

COM 114

Fundamentals of Speech Communication Spring 2010

"Having knowledge but lacking the power to clearly express it is no better than never having any ideas at all." -Pericles

Text and Materials:

1. Morgan, M. (2009). *Presentational speaking: Theory and practice* (7th ed.). New York: McGraw-Hill.
2. Index Cards
3. Any other materials required by individual instructor (folders, envelopes, etc.)

Course Objectives:

This course will require you to prepare and deliver a number of presentations. Most of your grade will be based on these speeches. Additionally, you will take a series of in class quizzes and participate in class as your instructor directs. This syllabus will explain the nature, importance, and purpose of these assignments, the course policies and procedures, and our expectations of students in the course.

1. You should be able to effectively perform the role of the public speaker. Toward this end, you will learn principles of communication theory and how to apply those principles to the management of speaking situations both individually and in group presentations.
2. As a result of classroom learning and speaking experience, you will be expected to demonstrate knowledge and skill in the following areas:
 - ❖ Audience analysis
 - ❖ Topic analysis
 - ❖ Organizational skills
 - ❖ Persuasive and informative strategies
 - ❖ Verbal and non-verbal delivery skills
 - ❖ Group Communication Skills
3. When making a presentation, you should be able to:
 - ❖ select an appropriate topic
 - ❖ prepare a full sentence outline with bibliography
 - ❖ provide appropriate transitions and summaries
 - ❖ develop effective introductions and conclusions
 - ❖ use an appropriate organizational pattern
 - ❖ use supporting material properly and effectively
 - ❖ create effective presentational aids
 - ❖ use presentational aids effectively

- ❖ display appropriate verbal and nonverbal behaviors

The assignments in this class are designed to achieve these goals. Textbook readings, class lectures, in class activities, and presentations will not only provide you with information about major concepts, but will also allow you the opportunity to experience the concepts. Therefore, your attendance and participation in class are of utmost importance.

Course Standards and Philosophy

1. Students will be held to a high standard of performance in all sections. To receive an "A" in this course, your presentations must be significantly better than that which passes for acceptable work. More precisely, an "A" speech is one that shows originality, careful research, tight reasoning, well thought out persuasive appeals, and skillful delivery. Additionally, "A" speeches will deal with non-trivial subject matter, and will constitute a genuine contribution to the knowledge and beliefs of the audience. Do not assume that you can do simply what is assigned to receive a high grade in this course. Doing "what is assigned" gets you only a "C"." An "A" requires considerably more work.
2. A further word of warning: this course is academically rigorous and time-consuming, and it will require a lot of you to do well. Semester after semester, students enroll in this course thinking that public speaking is a "bunny course" and that speeches can be tossed off with only a few hours preparation. Nothing could be further from the truth. Although this course will begin with relatively simple assignments, most speeches in this course will require students to do library research, and all of them will require substantial effort to prepare. Beyond that, your instructors will expect you to both outline the speech and rehearse it before presenting it in class. Add to this the fact that you will begin preparing for the next speech as soon as the previous one is completed, and you will begin to appreciate the academic demands of this course. The bottom line is this: if you don't have adequate time and interest to devote to public speaking, don't take this course. You won't do well, and your instructors won't feel satisfied with your work.

Course Policies

1. **Attendance:** Attendance at all class meetings is expected and is essential to your success in COM 114. *Two absences are allowable without an attendance penalty; however, please note that missed quizzes/activities are penalized regardless of your number of absences. Use your two absences wisely. Every absence after two will result in a penalty of 10 points off your final grade in the course.* You will also lose any participation and quiz points that occur during your missed class meeting. For instance, the class could have taken a 10-point quiz and participated in an activity worth 10 participation points on the day of your absence. This means you will lose 20 points. Quiz and participation points **cannot be made up**. If you must be absent because of extenuating circumstances (i.e. illness, family emergency, etc.) you must notify your instructor in advance of your absences by: leaving a note in his/her box,

- sending an e-mail, or leaving a message by phone. You are responsible for obtaining the material that you miss. Class notes can be obtained from other students. It is not the responsibility of your instructor to see that you are caught up. Your instructor will not loan out class notes.
2. **Tardiness:** You are expected to show up for class on time and stay the entire period. If you have a schedule conflict that does not allow you to meet this requirement, I suggest you make a commitment to either this class or the conflicting activity. You simply cannot be in two places at once and frequent tardiness or leaving early is not conducive to your learning or the learning of other students in the class.
 3. **Plagiarism:** Plagiarism on any assignment will result in a minimum of a **ZERO** for the assignment. Plagiarism includes the following:
 - ❖ Copying someone else's work and claiming it as your own.
 - ❖ Paraphrasing someone else's work and claiming it as your own.
 - ❖ Collaborating with another person and claiming the work solely as your own.

As is the case for any other course taught at this university, no form of academic dishonesty will be tolerated by your instructor. This includes cheating on quizzes, tests, and plagiarism (i.e., using another's work, published or unpublished, in an outline or speech without properly crediting that person either orally or in writing). All speeches and assignments in this course require your own original work. Students are advised to become familiar with Purdue's Student Code of Rights and Responsibilities to resolve questions about this matter: http://www.purdue.edu/univregs/pages/stu_conduct/stu_regulations.html. The following publication from the Dean of Students office may prove helpful as well: <http://www.purdue.edu/odos/aboutodos/academicintegrity.php>.

