

COM201 – 16 Fall 2012
Fundamentals of Speech

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MWF: 12 – 12:50 Room: CB131

Office Hours: MF 8:00 – 9:00 & 11: - 12:00
W 8:00 – 9:00

Course Description:

This is a three credit/ three hour course which introduces students to basic communication concepts and methods of speech presentation, organization and delivery techniques.

Course Objectives:

The prospective teacher will demonstrate:

Standard #	Standard Statement	Assessment
290-3-3-.10 (2)(a)2.(i)	<u>Knowledge of:</u>	
290-3-3-.10 (2)(a)2.(i)(I)	The process of oral communication, including activities such as improvisation, acting, speech, group discussion, directive communication, storytelling, creative drama, and argument.	Student speech presentations; Outline assignments; Unit exams; Final exam
. 290-3-3-.10 (2)(a)2.(i)(III)	The role of speech across the curriculum.	Unit exams; Final exam.

The aim of this course is to enhance student's communication abilities and improve their function in public speaking situations. Involved students will come to understand the communication process, to acquire skills in communicating their ideas with others and organize their thinking into coherent oral presentations. At the conclusion of the semester, students in COM 201 Fundamentals of Speech will have learned (to):

- The stages of the communication process, from source to receiver, including process elements such as message, channel, noise, communication context, and feedback.
- Research, organize and deliver coherent speeches
- Apply various approaches to audience analysis and audience adaptation of communication messages
- Think critically about information gathered for speeches and apply these same standards of critical thinking to messages presented by other speakers
- Apply strategies to manage speech apprehension
- Listen actively
- Apply ethical approaches to structuring and delivering communication messages
- Value the right to speak freely and assemble to hear a public speaker, as guaranteed by the First Amendment

Required Text:

Ford-Brown, L.A. (2012) *DK: Guide to Public Speaking*. Boston, MA: Pearson Education, Inc.

You will need to register and "join" my class at MyCommunicationLab.com in order to complete some of the required assignments for this course. Your class id: montgomery17072. When you register you will have full access to an e-text.

Mandatory Assignments:

Introductory Speech	75 points	Two Semester Exams	2 @ 100 points each
Informative Speech	150 points	Final Comprehensive Exam	100 points
Persuasive Speech	200 points	Oral Exercises	3 @ 25 points each
Impromptu Speech	50 points	Online Quizzes	4 @ 25 points each

Class Participation	30 points	Peer Evaluation	2 @ 10 points each
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Grading:

- 50% of your grade is based on oral presentation
- 30% of your grade is based on examinations
- 20% of your grade is based on individual professor assignments

Grading Scale Total Points Earned = Final Grade

900 - 1000 A	800 - 899 B	700 - 799 C	600 - 699 D	Below 600 F
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Disabilities/ Accommodations:

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. *Students needing assistance should contact Disability Support Services.* (256-765-4214).

Academic Honesty Policy:

All members of the university community are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates. It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. You will fail this course if you plagiarize in any manner and your offense will be reported to the Vice President for Academic Affairs and Provost for referral to the University Student Discipline System.

Everyone in this course will receive two copies of the Academic Honesty Policy of the Department of Communications. Students are required to read, review, sign and submit one copy of the Academic Honesty Policy of the Department of Communications. Students should retain the additional copy for their reference during the semester. If you are unwilling or unable to follow the policy, you should consider dropping this course and contacting the Chair of the Department of Communications, Dr. Greg Pitts, 765-4260 or gpiotts@una.edu.

Attendance/ Absence Policy:

It is essential that you regularly attend class. After 8 absences your letter grade will be reduced to the next lower letter grade. For example, if you have an A in the class and you miss 9 classes the most you will earn is a B, if you miss 10 classes the most you will earn is a C, if you miss 11 classes the most you will earn is a D. More than 11 and you will receive an F for the course. It is your responsibility to keep track of your absences, not me. I will NOT notify you when your absences begin affecting your grade.

Specific Classroom Policies:

Additional Notes:

Electronic Submission: Each student must electronically submit all outlines and PowerPoint slides used in this course. Title each assignment as follows: 2011FALastnameFirstnameSectionNumberAssignmentName/ i.e.

2011FAMontgomeryStephanieL11InformativeSpeech. Outlines and PowerPoints must be submitted in order to receive a grade.

Outlines: Hard copies of your Informative and Persuasive outlines are due at the beginning of the class period on the designated day that speeches begin, regardless of the date that you are speaking. Late outlines will result in a 25 point deduction from your speech grade. A hard copy of your outline **must** be submitted before you will be allowed to give your speech, no exceptions. This must be typed.

