

Communication 101: Oral Communication

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FALL 2017

Class 86467/Sec 2005 T/TH 8:00am – 9:20am Room S129

Class 86468/Sec 2006 T/TH 9:30am – 10:50am Room S129

Class 86469/Sec 2007 T/TH 12:30pm – 1:50pm Room S129

Class 87803/Sec 2045 T/TH 2:00pm – 3:20pm Room H144

Course Description

“Theory and practice in spoken communication, including prepared and extemporaneous speaking experience.”

Student Learning Objectives

Student learning objectives will be assessed via in-class and/or online exams, activities, speech performances, and/or quizzes. At the completion of the course, students in COM 101 should be able to:

- Examine theoretical perspectives of oral communication.
- Design an effective speech topic/purpose.
- Prepare an effective speech.
- Apply the principles of effective delivery to communicate the prepared speech.
- Recognize the principles of effective listening.
- Identify principles of effective presentational skills.

Required Materials

Public Speaking: Custom Edition, College of Southern Nevada. McGraw-Hill: Boston, MA.

Attendance

Students are allowed to miss up to two class periods during the semester without penalty, not including scheduled Speech Days. Once a student has two unexcused absences, every additional unexcused absence = -10 points.

Attendance is required on Speech Days. Every unexcused Speech Day absence = -20.

Arriving late to class or leaving class early without permission is considered a tardy. Students are allowed one tardy during the semester without penalty. Once a student has one tardy, every additional tardy = -5.

Excused Absences

Students will only be allowed to make up graded work without penalty if they have a valid excuse that is adequately documented. Your instructor determines whether or not an excuse is valid and what is and is not adequate documentation. Documentation means that you provide your instructor with paperwork or other evidence proving that your absence was the result of an emergency or other situation that could not be avoided.

Examples of excuses that might be considered valid include but are not limited to medical emergencies, car accidents, and deaths in the family. If you got into a car accident one hour before class and were taken to the hospital (and you have documentation proving that), you would be excused for that day's absence. No attendance penalties would be charged. You would be allowed to make up any graded work that was due while you were in the hospital with no penalty.

Examples of excuses that will not be considered valid include but are not limited to being scheduled to work, not waking up on time, not having childcare, or not having a ride. If you are scheduled to work and that prevents you from being in class, you would not be excused. All relevant penalties apply.

Grading Policies

Students who do not complete all graded speeches will receive an "F" for the course.

Students who are in class but who do not give their speech when scheduled/called will lose 10% of the total points for that speech if/when they make up the speech.

Speeches can only be made up in a classroom with an audience. There are absolutely no speech make-ups in any other setting. Speech make-ups are scheduled at the sole discretion of the instructor.

For every 30 seconds that a student speaks under/over the time limits, she or he will lose 10% of the total points for that speech.

Do not enter the classroom while another student is giving a speech. Wait outside of the classroom until you hear clapping or are otherwise directed to enter. A student entering the classroom while another student is delivering a speech will have their final grade for the semester reduced one full letter grade.

Per the Dean of Arts and Letters, the instructor never assigns a grade of "W." If you fail to withdraw yourself from the course you will receive the grade you have earned.

September 10, 2017 is the last day for withdrawals.

Graded Work

Autobiographical Speech, 3-5 minutes, 70 points

The purpose of this assignment is to give students the opportunity to get acquainted with each other, learn how to select a topic for a speech, and to practice a short speech in front of the class. You are required to turn in an outline before you deliver the speech. Speech performance = 60 points. Outline = 10 points.

Demonstration Speech, 5-7 minutes, 110 points

In this speech, you will demonstrate how something is made or how something is done. The topic will be your choice, but it must be a “fun, light-hearted, non-controversial topic” that is interesting to you and to the audience. You are required to turn in an outline before you deliver the speech. Speech performance = 85 points. Outline = 25 points.

Informative Speech, 6-8 minutes, 140 points

In this speech, you will inform the class about an object, event, concept or process. You are not allowed to demonstrate how something is made or how something is done. You are required to cite at least 5 sources in this speech. You are required to turn in an outline before you deliver the speech. Speech performance = 100 points. Outline = 40 points.

Persuasive Speech, 7-9 minutes, 200 points

In this speech, you will do a persuasive speech on a question of fact, value, or policy. You are required to cite at least 5 sources in this speech. You are required to turn in an outline before you deliver the speech. Speech performance = 150 points. Outline = 50 points.

