

CMM 103 - Fundamentals of Speech Communication

Section 107 MWF 11:00-11:50 am SH 261

Section 108 MWF 12:00-12:50 am SH 261

Instructor: Amelia Ferrell

Office: SH 255 - TA Office in Communication Studies Office

E-mail: **ferrell56@marshall.edu**

Office Hours: Monday 1-2, Wednesday 1-3, or by appointment

Required Text:

- Zarefsky, David. (2010). Public Speaking: Strategies For Success, (6th Edition). Boston, MA: Pearson Education, Inc.

- Greenwood, Kristine. (2010). Fundamentals of Speech Communication: Student Workbook

Succeeding in this class: The truth is no matter how you feel about this class or public speaking, you have to pass this class to graduate from this fine institution! First, let me say: I want you to succeed! Here are some ways we can make sure you succeed: 1) You **MUST** come to class! There are many chapters covered in a short amount of time in between speeches and assignments. Also, there are specific requirements for each speech that will be covered during class time. Attendance guidelines are outlined in this syllabus. 2) Read the chapters. Weekly quizzes will be given over reading assignments. 3) Ask questions and participate in class. This classroom is not a lecture hall; it is a forum for us to engage, discuss, debate and learn from each other. The more comfortable you feel with your classmates during class time, the more comfortable you will feel when you have to get up in front of everyone.

Attendance Policy: Class attendance is **mandatory**. This course includes homework and speaking assignments almost every week, and failure to attend class will result in missed assignments or incorrect completion. You are allowed **three absences** for any reason, but after these three, 3 points for each missed day will be deducted from your final grade.

You must present your speech on your assigned day. Make-up speeches will only be allowed for university excused absences. Also, make-up speeches must be given in class for an audience. Please see me to arrange a makeup speech time.

Speech days (when your classmates are speaking) are required attendance days. Each missed speech day is points off your speech grade.

Classroom Behavior: Respect others by listening and avoiding any disrespectful or negative language. I do not tolerate disrespectful or disruptive behavior. Cell phones are not to be used during class. If I see you use your cell phone during class, you will be counted absent for that day (including speech days).

Late Work Policy: Late work may be accepted, but I reserve the right to not accept late work on certain assignments. **All late work must be completed within seven days of the due date.** (This means do not come to me at the end of the semester with all your missing work.) Points will be deducted. Excused absences do allow make up work to be completed without points deducted, but it must be completed and given to me or put in my box (**not emailed**) within 7 days of the university excused absence.

Plagiarism Policy: All written and oral assignments should be your own work. Penalties for academic dishonesty can range from a zero for the assignment to expulsion from the university. Academic dishonesty includes using speeches and outlines from other students or other sources and submitting or performing them as your own.

Video Recording Policy: Each of your major speeches will be recorded on a mini-DVD compatible with the cameras **THAT YOU PROVIDE.** Please purchase a mini-DVD PLUS RW (not minus RW or Memorex brand). If you do not provide your own DVD on your speech day, you will receive a zero on your self-evaluation assignment.

Speech Assignments and Points:

Speeches and Assignments:

Introduction 25

 Introduction Self-Evaluation 15

Informative 50

 Informative Proposal or Outline 25

 Informative Self-Evaluation 15

 Informative Peer Evaluation 10

Persuasive 75

 Persuasive Preparation Outline 40

 Persuasive Self-Evaluation 15

 Persuasive Peer Evaluation 10

Ceremonial 50

Impromptu 25

Supporting a Main Point 15

Creating an Argument 25

Listening Assignment 40

In-class/take home Assignments & Quizzes 50-100 points available

Exams 220

Total: 705 minimum

The instructor reserves the right to cancel or change homework assignments. Class attendance is necessary to receive notification of due dates and assignment instructions. It is your responsibility to contact the instructor with any homework or due date questions.

Grades are assigned based on the University Grading Scale:

A= 90% - 100%

B= 80% - 89%

C= 70%- 79%

D= 60%- 69%

F= 59% or Lower

Thank you for joining me this semester. While public speaking may scare you.. a lot!... I promise I will make this class as entertaining and stress-free as possible. Please contact me at any time with any questions or concerns you have. My office hours are for you!