# COURSE SYLLABUS OUTLINE

**Course Title and Number:** Fundamentals of Speech-Communication 103

**Fall Semester 2012**

**Course Description** This course provides instruction and experience in preparation and delivery of presentations in public settings. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students will be able to design and deliver well-organized presentations with appropriate audiovisual support.

**Text Information: Required Text(s):** Zarefsky, David; *Public Speaking, Strategies for Success,* 6th Edition. (MA: Pearson Education Inc., 2011)

Computer Requirements: Access to online computer for research and word processing.

**All written work is expected to be word processed, double spaced and printed. Written assignments may be transmitted via e-mail attachments prior to the class period for which they are assigned. Handwritten assignments are not acceptable.**

Instructor: Name: Glenn Long

Office: None

Office Hours: None

Phone/E-mail: 675-1732 (home) 881-5374 (cell after 3:30)

E-mail [longjohn906@hotmail.com](mailto:longjohn906@hotmail.com) [long22@marshall.edu](mailto:long22@marshall.edu)

Credits; 3 hours

Prerequisites: None

Desired Learner Outcomes/Objectives:

* Students will be able to recognize communication as a transactional process by:
  + Determining audience orientation to the topic
  + Identifying supporting material most relevant to the audience, and
  + Recognizing and adjusting to nonverbal audience feedback
* Students will learn to demonstrate critical thinking in the production and evaluation of communication events by:
  + Differentiating between various types of evidence
  + Extrapolating valid claims from evidence
  + Identifying and producing factual, value, predictive and policy claims
  + Identifying the types of reasoning that link evidence to claims
  + Identifying the limitation of evidence
  + Identifying weaknesses in argument and reasoning and
  + Producing valid arguments
* Students will produce organized informative and persuasive presentations by:
  + Demonstrating the ability to capture audience attention
  + Stating the thesis and previewing their oral remarks
  + Using transitions and signposts to emphasize speech structure and
  + Concluding their remarks with a summary of the main idea
* Students will develop effective extemporaneous speaking skills by:
  + Maintaining eye contact with the audience while speaking
  + Using gestures which compliment the verbal message, and
  + Speaking with varied vocal cues

Evaluation/Measurement/Assessment of Learner Outcomes: Students will have the opportunity to deliver oral and written presentations and demonstrate knowledge in class during discussions, scheduled tests and unscheduled quizzes.

# Plagiarism Policy/Academic Honesty/Academic Integrity:

**Academic Dishonesty Policy:** All students should be familiar with the university’s policy concerning academic dishonesty.

# University Computing Services’ Acceptable Use Policy: All students are responsible for knowing this policy, which can be found on the web at <http://www.marshall.edu/ucs/CS/accptuse.asp>.

**Policy for Students with Disabilities:** Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities.  University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability.  Following this, the DSS Coordinator will send a letter to each of the student’s instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading.  The instructor and student will meet to discuss how the accommodation(s) requested will be provided.  For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 11, phone 304-696-2271.

**Inclement Weather Policy:** . If the building is open we will have class. Please do not put yourself at risk, but try to attend, if at all possible. MOVC will post weather related information on the hotline and on three local radio stations.

**Policy statement on major projects, examinations and other assignments**: All assignments are due on the assigned date. Due to class size, it is imperative that students be prepared on the assigned date to present oral materials. Tests will be given as noted in the syllabus. At no time will a student be permitted to give a presentation more than one week late. Late assignments run the risk of being docked 10% or more.

**Weekly Assignments:** Students are expected to read material prior to class. Speech topics are due on the assigned dates and may not be changed without my approval. If two or more students select the same topic for a speech I may require one or more of them to use another topic.

**Attendance Policy: Attendance is mandatory.** **10% of your grade depends on your** **attendance and participation.** If you miss class, you run the risk of losing that 10%. Any missed tests must be scheduled with me. All make-up tests will be taken on a Saturday under the supervision of the school proctor. There will be no other make up times. If you miss a scheduled speech, makeup speeches will be done at my discretion and only with a university approved excuse. Attendance will be taken at the beginning of class each week. Two tardies will count as one unexcused absence.

**Specifications for written work:** Written work is due on the date specified in the syllabus. It is your responsibility to turn in work on the assigned date. **Assignments more than one week late** **will not be accepted.** All written work should have a cover sheet with your name, class, name of assignment, and date stapled to the front of the assignment. No folders, please. **All written assignments may be attached to an e-mail rather than printed, if you wish.** If you need assistance with mechanics, i.e. grammar, punctuation or style, I will be happy to help you.

**Classroom Etiquette**: Please contribute to the supportive climate of this class by observing the following:

* MOVC has a strict non use policy for cell phones during class. Turn them off. Refusal will result in removal from class.
* **If you arrive late, please do not enter the class while a student is making a presentation. You may disrupt their train of thought and you will certainly distract the audience. Stay outside until someone lets you know it is safe to enter.**
* Respect the opinions, values and contributions of others.
* Your classmates have paid good money to take this class. Please don’t detract from their learning environment by disrupting the class with cross talk or other distracting behaviors.
* Laptops may only be used with prior permission and a valid reason.
* Guest speakers should be treated with respect. I only invite professionals who can enhance your knowledge and abilities. Please give them your undivided attention.

**Commitment:** Be prepared. Be willing to invest time and energy in this course. If you coast, so will your grade.

**Weekly Schedule:**

**This is a tentative schedule. It may change at any time. Students are responsible for these changes.**

**Week Class work Readings & Assignments**

**Week 1** Introduction to course Chapter 1 & 2

**Aug 27**

**Week 2** Discuss Chapter 1 & 2 Chapter 3 & 4

**Sept 10** Introductions

**Week 3** Discuss Chapter 3 & 4

**Sept 17**

**Week 4**  Exam I Chapters 1-4 plus notes Chapter 5 & 6

**Sept 24**

**Week 5** Return exams Chapter 7 & 8

**Oct 1** DiscussChapter 5 & 6

**Week 6** Discuss Chapter 7 & 8 Chapter 9 & 10

**Oct 8**

**Week 7** Exam II Chapters 5-8 Chapter 11 & 12

**Oct 15**

**Week 8** Topic Due: Persuasive Speech

**Oct 22** Begin Entertaining Speeches

Return Exams

**Week 9** Discuss Chapters 9 & 10

**Oct 29**  Continue Entertaining Speeches

**Week 10** Discuss Chapter 11 & 12 Chapter 13 & 14

**Nov 5** Topic Due: Informative Speech (With PowerPoint)

**Week 12** Exam III Chapter 9-12 Chapter 15

**Nov 12** Persuasive Speeches

**Week 13** Return Exams

**Nov 26** Persuasive Speeches

**Week 14** Informative Speeches (w/PowerPoint)

**Dec 3**

**Week 15** Finish Informative Speeches (w/PowerPoint)

**Dec 10** Review for Final Exam

**Week 16** Finish speeches and make up work

**Dec 17** Final: Comprehensive