Examinations, 300 points

Two major exams will be given this semester: a midterm and final. These exams may cover all course readings, handouts, and lecture material. The final exam is comprehensive. Mid-term examination = 100 points. Final examination = 200 points.

Speech Outlines

Speech outlines must be typed, double-spaced, and have one inch margins. Bibliographies must follow APA or MLA format. For an example of these citation styles, see page 135 of your textbook. Speech outlines and any other written assignments are evaluated and graded on content and form, which includes but is not limited to; organization, spelling, grammar, punctuation, and clarity of expression.

Grading Scale

A	=	90-100%
B	=	80-90%
C	=	70-80%
D	=	60-70%
F	=	below 60%

Grade Tracker

Autobiographical Speech	60 points possible	_____
Outline	10 points possible	_____
Demonstration Speech	85 points possible	_____
Outline	25 points possible	_____
Informative Speech	100 points possible	_____
Outline	40 points possible	_____
Persuasion Speech	150 points possible	_____
Outline	50 points possible	_____
Midterm Exam	100 points possible	_____
Final Exam	200 points possible	_____
TOTAL	810 points possible	_____

Speech Topics

The instructor must approve all speech topics in advance. You will not be allowed to speak until your topic is approved.

Classroom Behavior

All classroom interaction (including speeches) must be appropriate for the classroom setting. You should treat your instructor and your classmates with respect. You should not use profanity in the classroom. You should not display graphic images in the classroom. Consult with your instructor about the possible exceptions to this policy. You may be allowed to:

- Cite profane or other offensive language if it is used as an example that clearly illustrates a point in a speech and if there is no better alternative.
- Cite arguments that have been made in favor of or against various religious, ethnic, gender, racial, etc. groups if such arguments support a point in a speech and if there is no better alternative.
- Describe various aspects of a religion (including its principles, historic figures, events, etc.) if those descriptions support a point in a speech and if there is no better alternative.
- Show graphic images if those images support a point in a speech and if there is no better alternative.

The only thing students should be doing during student speeches is paying attention to the speaker. You should not be reading, texting, doodling, day dreaming, sleeping, going over your speech notes, listening to music, etc. When another student is doing a speech, you should be looking at and listening to her or him. Each time the instructor notices a student not paying attention to the speaker, that student will lose 10 points from their total grade.

If something happens that disrupts a speech or distracts the people around them (cell phone ringing, opening your backpack, opening a bag of chips, etc.), the person responsible for the disruption will have their final grade for the semester drop one full letter grade.

Do not enter the classroom while another student is giving a speech. Wait outside of the classroom until you hear clapping or are otherwise directed to enter. A student entering the classroom while another student is delivering a speech will have their final grade for the semester reduced one full letter grade.

Communication Labs

Students can go to the Communication Lab to get help on any stage of the speech writing process or on your speech delivery skills. The COM Lab on the West Charleston campus is located in Module 2. The COM Lab at Cheyenne is located in the Writing Center (A 1707) and the COM lab at Henderson is located in the computer lab. Students can use the COM Lab on any campus. Go here for the COM Lab hours and other information: <https://www.csn.edu/com-lab>

CSN Policies and Resources

Centers for Academic Success

The mission of the Centers for Academic Success is to foster a positive and caring learning atmosphere that supports classroom instruction and overall student success. Free one-on-one tutoring and drop-in labs are available – visit <http://www.csn.edu/tutoring/> for more information. Tutors are available in most subjects to provide learning support and help you improve your academic motivation and performance, enhance your self-esteem and confidence as an independent learner, and achieve your educational, professional and personal goals. Charleston Campus – (Room D-203 - 651-5732) – Cheyenne Campus (Room S-247 - 651-4232) – Henderson Campus (Room B-201 - 651-3125).

Academic Integrity

CSN's Academic Integrity policy requires instructors to report instances of plagiarism/cheating to Student Affairs. You can read the policy at <https://www.csn.edu/policies-procedures>.

CSN Catalogue

Here is the link to the CSN Catalogue <http://www.csn.edu/pages/660.asp> (which explains your rights and responsibilities as a student).

CSN Disability Resource Center

Here is the link to CSN's and current CSN Disability Resource Center (the DRC) <http://www.csn.edu/pages/544.asp> and CSN's statement on the American's with Disabilities Act (ADA) information <http://www.csn.edu/pages/2566.asp>.

