



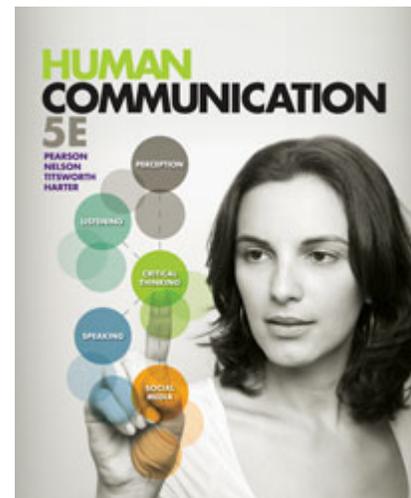
COMM 1311.001 – Introduction to Speech Communication
Spring 2016
Course Syllabus

Professor: Marjorie Scott
Office Hours: MWF 1:00 p.m. – 2:00 p.m., T/TH 11:00 a.m. – 12:00 p.m.
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Email Address: mscott3@sulross.edu
Class Schedule: 11:00 a.m. -11:50 a.m. MWF
Classroom Location: Lawrence Hall, Room 200
Required Text: Pearson, J., Nelson, P., Titsworth, S., & Harter, L. (2013). *Human Communication* (5th ed.). Boston: McGraw-Hill.

Always bring applicable reading material to class with you.

Introduction

Communication is largely unavoidable in our everyday lives. Generally, humans send and receive messages both verbally and nonverbally every day. As humans, it is practically impossible for us to not communicate. Understanding human communication can be useful to everyone no matter what field they intend to study. The knowledge and skills you acquire in this course have the potential for developing and assisting you in numerous ways. Throughout this course you may become a more critical receiver of messages, you may gain insight on how to improve your relationships, you may become a better citizen, and you may increase your confidence.



This course is designed to introduce you to the major areas and skills of the broad discipline of communication. As your instructor, I will assist you in increasing your knowledge about and skills in employing verbal and nonverbal messages in a variety of settings (i.e., intrapersonal, interpersonal, group, and public contexts). By studying the processes of communication and applying communication theory and principles to diverse real-life situations, you will have an opportunity to practice and analyze communication skills in various contexts.

In addition, this course is designed to compel you to enter the discipline of communication studies. For those of you who decide not to enroll in any further communication courses, this course will provide you with a thorough foundation in research, theory, and skills of this essential social science. For those of you who will take advanced courses in communication and possibly begin a major in communication, this course will provide the essential foundation for more advanced and specialized study.

Section I. Course Requirements, Assignments, and Grading

Assignment	Points Possible	Grading Scale
Exam One	50	A: 1000-900
Exam Two	50	B: 899-800
Exam Three	50	C: 799-700
Peer Evaluation (informative)	50	D: 699-600
Peer Evaluation (persuasive)	50	F: 599-0
Interview Speech	25	
Oral Reading	50	
Impromptu Speech	25	
Informative Speech	150	
Informative Speech Outline	100	
Persuasive Speech	300	
Persuasive Speech Outline	100	
Possible Points	1000	

Exams. There will be three exams in this course. Exams cover assigned reading and lecture material. The exams likely will include a mix of matching, multiple-choice, and short-answer items.

Peer Evaluation. People often improve their public speaking skills when given appropriate and immediate feedback. You will find that the most important feedback (in life) is from that of your audience. Before you present both your informative and persuasive speeches, you will have the opportunity to practice your speech during class for an audience of around two other students. While one student listens to you and provides eye contact, the other will fill out a peer evaluation form. Each of you will take turns practicing, being the captive audience, and writing feedback on a peer evaluation form.

Interview Speech. One important function of this course is to build your confidence when speaking publicly. This speech is designed to build your confidence by giving you an opportunity to practice in front of an audience; however, you won't be alone. For this assignment, you and a partner will interview each other according to a set of questions that I will give you to guide your interview. The two of you will then be able to go to the front of the room together and introduce each other.

Oral Reading. You will need to select a piece of literature, poem, sonnet, song (within reason), or a selection from a speech. What I am looking for is for you to bring something to read in front of the class. The purpose of this assignment is to further acclimate you to the world of communicating with others. Your selection, when read, must not exceed three minutes and must be at least one minute in length.

Impromptu Speech. There are three different types of public speaking: 1) extemporaneous, 2) manuscript, and 3) impromptu. Impromptu speeches involve little or no preparation. For this

speech, you will likely choose a topic from a hat and have about 5 minutes or less to prepare. Your speech must be persuasive and no longer than 5 minutes in length. Impromptu speeches will be timed and I will give you a thirty-second warning before your five minutes is up.