Promptness: If you are late for a class during a speech please wait at the door so that the distraction does not put the speaker at a disadvantage. Walking in while a classmate is speaking will result in a 10% loss of points off your same speech.

Make-ups: If you are absent on speech days for medical reasons a written doctor's excuse will be required. Your speech will be made up during any class session at my discretion, so you will have to be prepared at any given time. Speeches that need to be made up for any other reason will be delivered as time permits, ONLY if there is time and strictly on a first come/first available basis. Because this is a speech course, you must give all speeches to in order to pass. Not giving a speech will result in failure of the course, regardless of the point value of the speech.

Cell phones: Please, do not use your cell phone during class, it is just rude. This will negatively affect your participation grade and your attendance. Expect to be asked to leave. I know when you are texting, even if you think that you are hiding it. If you have an emergency let me know before class that your phone will be on vibrate and then leave the classroom if you receive a call. I WILL mark you absent if you are using your cell phone during class – expect it, even if I don't call it to your attention.

Food: Bring it for you, for us, for someone, I don't care, just clean up after yourself.

Submitted work: In this class (and probably most of your classes) you should anticipate typing all submitted work. I will let you know if you do not have to type work that you turn in to me.

Due Dates: Review the attached schedule for deadlines on assignments. YOU are responsible for having your work done by the date specified, it is not up to me to remind you - I will try, but the ultimate responsibility rests on you.

PRCA Scale:

Each student will complete two PRCA (Personal Report of Communication Apprehension) scales: one at the beginning of the course and one at the conclusion of the course.

Assignments:

Introduction Speech (75 points): This speech is 2 -4 minutes and will contain information about a classmate gathered through means of an interview. Criteria for this speech will be explained in class.

Informative Speech (150 points): Each student will select a topic, research, organize and present a 6-8 minute speech. The speech should explain an idea, task or concept. Each student must complete a typed outline and bibliography, with a minimum of three sources. All sources must be orally cited in the speech.

Your references must include at least one peer reviewed scholarly journal. ALL outlines and works cited are due on the day that speeches begin, no exceptions.

Persuasive Speech (200 points): Each student will select a topic, research, organize and present a 6-8 minute speech. Each student must complete a typed outline and bibliography, with a minimum of three sources. All sources must be orally cited in the speech. A visual aid is required for this speech. This speech should identify a social or political issue and convince the audience to change their beliefs or motivate them to action. This speech should not be a speech to stimulate social cohesion or intensify beliefs. You will be required to consult and cite at least three separate sources. Your references must include at least one peer reviewed scholarly journal. Note: Persuasive speeches that border on informative speeches will be penalized. ALL outlines and works cited are due on the day that speeches begin, no exceptions.

Impromptu Speech (50 points): This speech will be at least 2 minutes and will be assigned at various times during the semester. Details will be given in class.

Oral Exercises (75 total points): There will be three in class assignments worth 25 points each. These will be explained during class. There will not be an opportunity to make these up so attendance for the points is mandatory.

Peer Evaluation (20 total points): Students will be assigned to evaluate the speeches being given on a particular day. Points are accumulated by your insightful evaluation of your classmates. Each student will evaluate 3 classmates; once for the informative speech and once for the persuasive speech.

Online Speech Quizzes (100 points total): Students will be required to view four (4) speeches on

MyCommunicationLab and complete the associated quiz. Choose a speech (video, not audio) from American Rhetoric Video Quizzes that is longer than 10 minutes. Zero credit will be given for speeches that are only audio and/or less than 10 minutes. Students can earn up to 25 points per quiz and your first attempt counts. Consecutive attempts will be applied to the next online quiz grade. You are expected to do your own work, this is not a collaborative effort. If you have problems registering for MyCommunicationLab you need to see me immediately. Many times contacting tech support will solve any problems. Quizzes are due by 11:59pm central time on the date specified.

Class Participation (30 points): Points acquired will be determined based on the following criteria: being prepared for class; participating in class discussion; participating in activities; completing all assigned work.

