

**Addendum to Workbook Syllabus
COMMUNICATION STUDIES 103
Fundamentals of Speech Communication**

CMM 103 Section #211
Course # 2955
Class Times: 12:00-12:50
Location: Smith Hall Room 232
Instructor: Anita Lane
Supervising Professor: Dr. Kristine Greenwood
Office: GA Office 2nd floor of Smith Hall (Room 255)
Office Hours: M, W, and F 10:55-11:55 & 2:00-3:00
Email: lane80@live.marshall.edu

Textbook: David Zarefsky; *Public Speaking: Strategies for Success*, 6th ed., 2011- ISBN: 9780205799015 **and** Kristine Greenwood; *Fundamentals of Speech Communication*, 2010.-ISBN: 9780757582639

DVD: All students must purchase +RW DVD. These are available in the campus bookstore in the student center.

Course Description: See Workbook *Fundamentals of Speech Communication* (p.3). This course will strengthen communication skills and provide a pathway for more competent communication.

Course Philosophy: See Workbook *Fundamentals of Speech Communication* (p.3). Learn to value diverse worldviews and become a more congruent speaker and listener.

Attendance Policy: See Workbook *Fundamentals of Speech Communication* (p.4). Failure to attend class on mandatory speech dates can result in the *drop of a full letter grade per missed presentation*.

Plagiarism Policy: See Workbook *Fundamentals of Speech Communication* (p.4). Remember to give credit where credit is due and cite your sources properly.

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; Office Hours are Monday-Friday 8:00am - 5:00pm.

Please see the information about disability services at <http://www.marshall.edu/disabled/> and [meet with your instructor](#).

Affirmative Action Policy: Marshall University provides educational opportunities for minorities and females in the undergraduate and graduate student bodies which reflect the interests, individual merit, and availability of such individuals. The University ensures equality of opportunity and treatment in all areas related to student admission, instruction, employment, placement, accommodations, financial assistance programs, and other services without regard to race, color, sex, age, religion, national origin, disability, or sexual orientation. Please see details of policy at <http://www.marshall.edu/human-resources/handbook/policies.htm>.

Counseling Center: First floor of Pritchard Hall (304) 696-3111

Tutoring Services: Laidley Hall

Writing Center: Second floor of Drinko Library

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

Department of Student Affairs located in MSC operating hours M-F 8:00-4:30.

Classroom Rules:

1. Participate and respect one another by being an active listener.
2. Do not harass or interrupt the speaker or other class members.
3. Make sure cell phones and all other electronic devices are turned off
4. No texting during class.
5. Take responsibility for missed information and get with another classmate to get notes or find out what you missed. This is an active class and you will miss things when you are not present. The instructor will **not** provide missed classroom material for absences.
6. Mandatory attendance and be on time on speech days without university approved absence.
7. Ask questions when you feel the need.
8. Read the material and do assigned work.
9. Do not enter classroom while someone is giving a speech.
10. Try to avoid leaving classroom while someone is giving a speech.
11. Check Blackboard weekly for assignment updates, power points, and announcements.

Grades: Please see workbook for grading scale.

ORAL ASSIGNMENTS (SPEECHES) MUST BE PRESENTED TO AN AUDIENCE IN ORDER TO PASS THE COURSE.

Please view Blackboard to see important material for class.

This syllabus is tentative and subject to change.

****This is the only paper copy that will be distributed. Additional copies can be found online at the Communication Studies Website for Marshall.**

CMM 103 Fall 2011 Schedule		
<u>Date</u>	<u>Topics/Assignment</u>	<u>Readings</u>
January Week 1 M 09	Chapter 1 Welcome to Public Speaking	Chapters 1 & 2
W 11	Chapter 2 Your First Speech	Chapter 3
F 13	Chapter 3 Presenting the Speech Assign Introductory Speech	Chapter 4
Week 2 M 16	MLK Day- No Class	
W 18	Introductory Speeches Due	
F 20	Finish Introductory Speeches Chapter 4 Listening Critically Assign Listening assignment	Chapter 5
Week 3 M 23	Chapter 5 Analyzing Your Audience	
W 25	Chapter 6 Choosing a Topic & Developing a Strategy	Chapter 6
F 27	Assign Unit I Exam Chapters 1-6	
Week 4 M 30	Review for Exam	Chapter 7
February W 01	Unit I Exam	
F 03	Chapter 7 Researching the Speech Assign Informative Speech Proposal Assign Informative Speech	Chapter 9
Week 5 M 06	Chapter 9 Organizing the Speech: The Body Assign Supporting a Main Point	Chapter 10
W 08	Chapter 10 Introductions, Conclusions, & Transitions	Chapter 11
F 10	Chapter 11 Outlining the Speech	Chapter 13
Week 6 M 13	Chapter 13 Informing Informative Speech Proposal Due	Chapter 15
W 15	Chapter 15 Speaking With Visual Aids	
F 17	Supporting a Main Point Due	Chapter 12
Week 7 M 20 W 22 F 24	Informative Speech & Preparation Outline Due Assign Unit II Exam Chapters 7,9,10, 11, 13, 15	
Week 8 M 27 W 29 March F 02	Informative Speech & Preparation Outline Due	
Week 9 M 05	Chapter 12 Achieving Style Through Language	
W 07	Review for Exam II	Chapter 8
F 09	Unit II Exam	
Week 10	Chapter 8 Reasoning	

M 12	Assign Creating an Argument	Chapter 14
W 14	Chapter 8 Assign Persuasive Speech Proposal Assign Persuasive Speech	
F 16	Chapter 8 Introduce Chapter 14	
Week 11 M 19 W 21 F 23	Spring Break	
Week 12 M 26 W 28 F 30	Creating an Argument Due Persuasive Speech Proposal Due Chapter 14 Persuading Persuasive Speech & Preparation Outline Due	
Week 13 April M 02	Persuasive Speech & Preparation Outline Due	Chapter 16
W 04	Assessment Day –No class	
F 06	Persuasive Speech & Preparation Outline Due	
Week 14 M 09 W 11 F 13	Persuasive Speeches Assign Ceremonial Speech	
Week 15 M 16	Persuasive Speeches Assign Ceremonial Speech	
W 18	Chapter 16 Occasions for Public Speaking	
F 20	Ceremonial Speech Due Listening Assignment Due	
Week 16 M 23 W 25 F 27	Dead Week Ceremonial Speech Due Impromptu Speeches and/or Review for Final Exam (Comprehensive) Last Day of Classes until Exam Day	
Finals Week M 30		
W 02		
F 04	Exam Day Friday, May 4th 10:15 am for classes that normally meet at 12:00 and for classes that normally meet at 1:00—exams will begin at 12:45	
Grades Due Before noon on Tuesday, May 10		