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

Text and Materials:

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 presentational speaking, don't take this course. You won't do well, and your instructors won't feel satisfied with your work.

3. To aid you, a Communication Lab is available to assist you in every aspect of your COM114 work, from choosing topics, to finding credible sources, to writing outlines, to delivering your speech. Information on the Communication Lab, including a frequently asked questions handout, a schedule of hours, and information on how to make an appointment, can be found on your COM114 class Blackboard page.

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 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 that occur during your missed class meeting. For instance, the class could have participated in an activity worth 10 participation points on the day of your absence. You will lose those 10 points, which 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 absence 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. The attendance sheets passed around at the start of class are the FINAL arbitrator on whether you were absent or not. Make sure you sign the attendance sheet. In addition, anyone caught signing in an absent classmate or otherwise falsifying the attendance sheet will receive a zero in participation points for the ENTIRE module.

If you enrolled in the course during the first week of class, you will be required to use your two allowable absences for any days you missed at the start of the semester. Any absences for university-sponsored events also will be required to use the allowable absences.

2. **Late Work:** There is NO late work accepted in COM 114.

3. **Absence for death of family member:** In March 2011, Purdue University instituted a Grief Absence Policy for Students. Please note that this policy requires you to contact the Office of the Dean of Students to request that a notice of your leave be sent to instructors. You then must provide documentation of the death or funeral service attended to the ODOS. Upon receipt of proper documentation, the ODOS will request the instructor excuse the student and provide an opportunity to earn equivalent credit. Your COM114 instructor WILL NOT excuse a grief absence if you do not first request a notice from the ODOS AND provide ODOS with documentation. Purdue’s new Grief Absence Policy for Students is available online at https://www.purdue.edu/odos/services/griefabsencepolicyforstudents.php.

4. **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. **Three tardies will equal one absence. Entering class after the instructor has begun counts as a tardy, no exceptions.**

5. **Academic Dishonesty:** Academic Dishonesty will not be tolerated in this course. Purdue has strong policies against academic dishonesty. Anyone engaging in academic dishonesty will be reprimanded and subject to disciplinary action which can result in a minimum of a ZERO on an assignment but may include failure of the course or expulsion from the university. **Academic dishonesty includes, but is not limited to the following:**

   - **Plagiarism**
1. Copying someone else's work and claiming it as your own.
2. Paraphrasing someone else's work and claiming it as your own.
3. Collaborating with another person and claiming the work solely as your own.
4. Using one’s own work from another course or from a previous semester. For example, you may not reuse papers from another course and turn them into a speech or use speeches you have written in COM 114 from previous semesters. The work must be original to this course and this semester.

**Other forms of academic dishonesty**

1. Signing attendance sheets for other students.
2. Cheating on a quiz.
3. Padding a reference page.

All cases of academic dishonesty, as described above, could be reported to the Office of the Dean of Students.

All speeches and assignments in this course require your own original work. The work you produce in this course must be original and unique for this particular course. Students are advised to become familiar with Purdue’s Student Code of Rights and Responsibilities to resolve questions about this matter. The following publication from the Office of the Dean of Students may prove helpful as well:


6. **Cell Phones, iPods and other electronic devices**: Turn your cell phones and other electronic devices off when you enter the classroom, and put them away. Cell phones should not be on your desks or in your laps. Headphones from your iPod should not be in your ears. These interruptions are distracting and disrespectful to your fellow classmates and instructor. If your cell phone rings or buzzes during a student presentation, or you are listening to music instead of being an active audience member, you will automatically lose participation points for that day. See instructor’s policy statement for more detail.

7. **Disabilities**: Students with disabilities who need accommodation (seating placement, arrangements for examinations, etc.) must inform the instructor at the beginning of the course so that the appropriate arrangements can be made. Accommodations cannot be retroactive, so work with your instructor from the beginning to get the most you can from this course. You may also contact the Office of the Dean of Students for additional information on accommodation


8. **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. In addition, you have two weeks after an outline/speech is returned to voice concerns with your instructor about the grade. Instructors will not entertain questions about grades on assignments past this date. In other words, this means that you cannot
wait until the end of the semester when you are a few points short of an expected grade to protest your first speech/outline grade.

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."

9. Extra Credit: There is no extra credit offered in COM 114.

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 when possible. See course policies for more details.

2. Outlines: All presentations must be accompanied by an outline. If you fail to submit an outline through SafeAssign by the assignment deadline, you will lose your opportunity to present your speech. All outlines must be submitted through SafeAssign to receive credit. Electronic malfunction is not an excuse. You must print your SafeAssign receipt as evidence of submission. In a dispute, a SafeAssign receipt is the only acceptable proof of submission. Please see additional instructions and guidelines in your instructor’s policy statement.

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 website exercises, 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. There will be 230 participation points available during the semester; a maximum of 220 will be calculated into your final grade.

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. Quizzes are online only, and you will need the access code that accompanies your textbook in order to take quizzes! There will be twelve quizzes given during the course of the semester and the ten highest scores will be calculated into the final grade. If you experience technical difficulty while taking a quiz, you will be required to use one of your dropped quiz grades. To avoid experiencing technical difficulties, please make sure you: use Firefox; take the quiz from a strong, secure connection (like a campus lab) and avoid Wi-Fi hotspots; and do not attempt to take the quiz on your smartphone or on a tablet. (Please note that once you have used your access code, you will not be able to
switch sections and re-use that same code. If you switch sections, you will need to purchase another code.)

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 10 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. It is not your instructor’s responsibility to ensure that there are studies available or slots in OEPP classes at the end of the semester.

- **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/](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 available at [http://www.purdue.edu/OEPP/Volunteer.htm](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.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Your grade</th>
</tr>
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<tbody>
<tr>
<td>Informative Presentation #1</td>
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</tr>
<tr>
<td>Informative Presentation #2</td>
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<tr>
<td>Persuasive Presentation</td>
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<td>Classroom Participation</td>
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<td>Outside Communication Activity</td>
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<tr>
<td>Group Presentation</td>
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<tr>
<td>Quizzes</td>
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<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1000</td>
<td></td>
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</tbody>
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**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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
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<tr>
<td>B</td>
<td>899-800</td>
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<tr>
<td>C</td>
<td>799-700</td>
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<tr>
<td>D</td>
<td>699-600</td>
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<tr>
<td>F</td>
<td>599 and below</td>
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