**FUNDAMENTALS OF SPEECH COMMUNICATION**

**SYLLABUS**

**CMM 103 – SECTION 210 – CRN 2895**

**SPRING SEMESTER 2013**

**(10:00-10:50 MWF – Smith Hall 261)**

**INSTRUCTOR: DAVID COOK**

**DEPARTMENT OF COMMUNICATION STUDIES**

**OFFICE: SMITH HALL 256**

**OFFICE PHONE:(696-6786)**

**OFFICE HOURS: BY APPT.**

**E-MAIL:** [**cookd@marshall.edu**](mailto:cookd@marshall.edu)

**COURSE DESCRIPTION: A course designed to enhance the development of critical thinking**

**skills and their application to verbal and nonverbal interaction in interpersonal and**

**public communication contexts.**

**TEXTS (REQUIRED): PUBLIC SPEAKING: STRATEGIES FOR SUCCESS, David Zarefsky,**

**Allyn & Bacon, 6th Ed.**

**COMMUNICATION STUDIES 103 (Student Handbook), Kristine Greenwood,**

**KendallHunt**

**COURSE POLICIES**

**COURSE PHILOSOPHY: CMM 103 is part of the University’s general education requirements.**

**We believe that communication is a fundamental and essential part of life. We also believe that improving both your understanding of communication and your ability to communicate effectively will serve you well in your career, your relationships and in your civic life. This course is designed to help you become more confident, more articulate and better able to interpret the communication of others.**

**COURSE OBJECTIVES: See Student Handbook (p. 3-4)**

**PLAGARISM POLICY: See Student Handbook (p. 4)**

**VIDEO RECORDING POLICY: See Student Handbook (p. 4)**

**IMPORTANT: Students who require special accommodations should carefully read the**

**information on the following website** [**http://www.marshall.edu/disabled**](http://www.marshall.edu/disabled)**. It is the**

**responsibility of each student requiring accommodations to initiate this process.**

**STUDENT RESPONSIBILITIES: A student of this course is solely responsible for the**

**following: class attendance, timeliness, note-taking, exam-taking, prompt submission of all written assignments and courtesy to other classmates and faculty. It is expected that all students of the University will conduct themselves in a mature manner both in the classroom and at events outside the classroom. Any student who behaves in a manner disruptive to the class will be asked to leave and may be subject to additional University disciplinary action.**

* **IPODS AND OTHER MUSIC DEVICES MUST BE TURNED OFF DURING CLASS.**
* **CELL PHONE USAGE IS NOT ALLOWED DURING CLASS. Talking and/or texting**

**during class is discourteous to both the instructor and to other students**

**and falls within the area of disruptive behavior outlined above.**

* **LAP TOP COMPUTERS ARE PERMITTED FOR NOTE-TAKING ONLY.**

**ALL EQUIPMENT MUST BE STOWED DURING SPEAKING PRESENTATIONS**

**ATTENDANCE POLICY: REGULAR ATTENDANCE IN CLASS IS EXPECTED AND WILL BE RECORDED.**

**Arriving late or leaving early without the instructor’s permission will be counted**

**as an absence. Each student is allowed a total of three (3) unexcused absences in the**

**course of this class. FIVE (5) POINTS WILL BE DEDUCTED FROM THE FINAL POINT TOTAL**

**FOR EACH ADDITIONAL UNEXCUSED ABSENCE.**

**IN ADDITION, attendance during speech presentations is mandatory. In order to pass this class, you must perform all oral assignments on the date assigned and you are expected to provide your fellow classmates with appropriate feedback. Points will be deducted for your failure to participate as an audience member while others are presenting their speeches.**

