CARNEGIE MELLON UNIVERSITY, HEINZ COLLEGE
PROFESSIONAL SPEAKING, 6 UNITS

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I.   Course Description

Professional Speaking provides practical instruction for preparing and delivering professional presentations and communicating in professional situations. Activities and assignments include: developing targeted, strategic messages; writing outlines; creating cohesive visuals; exploring new technologies; and, speaking extemporaneously. Students engage specific audiences using a communication style (both verbal and nonverbal) suitable for workplace environments. Overall, the course helps students develop confidence and apply effective techniques when speaking in a public setting.

Note: This course assumes proficiency in English grammar. Numerous resources for improving written English skills are provided via Canvas.

II.   Text(s)

> *Selected texts to be provided by the instructor*

III. Objectives

   A. Compare and contrast effective versus ineffective professional presentations
   B. Conduct an audience analysis and adapt messages to particular audience members
   C. Establish presence through professional attire, appropriate posture, and purposeful gestures
   D. Structure a logical, cohesive message via verbal and visual transitional devices
   E. Maintain time constraints, a consistent pace, adequate volume and clarity in voice projection, and eye contact
   F. Design and utilize visuals (e.g. slides, logos, photographs, tables, graphs, charts, and diagrams) effectively
   G. Demonstrate the use of advanced presentation technologies as a method of delivering content
   H. Generate interaction with attendees and respond eloquently to questions from the audience
   I. Self-evaluate professional development as a public speaker

IV. Registration

Once a section is full, then enrollment is dependent on: (1) the number of registered students who drop the section, and (2) the waitlist order. Students who miss the first-class meeting can be automatically dropped from the course. After the initial session, registration is closed. Priority registration may be given to students for whom Professional Speaking is required (including BSCF seniors).

V. Classroom Policies

Professional conduct is necessary. While our class is in session, act as though you are in a staff or client meeting. For example, refrain from: accessing personal messages; sleeping; or, doing other coursework. Demonstrate respect for everyone in the room through active listening, eye contact, and productive (skills-focused) comments.

ATTENDANCE AND PARTICIPATION
This course consists of lectures, discussions, impromptu speaking exercises, and planned presentations. Attendance is required; it is particularly important given the concentrated schedule of the mini format and to benefit from speaking exercises conducted during class. For this reason, a failing grade for the course will be issued for three or more unexcused absences. In addition to attendance, participation includes engaging in class discussions, skills-building exercises, and TA sessions. The course grade can be lowered as a result of: lateness, unexcused absences, using a mobile device in class (unless for a class exercise or presentation), or inadequate preparation for class exercises.

WELLNESS
Carnegie Mellon University has a wide array of resources and programs to support student wellness. Students are encouraged to access these resources, and to contact the instructor if a health or safety concern arises.

VI. Written Assignments

Instructions for assignments will be posted to Canvas and explained in detail during class. Written assignments (Audience Analysis, Key Points with Q & A, and Visuals) are due as an upload to Canvas (in designated area) and as a printed copy in class by the start of our session on the dates stipulated in the syllabus. Include your name and section in the file. Presentations may be staggered over two class meetings (given time constraints); however, every student must be prepared to present on the due date stated in the syllabus.

POLICY ON EXTENTIONS Assignments submitted past the due date and time earn a failing grade unless: (1) a religious observance or a documented medical condition prevents on-time submission; and, (2) the student has consulted with the instructor in advance for approval of an alternate deadline.

LATE ASSIGNMENT POLICY
If a student submits a paper late, the student may be jeopardizing their ability to receive comments on the first and final draft.

While allotments can be made for extenuating circumstances, if the assignment is handed in late, half of a letter grade will be deducted from the overall score, for every day past the due date. For

instance, if you submit an assignment two days late, then the highest grade you can receive is 90%.

PURPOSE OF DRAFTS
Drafts serve as preparation for individual meetings with instructor or the TA and for peer-review sessions for feedback prior to submitting the final, graded version. Further, drafts are useful for time management. Drafts are graded upon completion. Grade deductions will occur if a draft is incomplete, or if there is a lack of participation during the guided editing sessions.

Drafts should be submitted as a stapled hard copy during class, on the corresponding due date(s).

POLICY ON STUDENT ACCOMMODATIONS
The Carnegie Mellon University Office of Disability Resources reviews requests for "reasonable accommodations, academic adjustments, and auxiliary aids and services."[1] Students can work with the instructor to arrange accommodations as needed on a case-by-case basis once accommodations are granted by the Office of Disability Resources.

GLOBAL COMMUNICATION CENTER (GCC)
The GCC provides communication consulting free-of-charge. Use this resource, located on campus in Hunt Library, to enhance your academic performance: https://www.cmu.edu/gcc/.

V. Evaluation

The Heinz College rubric is included in this syllabus. Assignment specific editing checklists will be provided during class.

Grade	Percentage	Interpretation	Points	Graduation Credit
A+	98 - 100	Exceptional	4.33	Yes
A	93 - 97	Excellent	4.00	Yes
A-	90 - 92	Very Good	3.67	Yes
B+	88 - 89	Good	3.33	Yes
B	83 - 87	Acceptable	3.00	Yes
B-	80 - 82	Fair	2.67	Yes
C+	78 - 79	Poor	2.33	Yes
C	73 - 77	Very Poor	2.00	Yes
C-	70 - 72	Minimal Passing	1.67	Yes
R	69 - below	Failing	0	No
I	NA	Incomplete	0	No

**Grades will only be rounded up if at .75 or above.

Components/Assignments/Presentations

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[1] University, C. M. (n.d.). Retrieved June 27, 2017, from https://www.cmu.edu/hr/eos/disability/students/policy-on-student-accommodations.html

- Solo Presentation (25%)
- Group Presentation (30%)
- Persuasive Presentation (35%)
- Class participation & Homework (10%)
  - Student-to-student feedback via Acclaim will be counted as part of class participation. Each student is required to give feedback to at least one other student's presentation. And each student must leave comments on each of their own presentation as a means of self-reflection.

VII. Academic Conduct

Assignments are submitted via Turnitin. This technology compares documents with contact available on the internet and with files previously uploaded. The site generates a report indicating matching content. If an academic integrity violation is suspected, the student will be contacted to meet with the instructor to determine if a violation has occurred based on Carnegie Mellon University's Policy on Academic Integrity. Not that plagiarism includes:
- Presenting another writer's work as your own
- Cutting and pasting contact verbatim without using quotation marks to indicate a direct quote
- Inserting a direct quote or paraphrasing without citing the source
- Providing incomplete or incorrect information about the source cited
- Over-relying on templates or another writers' phrasing

Disclaimer: The instructor reserves the right to change any provision of this course outline including but not limited to the right to change the time, order, and content of the course schedule.