**CMM 103 Section 101/106- Fundamentals of Speech Communication**  
Fall 2012  
MWF 8:00- 8:50 am/9:00-9:50, Smith Hall 227

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**Office Hours:**  
Monday 10:00am- 1:00pm  
Friday 10:00am- 1:00pm  
\*And by Appointment

**Required Text:**Zarefsky, David. (2010). Public Speaking: Strategies For Success, (6th Edition). Boston, MA: Pearson Education, Inc.  
Greenwood, Kristine. (2012). Fundamentals of Speech Communication: Student Workbook

**Multimedia Requirements**

Each student is required to purchase a Sony Mini DVD that is **+RW**. This is a requirement because each of your speeches will be filmed and you will need to reference them in order to fulfill the personal speech evaluation assignment, which is mentioned in the course syllabus. These discs are available for purchase in the Marshall University Bookstore individually or in packs of three.

Also, if you intend on using Microsoft Power Point for a visual aid, you must save it in the 2003 version, and it must also be on a flash drive. Due to time constraints I will not allow you to access your V-drive or your email for a presentation.

**Attendance Policy/Excused Absences**

Attendance is **mandatory** on the listed speech dates. Failure to attend class can result in the drop of a full letter grade per missed presentation. If you are late and get to class while a speech is being presented, you must wait outside until the presenter has finished. Do not come into the classroom while someone is presenting. All university excused absences will be honored as I receive them. If you know ahead of time that you will be absent, it is in your best interest to notify me. If you do not have a university excused absence, you are allowed **five unexcused absences** before it will affect your grade. Every unexcused absence after the five will result in a five-point deduction from your final grade.

**Late Work**

All late work, unless pre authorized, will result in an immediate 10 point deduction from the assignment.

**Plagiarism Policy**

See Workbook, *Fundamentals of Speech Communication* (p.4). Don’t do it!

**Participation**

In addition to the basic course point system, an additional seventy-five points will be calculated into your final grade. This is an opportunity for you to earn extra points in the course, and regain a higher grade point average that could be affected by a poor examination or presentation grade. You can gain participation points through discussion, attendance, and peer feedback.

**Chapter Outlines**

On the Grading Scale below, you will notice a section labeled *Chapter Outlines- 15 @ 10 points each*. This is similar to the Participation section of the class in that this is meant to help you succeed by better understanding the material as well as boosting your grade. Before each class you will be required to write your own outline for the chapter that we will cover that day. We will then go over the chapters together. If there is anything that I cover that you do not have in your outline, you will be advised to add it in during class time. This is to improve not only class participation, but your test scores as these will serve as an excellent reference when it is time to study.

**Inclement Weather**

Please see Marshall University’s policy on inclement weather at <http://www.marshall.edu/ucomm/weather.html>

**Disability Services**

Marshall University is committed to making all programs, services, and activities fully accessible to students with disabilities. The purpose of the Office of Disability Services Program is to provide the educational and physical accessibility support necessary for students to achieve their academic goals and to promote as much independence as possible on the part of the students with disabilities.

Services are available for all students with disabilities at the University, whether they are full or part time students. Students are required to provide documentation of the disability. The program staff will work with students to individualize the type and level of services provided. Contact person: **Sandra Clements**, Coordinator; Location- Prichard Hall, Room 117; Telephone- (304) 696-2271; Fax: (304)696-2288; Email- [clements@marshall.edu](mailto:clements@marshall.edu); Office Hours are Monday-Friday 8:00-5:00pm.

**Conduct in the Classroom**

We are all here for one reason, to learn. In order to accomplish this we must all respect one another. Although we may have disagreements or conflicting ideas, there is a way to debate without degrading your peers. Any disrespectful or childlike behavior will not be tolerated and you could potentially be asked to leave for the remainder of the designated class time. Obviously, you are not to talk while others are talking, or more importantly- giving speeches. Even though I will be grading the speaker, I will also be keeping an eye on the rest of the class. If you are disrespectful to the speaker by doing things such as talking or texting, your participation grade will suffer. Due to the fact that we are meeting at such an early time, food is allowed as long as it is not disruptive to the class. **Cell Phones:** must always be on silent (not vibrate) once you enter the class and put away.

**Grading Scale**

**Written Work** 300  
**Chapter Outlines- 15 @10 pts each** 150  
**Exams** 220  
**Speeches** 265  
**Participation** 75  
  
**Total Points Possible** 1000

**\*Grades are assigned based on the University Grading Scale**

**CMM 103- 101/106 Fall 2012 Syllabus**

**M-W-F**

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| **Date:**  **Week One (August)**  M 27  W 29  F 31  **Week Two (September)**  M 3  W 5  F 7  **Week Three**  M 10  W 12  F 14  **Week Four**  M 17  W 19  F 21  **Week Five**  M 24  W 26  F 28  **Week Six (October)**  M 1  W 3  F 5  **Week Seven**  M 8, W 10, F 12  **Week Eight**  M 15, W 17, F 19  **Week Nine**  M 22  W 24  F 26  **Week Ten**  M 29  W 31  F 2  **Week Eleven**  M 5  W 7  F 9  **Week Twelve**  M 12  W 14  F 16  **THANKSGIVING BREAK (19-24)**  **Week Thirteen**  M 26, W 28, F 30  **Week Fourteen**  M 3, W 5, F 7  **Week Fifteen**  M 10  **Exam** | **Topics/Assignments:**  Chapter 1 Welcome to Public Speaking  Chapter 2 Your First Speech  Chapter 3 Presenting the Speech  Labor Day- NO CLASS  Introductory Speeches  Introductory Speeches  Chapter 4 Listening Critically  Chapter 5 Analyzing your Audience  Chapter 6 Choosing a Topic & Strategy  Review Jeopardy day for Unit I exam  **Unit I Exam**  Chapter 7 Researching the Speech  Chapter 9 & 10 Organizing the Speech  Chapter 11 Outlining the Speech **Supporting a Main Point due**  Computer Lab Day- SH 532  Chapter 13 Informing  **Informative Speech Proposal due**  Chapter 15 Speaking with Visual Aids  Workshop Day  Informative Speeches and Outlines due  Informative Speeches and Outlines due  Chapter 12 Achieving Style Through Lang.  Review Jeopardy for Unit Exam II  **Unit II Exam**  Chapter 16 Occasions for Public Speaking  **Impromptu**  **Ceremonial Speech**  **Ceremonial Speech**  Chapter 8 Reasoning  Chapter 8 Reasoning  **Creating an Argument Due**  Chapter 14 Persuading  **Persuasive Speech Proposals due**  Workshop Day  **THANKSGIVING BREAK**  Persuasive Speeches  Persuasive Speeches  Review for Final Exam  **CMM 103-101: December 17 (8:00 AM)**  **CMM 103-106: December 14 (8:00 AM)** | **Chapter Outlines:**  Chapter 1&2  Chapter 3  Chapter 4  Chapter 5  Chapter 6  Chapter 7  Chapter 9 & 10  Chapter 11  Chapter 13  Chapter 15  Chapter 12  Chapter 16  Chapter 8 |

*“Twenty years from now you will be more disappointed by the things that you didn’t do than by the ones you did. So throw away the bowlines, sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover.”- Mark Twain*

***\*This syllabus is tentative and subject to change.***