Tentative Weekly Schedule

Week of	Monday Performance Class	Wednesday Performance Class	Friday Lecture
August 22 – 24		Course introduction/ PRCA & Pretest	Chapter 1: Getting to know your audience Anxiety
August 27 – 31	Ethics	**Oral Exercise #1** Anxiety	Introductory Speaking Ch 2: Selecting Topic & Purpose Ch11: Listening
September 3 – 8	Labor Day – No class	Audience Analysis Divide into partners for Introduction Speeches	Ch 3: Locating Support Material Ch 4: Selecting and Testing Support Material
September 10 – 14	Introduction Speeches	Introduction Speeches	Ch 5: Outlining/ Ch 6: Organizing Ch 7: Introductions and Conclusions
September 17 – 21	Topic Selection	Outline Scramble	Ch 7: Intros & Conclusions cont. Ch 8: Using Language Successfully
September 24 – 29	**Oral Exercise #2** Speed Introductions and Conclusions	Language Exercise Bring your MP3, iPod, cell phone....	Ch 9: Delivery Ch 10: Presentation Aids
October 1 – 5	Exam #1 Chapters 1 - 9	Delivery Exercise	Ch 10: Presentation Aids cont Ch 13: Informative Speaking
October 8 – 12	Group Speeches	Informative Speeches	Impromptu Speaking Ch 12: Evaluating
October 15 – 19	Informative Speeches	Informative Speeches	Fall Break
October 22 - 26	Informative Speeches	Informative Speeches	Ch 14: Tools for Persuading
Oct 29 – Nov 2	Listening	Selling a Product	Ch 15: The Persuasive Speech
November 5 – 9	**Oral Exercise #3**	Persuasive Speeches	Ch 16: Speaking for Special Events
November 12 – 16	Persuasive Speeches	Persuasive Speeches	Ch 17: On-the-Job Speaking
November 19 – 23	Persuasive Speeches	Holiday	Holiday
November 26 – 30	Exam #2 Chapters 10 - 18	Persuasive Speeches	Ch 18: Speaking in Small Groups
December 3 - 5	Wrap up	Wrap up	

Dates to remember:

August:

- W 22 Classes begin
- Late registration
- Drop add
- R 23 Late registration
- Drop add
- F 24 Late registration
- Drop add

October:

- M 22 End of "W" period
- T 23 Begin "WF/WP" period

November:

M 26 End of "WP/WF" period with instructor permission only. During the final 26 weeks of class, withdrawal from a course requires permission of both instructor and department head, and a grade of "WP/WF" will be assigned by the instructor.

Withdrawal is not permitted except in extraordinary circumstances

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It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism or misrepresentation. Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Discipline System for disposition. (*University of North Alabama Catalog*.)

Any act of dishonesty in academic work constitutes academic misconduct. That includes, but is not necessarily limited to, the following: (1) Cheating—using or attempting to use unauthorized materials, information, or study aids in any academic exercise; (2) Plagiarism—representing the words, ideas, or data of another as one's own in any academic exercise; (3) Fabrication—unauthorized falsification or invention of any information or citation in an academic exercise; (4) Aiding and Abetting Academic Dishonesty—intentionally or knowingly helping or attempting to help another student commit an act of academic dishonesty.

Plagiarism is the representation of the work of another person as one's own. In a digital world, the copying of text, graphics, audio and video, can be easily accomplished; the sharing or borrowing of ideas and information may seem perfectly legitimate but taking or borrowing those ideas and failing to provide reference information about the original source for the idea or information, is plagiarism.

Material used in student papers, speeches, electronic media productions or other assignments is expected to be the student's own work unless properly identified as the work of others. In written work, identification consists of quotation marks, footnotes or endnotes, indentation or spacing change, usually in combination. A speaker may indicate "according to ..." or other words to attribute quoted material. Electronic productions such as films, videos, etc., should use a means of citation appropriate to the work. Electronic productions are never exempt from the responsibility of identifying and citing appropriate sources.

In some cases attribution may not be necessary, for example, if a phrase or section is so commonly known that there could be no possibility of believing the student was claiming the work to be his/her own.

When a student attempts to present a speech or other assignment prepared by someone else as her/his own work, this could be plagiarism but it is more likely cheating. The instructors in the Department of Communications will never approve of the use of materials previously submitted by another student. If you attempt to reuse or recycle a speech or paper (and any accompanying materials such as PowerPoint presentations, handouts, etc.) written by someone else, this is cheating. If you give a paper or electronic document to another student, and that student uses or attempts to reuse that work in another course, you are guilty of aiding and abetting academic dishonesty.

If an instructor believes a student has committed cheating, plagiarism, fabrication or aiding and abetting academic dishonesty, he/she will refer the offender to the department head for investigation. The department head and instructor will meet to discuss the matter. If they concur that cheating, plagiarism, fabrication or aiding and abetting academic dishonesty has occurred, the student will receive a grade of F or WF in the course in which the offense occurred. During this process the student will be permitted to bring evidence that the plagiarism has not occurred. The Department of Communications will pursue issues of academic honesty for currently enrolled and former students.

Additional sanctions by the University are possible, including expulsion from the university.

My signature indicates that I have read and understand the Academic Honesty Policy from the Department of Communications. I agree to adhere to these guidelines, to the best of my ability, and I am aware of the consequences of policy violations.

Name (PRINT): _____

Class: _____

Signature: _____

Date: _____

A copy of this policy is provided with your syllabus for your records.

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