4. **Cell Phones and Beepers:** Turn your cell phones and beepers off when you enter the class room. These interruptions are distracting to your fellow classmates and instructor. If your cell phone or beeper rings or buzzes during a student presentation, you will lose a letter grade from your own presentation.
5. **Disabilities:** Students with disabilities who need accommodation (seating placement, arrangements for examinations, etc.) should inform the instructor at the beginning of the course. You may also contact the Office of the Dean of Students for additional information on accommodation <http://www.purdue.edu/odos/drc/welcome.php>.
6. **Grading:** You must wait twenty-four hours after receiving a grade to discuss it with your instructor. A meeting must be scheduled between the instructor and student. The classroom is not an appropriate place for these discussions. You will receive the final grade for the number of points you earned. The final grading scale will be strictly enforced. For example, if you earn 899 points you receive a B. There will be no discussion. COM114 grades are on a point system, not a percentage system, so there is no "rounding up."
7. **Extra Credit:** There is no extra credit offered in COM 114.

8. **Academic Dishonesty:** Purdue has strong policies against academic dishonesty. Anyone engaging in academic dishonesty will be reprimanded and subject to disciplinary action. Some examples of academic dishonesty include: cheating, plagiarism, furnishing false information, and signing in for a friend on attendance sheets (see the Purdue's Student Code of Rights and Responsibilities for a more detailed explanation http://www.purdue.edu/univregs/pages/stu_conduct/stu_regulations.html).

Course Requirements

1. **Presentations:** You will present three individual presentations and one group presentation. These will include two informative speeches, a persuasive speech, and a group persuasive presentation. You are expected to deliver your speech on your assigned day. **There are no exceptions!!!** If you fail to deliver your speech on the assigned day, you will receive a **ZERO** on that speech unless other arrangements have **PREVIOUSLY** been made with your instructor.
2. **Outlines:** All presentations must be accompanied by an outline. If you fail to submit an outline, you will lose your opportunity to present your speech. **All outlines must be submitted through Turnitin to receive credit.** Please see additional instructions and guidelines on your instructor's policy statements.
3. **Participation Grades:** Participation in COM 114 is made up of participation in class exercises and/or out of class homework assignments. To be more specific, these points can be comprised of short projects, group activities, exercises, impromptu speeches, etc. Often times, it can be the activity points that will make a difference between an "A" and a "B" for a student. You must be in class to receive participation points for these exercises. **THESE POINTS CANNOT BE MADE UP.** See your instructor's class policies for more detail.
4. **Quizzes:** Reading quizzes will be given throughout the course of the semester. These are designed to ensure that you are keeping up with the material and are on the right track. **They are given at the beginning of class and CANNOT be made up if you are tardy or absent!!!**
5. **Outside Communication Activity:** This assignment allows each student to view communication in action. You are required to participate in **ONE** of the following activities. The assignment is worth 30 points of your total grade. You may not participate in more than one assignment to earn extra points, because there is no extra credit offered in COM 114. Please remember that some of the opportunities to participate expire before the end of the semester. If you do not complete this activity early in the semester, you may lose your opportunity to earn the points allocated to this assignment.
 - **Option One:** Participation in a research study that is administered through the Department of Communication's Research Participation System. This activity allows you the ability to participate in an ongoing research project here at Purdue. The assignment allows you to see how we develop the communication theories that underlie the principles and advice this course advocates. The sessions usually last

between 30 minutes and one hour. For information about times and dates of specific studies visit the Department of Communication's Research Participation's website at <http://purdue-comm.sona-systems.com/>. The website will allow you to register for the study of your choice. Please note that if you sign up to participate in a study and fail to show up without canceling your appointment in advance (up to 2 hours before the study), you will be automatically restricted from signing up for any studies for 30 days.

- **Option Two:** The second option allows you to provide feedback as an audience member to an international teaching assistant through Purdue University's Oral English Proficiency Program. You will actually observe a classroom presentation. In these presentations, international teaching assistants practice teaching a class. To make this exercise as realistic and beneficial as possible, the Oral English Proficiency Program asks undergraduates to come, observe, and play the part of the "class." In some instances you will participate by asking questions of the ITA. Students observe 2 or 3 presentations in a 50 minute class period, and complete a brief written evaluation for each presentation, stating what was good, and where improvement is still needed. Dates for spring presentations are:
 - February 8, 9, 10 and 11;
 - March 1, 2, 3, and 4;
 - March 29, 30, 31, and April 1; and
 - April 19, 20, 21, and 22.

For more specific information see:

<http://www.purdue.edu/OEPP/Volunteer.htm> . This website will also allow you to register for a specific presentation date (adapted from the OEPP website).

Grading Breakdown

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Information about changes in this course can be found on our Blackboard page.

Assignment	Points	Your grade
Useful Information Presentation	100	
News or Explaining Info Presentation	150	
Persuasive Presentation	200	
Classroom Participation	200	
Outside Presentational Activity	30	
Group Presentation	200	

Quizzes	120	
Total	1000	

Final Grading Scale: This scale is based on a point system and not a percentage; therefore, grades will not be rounded up. If a student earns 799 points they receive a “C” in the course not a “B”. All grades are final unless a miscalculation has occurred. There is no extra credit offered in COM 114.

Grade	Points
A	1000-900
B	899-800
C	799-700
D	699-600
F	599 and below