Informative Speech. This will be your first of two major speeches. For this speech your specific purpose will be to inform the audience on a particular topic. You will be required to speak for at least 4 minutes, but no longer than 7. For every 30 seconds you speak over 7:30 minutes (e.g., I give a 30-second grace period on the back end), I will deduct 10 points from your grade. For every 30 seconds you go under 4 minutes, I will deduct 10 points from your grade. This rule applies to both major speeches. You are required to verbally cite a minimum of three credible sources.

Persuasive Speech. This will be your second and final major speech. For this speech your specific purpose will be to persuade the audience on a particular topic. You will be required to speak for at least 4 minutes, but no longer than 7. You are required to verbally cite a minimum of 5 credible sources. This speech, combined with the accompanying written outline, is worth 40% of your course grade.

Section II. Policies

Attendance. I expect you to be in class. You are responsible for everything that goes on, including announcements, lecture material, assignments and modifications to the course schedule – *this includes required reading in subsequent class meetings.* Arrange with someone in the class wherein you will notify each other of relevant items in the event that one of you must be absent.

Attendance is essential to your success in this class; therefore, excessive absences will be reflected in your grade. Absences will reduce your score since you will be actively participating in activities (e.g. giving presentations, being an audience member, etc.) during every class session. Attendance will be recorded at **the beginning** of every class session. Twenty-five (25) points will be taken away from your final grade for every **unexcused** absence after two unexcused absences have been recorded. Therefore, I am giving you two unexcused absences before you begin losing points. For example, if you have five unexcused absences, I will reduce your seventy-five (75) points from your course grade (almost one letter grade). “Excused absences” are those that have approved documentation (e.g. certified doctor’s note that specifically cite the class date, time, and reason for the missed day).

Classroom Demeanor. I expect the environment during class meetings to be conducive to learning. I have little tolerance for students talking among themselves when they should be listening to someone else speak. It is particularly disturbing when students talk among themselves when one of their classmates is presenting a speech, offering a comment, or asking a question. I understand that some comments pertain to class material; I encourage you to share these comments with the whole class. Also, make sure your communications technology is **shut down** when class begins. If you choose to send text-messages during class, you may be asked to leave. If these types of disturbances become chronic you may be dropped from the course entirely. If you feel that you need special consideration due to extenuating circumstances (e.g.

your wife may go into labor soon or you're experiencing a family emergency) please let me know BEFORE class begins.

Academic Integrity. I expect and assume that as students you conduct yourselves in accordance with the highest standards of academic honesty. Sul Ross State University reserves the right, through due process, to place on probation, suspend or expel any student who violates academic integrity and regulations by *plagiarism, classroom misdemeanor, or academic dishonesty*. Plagiarism includes doing and/or taking credit for someone else's work, presenting the ideas and work of others as your own, and not citing your sources if you utilize the ideas of others. Classroom misdemeanor includes cheating, allowing others to cheat, and interfering with others' ability to succeed in the course. Academic dishonesty includes procuring examination materials illegally, doing unauthorized group work, and handing in your own work for which you have already received academic credit (see Student Handbook, p. 66). I consider all forms of academic misconduct to be insulting, unacceptable, and inexcusable. These things simply do not belong on a campus of higher learning. If I find any of this, I will exercise my right to do what I can to see that the maximum penalties are levied against you. That said, I am not looking to bust you; I just want you to have a positive, honest experience. So if you are in a gray area on one of these points, see me.

Grading. Different assignments require different grading procedures. Exams and quizzes are not curved.

Missed Exams. In my experience exams are *always* given on the date that it says on the schedule (unless we negotiate a schedule change as a class). Accordingly, if you miss an exam, then you get a zero. If you produce documentation, through the Vice President of Academic Affairs, that missing the exam could reasonably be excused, then you will be able to make up the exam. If you are to miss an exam because you are representing the University in some official capacity, then you are allowed to make it up – but this likely means that you will take the exam *early*, not late. See me well in advance of any exam you will have to miss, and I will try to work it out with you.

