**Fundamentals of Speech Communication (CMM 103)**

**Fall 2012**

Room/Time: Smith Hall, Room 227, on Tuesday from 6:30 to 9:00pm

Instructor: Juanita Parsons ocheltreej@marshall.edu 304-696-6520

 110 Old Main - Office hours available by appointment

Required text(s): Zarefsky, David. *Public Speaking: Strategies for Success*. Boston, MA: Pearson Custom Publishing. Sixth Edition.

 \*\*Workbook is also required.

 1 Mini DVD Plus RW (may be purchased in the bookstore)

Course Description:

This course is designed to enhance the development of critical thinking skills and their application to verbal and nonverbal interaction in interpersonal and public communication contexts. This course is a general requirement of Marshall University and is worth three credit hours.

*Course Philosophy and Course Objective/Learning Outcomes, along with other information, are detailed on pp. 3-4 of the Student Workbook.*

Attendance: Regular attendance for this course is necessary to succeed. I am expected to be in class during each session, and I expect the same from you. Attendance will be taken every day. Any student with perfect attendance will receive 10 bonus points at the end of the semester. You must be present on lecture days to participate in pop quizzes and bonus points’ opportunities.

\*\*Additional attendance note: Public speaking is an audience-centered activity and you are expected to be an attentive audience for your classmates. Therefore, if you are absent and do not have a university excuse, you will lose 5 points for that assignment. You are expected to deliver your speech on your assigned day. If you are unable to speak on that day, you may only present it during the next class session if there is time available and you have a university excused absence.

Cell Phone Use: Please set your cell phone to silent or turn it off prior to class. Do not use your cell phone during class. Text messaging/instant messaging is not permitted during class.

Tardiness: Not a good way to start a class. If you are more than 10 minutes late for a class session, you will be marked absent for the day.

Exams: There will be two exams and one final comprehensive exam.

Make-up Work: There will be no make-up work assigned to a student unless previous arrangements have been made with or have been deemed necessary by the Student Affairs Office. This can be arranged by obtaining a university excused absence. **There will also be no make-up exams without a university excused absence.**

Late Assignments: Assignments will NOT be accepted late, unless arrangements have been made prior to the due date of the assignment. After one week, the assignment will no longer be accepted, and the student will receive no credit for the assignment.

Typed Work: Assignments will only be accepted that are typed, double-space, 11-point type, Arial or Times New Roman font on white paper. Emailed assignments will not be accepted unless you are specifically instructed to do so.

Classroom Decorum: Decorum is expected to be respectful and open to all participants in the classroom. Profanity will be kept to a minimum, and discriminatory jokes/comments will not be tolerated.

Note: Do not chew gum while you are presenting your speech. It is very distracting.

 If you are disruptive in class, you will be asked to leave.

 Bring your textbook and workbook to each class.

 Participation is not only encouraged but expected during class discussions.

You may not access the Internet from the classroom during your speech.

**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

Grading Scale:            **A**= 100%-90%               **D**=69%-60%

**B**=89%-80% **F**=59% and under

     **C**=79%-70%

**Tentative Schedule – subject to change**

**Date Topics/Assignments Readings for next class**

Aug 28 Chapter 1 Welcome to Public Speaking Chapters 1, 2, 3, 4

 Chapter 2 Your First Speech

 **Assign Introductory Speech**

Sept 4 Chapter 3 Presenting the Speech Chapters 5, 6

 Chapter 4 Listening Critically

 **Assign: Listening Assignment**

Sept. 11 No class – outside assignment due on this day

Sept. 18 **Introductory Speech Due** Chapter 7, 9

 Chapter 5 Analyzing Your Audience

 Chapter 6 Choosing a Topic & Developing a Strategy

 **Assign Unit I Exam Chapters 1-6**

Sept. 25 **Unit I Exam** Chapters 10, 11, 13, 15

 Chapter 7 Researching the Speech

 Chapter 9 Organizing the Speech: The Body

 **Assign Informative Speech Proposal**

 **Assign Informative Speech**

Oct. 2 Chapter 10 Introductions, Conclusions & Transitions

 Chapter 11 Outlining the Speech

 Chapter 13 Informing

 Chapter 15 Speaking with Visual Aids

 **Informative Speech Proposal Due**

Oct. 9 **Informative Speech Due**

Oct. 16 **Informative Speech Due** Chapter 12

 **Assign Unit II Exam 7, 9, 10, 11, 13, 15**

Oct. 23 **Unit II Exam** Chapter 16

 Chapter 12 Achieving Style Through Language

Oct. 30 **Assign Ceremonial Speeches** Chapter 8

 Chapter 16 Occasions for Public Speaking

 **Assign Persuasive Speech Proposal**

Nov. 6 **Ceremonial Speech Due** Chapter 14

 Chapter 8 Reasoning

 **Assign Persuasive Speech**

 **Assign Creating an Argument**

**Persuasive Speech Proposal Due**

Nov. 13 Chapter 14 Persuading

  **Creating an Argument Due**

Nov. 20 No Class - **Thanksgiving Break - November 19-24**

Nov. 27 Persuasive Speeches and Outlines Due

Dec. 4 Persuasive Speeches and Outlines Due

Dec. 11 Impromptu and Review for Final Exam

Dec. 18 **Final Exam – Chapters 1 through 16**