership throughout the world by developing communication skills through analyzing, managing, changing, and advocating ideas, people, organizations, and cultures.

REQUIRED TEXTS

- Carmine Gallo, *Talk Like TED: The 9 Public Speaking Secrets of the World's Top Minds* (New York: St. Martin's Press, 2014).
- Jennifer Y. Abbott, Todd F. McDorman, David M. Timmerman, and L. Jill Lamberton, *Public Speaking and Democratic Participation* (New York: Oxford University Press, 2016).
- Garr Reynolds, *Presentation Zen Design: A Simple Visual Approach to Presenting in Today's World* (San Francisco, CA: New Riders, 2014).
- Materials Posted on Canvas and Access to Keynote Presentation Software

COURSE OBJECTIVES

Upon successful completion of the course, students should be able to:

1. Demonstrate mastery of knowledge and skills in public presentations beyond those learned in COMM 211: Speech and Rhetoric.
2. Locate and evaluate a variety of credible supporting materials.
3. Conduct a formal audience analysis by writing/administering a survey and analyzing the data you collect.
4. Craft and deliver a formal manuscript presentation from memory.
5. Create professional-quality visual aids that include data visualization & multimedia content.

COURSE POLICIES

ATTENDANCE

Attendance in this course is required. If you are absent for 20% or more of the course (9 or more classes), you will automatically receive an "F." In addition to fulfilling this attendance requirement, most class meetings will include activities that fall into the "daily work" portion of your grade. Some of these will be announced and others will not. Understanding the elements and strategies discussed in class will be essential for success on your assignments and presentations throughout the semester. Without consistent class attendance and participation, you will be at a severe disadvantage when working on these assignments.

LATE WORK

Late work will not be accepted without an excused absence. When you know you will miss class for a "non-excused" reason, you should turn in assignments before they are due.

COOPERATION WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

ACU and the College of Arts and Sciences comply with the ADA in making reasonable accommodations for qualified students with disability. If you have a disability as defined by the ADA and would like to request accommodations, please contact the Alpha Scholars Program at 325.674.2667 or online at <http://blogs.acu.edu/alpha> for more information about Student Disability Services at ACU.

ACADEMIC DISHONESTY

Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Such actions are contrary to behavioral norms that flow from the nature of God. Academic misconduct includes, but is not limited to, the following: 1) Failing to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submitting papers or projects obtained from another source (e.g., research service or club paper file) as one's own, 3) Falsifying information orally or in writing, and 4) Receiving, giving, or using unauthorized aid on an examination or quiz. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of the College of Arts and Sciences, and the Dean of Student Life will be notified.

See the full university policy, including how to appeal a decision, by following this link: <http://www.acu.edu/community/offices/administrative/office-of-the-provost/academic-integrity-policy.html>.

GRADING

YOUR FINAL COURSE GRADE WILL BE DETERMINED AS FOLLOWS:

90.00-100.00 = A 80.00-89.99 = B 70-79.99 = C 60-69.99 = D 0-59.99 = F

BREAKDOWN OF COURSE GRADE:

- Daily Work - 15%
- Mini-Speeches - 15%
- Public Communication Critique Speech - 20%
- TED Presentation Workshops and Scaffolding Assignments - 10%
- TED Presentation Final Drafts and Rehearsals - 10%
- TED Presentation - 30%

DAILY WORK (15%)

Throughout the semester, you will be given numerous opportunities to apply the concepts discussed in your reading and class through individual and group activities, discussions, and homework assignments. While some of these will be announced, others will not. Therefore, class attendance and participation are essential for this portion of your course grade.

MINI-SPEECHES (15%)

The best way to become a better public speaker is to practice public speaking. As we go through the semester, you will receive six opportunities to gain feedback on your presentation skills through 1-2 minute mini-speeches delivered in class. The topics for these speeches will connect class readings with your personal interests and the topic you choose for your TED Presentation assignment. Dates for these speeches are posted on our course calendar and specific details for each assignment will be presented in class throughout the semester.

The topics for your mini-speeches will be:

1. What Makes Your Heart Sing?
2. Talking TED Delivery and Organization
3. Your Twitter-Worthy Headline
4. Tell Us Something New
5. You Say That, But . . .
6. Tell Us a Story

PUBLIC COMMUNICATION CRITIQUE SPEECH (20%)

In addition to advancing your skills as a public speaker, one of the goals of this course is to make you a more skilled critic of public communication. This assignment asks you select a piece of public communication from the past five years, conduct a critique, and present that critique to the class in a 5-6 minute speech. More information on this assignment will be presented in class and on Canvas during the first few weeks of the semester.

The assignments that contribute to this portion of your grade are:

1. Public Communication Critique Plan

2. Public Communication Critique Speech

TED PRESENTATION WORKSHOPS AND SCAFFOLDING ASSIGNMENTS (10%)

As you work on crafting your TED Presentation, you will participate in workshops during class and complete several scaffolding assignments that serve as steps toward creating the final draft of your TED Presentation and visual aid. More information on each assignment will be provided in class and on Canvas as the semester progresses.

The assignments that contribute to this portion of your grade are:

1. Workshop: Topic Selection
2. Scaffolding Step 1: Audience Segments
3. Scaffolding Step 2: Audience Analysis Factors
4. Scaffolding Step 3: Formal Audience Analysis
5. Workshop: Research
6. Scaffolding Step 4: Supporting Materials
7. Workshop: Organization
8. Scaffolding Step 5: Outline
9. Workshop: Script
10. Scaffolding Step 6: Font Choices and Color Palate
11. Scaffolding Step 7: Keynote Images
12. Scaffolding Step 8: Keynote Graph, Chart, or Table
13. Workshop: Keynote
14. Scaffolding Step 9: Video

TED PRESENTATION FINAL DRAFTS AND REHEARSALS (10%)

In the weeks leading up to your final presentation, you will turn in final drafts of your TED presentation script/Keynote and deliver your speech in several rehearsals. This will be an important opportunity for you to practice your presentation and receive feedback before delivering the final version of your speech. More information on these assignments and grading will be discussed in class and posted on Canvas later in the semester.

The assignments that contribute to this portion of your grade are:

1. TED Presentation Script – Final Draft
2. TED Presentation Script Audio Recording
3. TED Presentation Keynote – Final Draft
4. TED Presentation Teleprompter Text – Final Draft
5. Memorization Rehearsal 1 (3 Minutes)
6. Memorization Rehearsal 2 (7 Minutes)
7. Memorization Rehearsal 3 (10 Minutes)

TED PRESENTATION (30%)

One of today's most well-known forms of public speaking (outside of politics) is the TED Talk. Sponsored by TED, a "nonprofit devoted to Ideas Worth Spreading," TED conferences challenge experts and thinkers to share their ideas with the world in 18 minutes or less because they "believe passionately in the power of ideas to change attitudes, lives, and ultimately, the world." This semester, I am issuing you the same challenge.

We will spend most of the semester working toward your final presentation, which will take the format of a TED Talk. Although we will discuss this assignment in greater detail throughout the semester, the

basic components of the presentation are the following:

- Give a 13-15 minute presentation.
- Write out your speech as a manuscript, then memorize a majority of it for presentation.
- Craft a teleprompter script of 500 words or less that you use in presenting your speech.
- Accompany your speech with a Keynote presentation that includes multimedia elements.