Late Work. *You are responsible for handing in assignments when they are due.* I do not generally accept late work, *and especially* if you have not notified me that you're having problems before the due date arrives. If you miss a due date, you will be given full credit *only* if the assignment was missed because of a University-excused absence – which includes hospitalization or a *serious* medical condition, or a family or personal *emergency*. In order to be able to make up the assignment, you must notify me beforehand *and* have supporting documentation from a relevant authority that the situation or event occurred. *NOTE: There is nothing in this syllabus that requires me to accept late work. If you submit work after the due date, then receiving credit depends on my allowing you to turn it in. If I do accept late work, it will likely be at half-credit.*

Section III. Notes on University Programs and Policies

ADA. Sul Ross State University is committed to equal access in compliance with the Americans With Disabilities Act of 1973. It is the student's responsibility to initiate a request for

accessibility services. Students seeking accessibility services must contact Counseling and Accessibility Services, Ferguson Hall, Room 112. The mailing address is P.O. Box C-171, Sul Ross State University, Alpine, Texas 79832. Telephone: [432-837-8203](tel:432-837-8203).

Section IV. Course Objectives

After completing this course, you will be able to

- To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
- To understand the importance of specifying audience and purpose and to select appropriate communication choices.
- To understand and appropriately apply modes of expression (i.e. descriptive, expositive, narrative, scientific, and self-expressive) in written, visual, and oral communication.
- To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
- To develop the ability to research and write a documented paper and/or to give an oral presentation.

Section V. Program Learning Outcomes

This course is designed to meet one or more of the program learning outcomes applied to all Communication majors:

The graduating student will demonstrate:

- 1) competency for appropriate oral communication in public presentations.
- 2) competency for appropriate use of presentation software – specifically power point.
- 3) the ability to analyze arguments including identification of the major elements of the argument such as claims, warrants, data and backing
- 4) competency in appropriate discipline specific written communication.
- 5) the ability to apply communication theory to the analysis of communication situations.
- 6) competency in the use of media technology including video, audio and web technologies.
- 7) general knowledge of communication concepts and terminology

Course Calendar

(This calendar is subject to change at the instructor's discretion)

Week	Date	Topic	Chapter	Assignment/Activity
One	Jan 20	Intro To Course	N/A	Review Syllabus/Introductions Interview Speeches
	Jan 22			
Two	Jan 25	Intro to Human Communication	1	Interview Speeches
	Jan 27	Intro to Human Communication	1	
	Jan 29	Perception, Self, and Comm.	2	

Three	Feb 1	Perception, Self, and Comm.	2	
	Feb 3	Language and Meaning	3	
	Feb 5	Language and Meaning	3	
Four	Feb 8	Nonverbal Communication	4	
	Feb 10	Nonverbal Communication	4	
	Feb 12			Exam One (Ch. 1-4)
Five	Feb 15			Oral Reading
	Feb 17			Oral Reading
	Feb 19			Oral Reading
Six	Feb 22	Listening and Critical Thinking	5	
	Feb 24	Listening and Critical Thinking	5	
	Feb 26			Review Exam One
Seven	Feb 29	Informative Presentations	14	
	Mar 2	Informative Presentations	14	
	Mar 4	Topic Selection & Audience	10	
Eight	Mar 7	Source Credibility & Evidence	11	
	Mar 9	Source Credibility & Evidence	11	
	Mar 11	<i>Library Workshop –Meet in Library (2nd Floor)</i>		
Nine	Mar 14	SPRING BREAK – NO CLASS		
	Mar 16	SPRING BREAK – NO CLASS		
	Mar 18	SPRING BREAK – NO CLASS		
Ten	Mar 21	Organizing Your Presentation	12	
	Mar 23	Delivery and Visual Resources	13	
	Mar 25			Exam Two (Ch. 5, 10-14)
Eleven	Mar 28			Peer Evaluations
	Mar 30			Informative Speeches
	Apr 1			Informative Speeches
Twelve	Apr 4			Informative Speeches
	Apr 6			Informative Speeches
	Apr 8			Informative Speeches
Thirteen	Apr 11			Review Exam Two
	Apr 13	Persuasive Presentations	15	
	Apr 15	Persuasive Presentations	15	
Fourteen	Apr 18	Persuasive Presentations	15	
	Apr 20			Impromptu Speeches
	Apr 22			Impromptu Speeches
Fifteen	Apr 25			Impromptu Speeches
	Apr 27			Impromptu Speeches
	Apr 29			Peer Evaluations
Sixteen	May 2			Persuasive Speeches
	May 4	LAST DAY OF CLASS		Persuasive Speeches

The Final Exam is scheduled for Wednesday, May 11th from 10:15 a.m. – 12:15 p.m.