Refund Policy

CSN has a new student refund policy for course withdrawal:

- 100% withdrawal first week of instruction
- 50% withdrawal before the end of the 2nd week of instruction; and
- No refund after the start of the third week or for application or admissions.
- More information is available on the Policy and Procedures page at <https://www.csn.edu/policies-procedures>.

Student Academic Progress Policy

If students' cumulative GPA falls to 2.0 or lower after attempting at least 12 credits, they will receive an academic warning, so that they have time to seek help. Continued performance at 2.0 or lower in future semester course work can lead to academic probation or academic suspension.

Students on academic suspension will not be able to enroll in classes for a semester. More information is available at www.csn.edu/success.

Late Registration

CSN students are no longer able to register after the semester begins. CSN students will be able to register until 11:59 p.m. the day before the semester begins. More info at www.csn.edu/success

Counseling/Advising

If you are *a new student or have no declared major*, you will meet with a CSN *success coach* for all your advising needs, including course planning and career exploration services. Success coaches are located in student services areas and their contact information is available at www.csn.edu/success.

If you are a student who has declared a major, CSN has assigned you a *counselor* who is an expert on your declared major and can help you effectively navigate your program.

This counselor's office is located in the academic school (i.e. the School of Arts & Letters) in which your declared major resides. To find out whom your counselor is and make an appointment, go to www.csn.edu/success, or contact the CSN Call Center at 702-651-5555.

Children in the Classroom

Please note that CSN policy does not allow children in the classroom. This includes leaving children in the hallway, etc. The presence of children is a safety issue as well as a potential disturbance for other students. Please do not bring children to class.

https://www.csn.edu/sites/default/files/u421/minor_children_on_campus_policy.pdf

Library Workshops

College Library Services offers ongoing research workshops throughout the semester. Bring your topic or assignment to one of the workshops on the basics of locating and citing quality information and receive in-depth assistance with a librarian. Check out the schedule at <http://csn.libcal.com/calendar/events/?cid=1748&t=d&d=0000-00-00&cal%5B%5D=1748> or call 702-651-5729 for more information.

Class Schedule – Subject to change by instructor

Week 1

Course Introduction
Speaking in Public
Developing Confidence
READ: Chapter 1

Week 2

Ethics
Giving Your First Speech
READ: Chapter 2 & 4

Week 3

Listening
SPEECH: Autobiographical Speech
READ: Chapter 3

Week 4

Organizing Your Speech
Beginning and Ending Your Speech
Outlining Your Speech
READ: Chapters 9, 10, & 11

Week 5

Using Language
Delivery
Using Visual Aids
READ: Chapters 12, 13, & 14

Week 6

Speaking to Inform
SPEECHES: Demonstration
READ: Chapter 15

Week 7

SPEECHES: Demonstration

Week 8

EXAM: Midterm
(Chapters 1, 2, 3, 4, 9, 10, 11, 12, 13, 14, 15)
Selecting A Topic and Purpose
Analyzing the Audience
READ: Chapters 5 & 6

Week 9

Gathering Materials
Supporting Your Ideas
READ: Chapters 7 & 8

Week 10

SPEECHES: Informative

Week 11

SPEECHES: Informative

Week 12

Speaking to Persuade
Methods of Persuasion
READ: Chapters 16 & 17

Week 13

SPEECHES: Persuasive

Week 14

SPEECHES: Persuasive

Week 15

SPEECHES: Persuasive

Week 16

EXAM: Comprehensive FINAL

IMPORTANT DATES

- *August 28th – first day of classes for 16 week courses
- *September 3rd – Last day to register for 16-week session
- *September 3rd – Last day for a 100% refund for 16-week session
- *September 3rd – Financial Aid Census Date
- *September 4th – Labor Day Holiday – College Closed
- *September 10th – Last day to drop without a W for a 16-week session
- *October 6th – Last day to apply for Fall 2017 graduation
- *October 27th – Nevada Day Holiday – College Closed
- *November 5th – Last day to drop with a W
- *November 10th – Veteran's Day – College Closed
- *November 23rd – 26th – College Closed for Thanksgiving & Nevada State Family Day
- *December 17th – last day of instruction for 16 week course

Course Syllabus Acknowledgment and Agreement

I have read and agree to the terms listed in the above course syllabus. I understand that this syllabus is subject to change as deemed appropriate by the instructor and with advanced notice to students.

Name: _____

Class/Semester: _____

Signature: _____

Class Days/Times: _____