CMM103 Syllabus – Fall 2012

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Welcome to CMM103! The following is in addition to the general syllabus found in your handbook.

**Classroom Expectations and Rules**

*Course Material*

This course contains a vast amount of material, therefore it is crucial that the textbook reading assignments be completed **before** coming to class. I will provide background, supplemental, and clarifying information during class time, as well as activities to reinforce concepts. In order to ensure the chapters are being read, there will be a weekly quiz.

*Online Components*

Internet usage is required for many aspects of this course. Each student will need to register with MySpeechLab, in addition to accessing Blackboard. MySpeechLab is an excellent resource for studying and helping with speeches. The weekly quizzes will be through Blackboard, where I will also post important documents – including lecture PowerPoints – and update the calendar and your grades.

*Participation*

Because we will be doing many activities, participation is essential, and a student’s grade will suffer if he or she consistently does not participate in group work or class discussions.

*Attendance*

Attending class is necessary in order to earn a high grade in this course, but I understand that things do come up, alarms don’t go off, etc. Each student is afforded two un-excused, no-questions-asked absences. The third unexcused absence will result in a 10 point reduction from participation, the fourth, a 15 point deduction, and the fifth will lead to the student being asked to drop the course. Unexcused absences during speech days will cost 5 participation points.

*Late Work*

Work missed due to a University-excused absence will be discussed on an individual basis during office hours or by appointment. Work missed due to an un-excused absence that is turned in within 24 hours of the due date will be dropped 5% of the available points. One letter grade will be dropped for work turned in within 48 hours of the due date. Half credit will be given for work turned in 48 hours after the due date.

*Cell Phones*

Cell phones must be on silent (not vibrate) or turned off while in class. Texting is strongly prohibited; if I see texting, the phone in question will be confiscated until class is over, and participation points will be deducted.

*Laptop Computers*

Laptops are allowed in class for note-taking only. If I catch a student doing anything other than taking notes, that student will no longer be permitted to use his or her computer during class.

*Food / Gum*

If your eating is a distraction, you will be asked to stop eating. Finishing up breakfast before class starts is acceptable, but please do not eat during the middle of class.

**Additional Assignments**

*Quizzes*

There will be seven quizzes throughout the semester at 10 points each for a total of 70 points. Most quizzes will be completed online and will have two extra credit questions.

*Participation*

Participation is worth 50 points. As noted above, lack of participation in class activities and absences will adversely result in a loss of participation points.

*Homework / Miscellaneous*

There will be a total of 105 points for homework and in-class activities.

With the additions, there will be a total of 1000 points possible in this course.

CMM103 Course Schedule

Date Topics *Homework* *Due*

August

Tuesday, 28 Class introduction, Chapter One

Thursday, 30 Chapters Two and Three: Speech Read Chapters 1-3, bring   
 Structure/Outlines; Speech Delivery Audience Analysis sheets

September

Tuesday, 4 Chapters Four and Five: Listening Read Chapter 4, Chapter  
 Critically/Mapping; Audience Analysis 5 to p. 105  
 **Assign Listening Assignment**

Thursday, 6 **Introductory Speeches** Come prepared to deliver  
 your speech; bring v.a.’s

Tuesday, 11 Chapters Five and Six: Analyzing Read rest of Chapter 5, Audience; Choosing Topics Chapter 6, turn in self-evaluation

Thursday, 13 **Jeopardy** study Chapters 1-6, bring questions

Tuesday, 18 **Unit One EXAM (Chapters 1-6)**

Thursday, 20 Chapter Seven: Research Read Chapter 7  
**Assign Supporting a Main Point**

Tuesday, 25 Chapters Nine and Ten: Speech Organization Read Chapters 9 & 10  
**Assign Informative Proposal & Speech**

Thursday, 27 Chapters Eleven and Thirteen: Outlining; Read Chapters 11& 13  
Informing

October

Tuesday, 2 Chapter Fifteen: Visual Aids Read Chapter 15,   
 Informative Speech Proposal  
 Supporting a Main Point

Thursday, 4 Informative Speeches

Tuesday, 9 Informative Speeches

Thursday, 11 Informative Speeches

Tuesday, 16 Informative Speeches

Thursday, 18 Chapter 12: Language Style Read Chapter 12

Tuesday, 23 Chapter Eight: Reasoning Read Chapter 8  
**Assign Creating an Argument**

Thursday, 25 Chapter Eight, Continued  
**Assign Persuasive Proposal & Speech**

Tuesday, 30 **Jeopardy** Study Chapters 7, 9, 10, 11, 13, 15

November

Thursday, 1 **Unit Two EXAM** Tuesday, 6 Chapter 14: Persuading Read Chapter 14, Creating an Argument  
 Persuasive speech proposal

Thursday, 8 Persuasive Speeches

Tuesday, 13 Persuasive Speeches

Thursday, 15 Persuasive Speeches

Tuesday, 20 Persuasive Speeches  
**Assign Ceremonial Speeches**

Tuesday, 27 Chapter 16: Occasions Read Chapter 16  
Ceremonial Speeches Listening Assignment

Thursday, 29 Ceremonial Speeches

December

Tuesday, 4 Impromptu Speeches