**Of course, University excused absences (as outlined in the University Catalog) will be**

**honored and arrangements will be made for make-up work. Absences not excused by**

**the University and subsequent make-up work are subject to the discretion of the instructor.**

**GRADINGING PROCEDURE:**

**(1) Written assignments (required)**

**Informative speech proposal**

**Persuasive speech proposal**

**Supporting a claim**

**Creating an argument**

**Informative self-evaluation**

**Persuasive self-evaluation**

**Listening**

**(2) Written assignments (graded)**

**Informative preparation outline 100**

**Persuasive speech preparation outline 100**

**200 Total Points**

**(3) Oral assignments (speeches must be presented to an audience in order to pass**

**the course)**

**Introduction speech (TBD)**

**Informative speech 100**

**Persuasive speech 100**

**Ceremonial speech (TBD)**

**Impromptu speech (TBD)**

**200 Total Points**

**(4) Exams**

**Unit Exam #1 50**

**Unit Exam #2 50**

**Final Exam 100**

**200 Total Points**

**600 Total Points Available**

**GRADING SCALE:**

**A = 600-540**

**B = 539-480**

**C = 479-420**

**D = 419-360**

* **MAKE-UP EXAMS WILL BE GIVEN ONLY FOR STUDENTS WITH UNIVERSITY EXCUSED ABSENCES WITH PROPER WRITTEN DOCUMENTATION. OTHERWISE, IF YOU MISS A SCHEDULED EXAM, YOU FORFEIT THOSE POINTS.**
* **ALL WRITTEN ASSIGNMENTS MUST BE EITHER TYPED OR WORD-PROCESSED. HANDWRITTEN SUBMISSIONS WILL NOT BE ACCEPTED.**
* **ALL ASSIGNMENTS MUST BE TURNED IN AT THE BEGINNING OF CLASS ON THEIR RESPECTIVE DUE DATES. NO EXCEPTIONS.**
* **EMAILING OF REQUIRED ASSIGNMENTS WILL NOT BE ACCEPTED WITHOUT PRIOR APPROVAL.**

**EXTRA CREDIT: A maximum of twenty (20) extra credit points may be earned in the course**

**of this class by attending University sponsored public speaking events or by other options**

**at the discretion of the instructor. These opportunities will be discussed in class at the appropriate times.**

**COURSE SCHEDULE**

**Date Topics/Assignment Readings**

**Week One**

M 1/14 Chapter 1: Welcome to Public Speaking Chapters 1 & 2

W 1/16 Chapter 2: Your First Speech Chapter 3

F 1/18 Chapter 3: Presenting the Speech Chapter 4 Assign Introductory Speech

**Week Two**

M 1/21 MARTIN LUTHER KING, JR. HOLIDAY (NO CLASSES)

W 1/23 **Introductory Speeches**

F 1/25 **“**

Begin Chapter 4: Listening Critically

**Week Three**

M 1/28 Chapter 4: Listening Critically Chapter 5

Assign Listening assignment

W 1/30 Chapter 5: Analyzing Your Audience Chapter 6

F 2/1 Chapter 6: Choosing a Topic & Developing a Strategy Assign Unit I Exam Chapters (Chapters 1-6)

**Week Four**

M 2/4 Review for Exam Chapter 7

W 2/6 **Unit I Exam**

F 2/8 Chapter 7: Researching the Speech Chapter 9 Assign Informative Speech Proposal

Assign Informative Speech

**Week Five**

M 2/11 Chapter 9: Organizing the Speech: The Body Chapter 10

Assign Supporting a Main Point

W 2/13 Chapter 10: Introductions, Conclusions, & Transitions Chapter 11

F 2/15 Chapter 11: Outlining the Speech Chapter 13

**Week Six**

M 2/18 Chapter 13: Informing Chapter 15

Informative Speech Proposal Due

W 2/20 Chapter 15: Speaking With Visual Aids

F 2/22 Supporting a Main Point Due Chapter 12

**Week Seven**

M 2/25 **Informative Speeches**

W 2/27 **“**

F 3/1  **“**

Assign Unit II Exam Chapters (Chapters 7, 9, 10, 11, 13 and 15)

**Week Eight**

M 3/4 **Informative Speeches**

W 3/6  **“**

F 3/8  **“**

**Date Topics/Assignments Readings**

**Week Nine**

M 3/11 Chapter 12: Achieving Style Through Language

W 3/13 Review for Exam II Chapter 8

F 3/15 **Unit II Exam**

**3/18 – 3/22 SPRING BREAK**

**Week Ten**

M 3/25 Chapter 8: Reasoning

Assign Creating An Argument

W 3/27 Chapter 8 continued

Assign Persuasive Speech Proposal

Assign Persuasive Speech

F 3/29 Chapter 8 continued Chapter 14

**Week Eleven**

M 4/1 Chapter 14: Persuading

Creating An Argument Due

Persuasive Speech Proposal Due

W 4/3 UNIVERSITY ASSESSMENT DAY (NO CLASS MEETING)

F 4/5 Chapter 14 continued

**Week Twelve**

M 4/8 **Persuasive Speeches**

W 4/10  **“**

F 4/12  **“**

**Week Thirteen**

M 4/15 **Persuasive Speeches** Chapter 16

W 4/17  **“**

F 4/19  **“**

Assign Ceremonial Speech

**Week Fourteen**

M 4/22 Chapter 16: Occasions for Public Speaking

W 4/24 **Ceremonial Speeches**

F 4/26  **“**

**Week Fifteen**

M 4/29 **Ceremonial Speeches**

W 5/1 **“**

F 5/3 Review for Final Exam (Comprehensive)

**M 5/6 FINAL EXAM (10:15am – 12-:15pm)**

**ALL REQUIRED ASSIGNMENTS MUST BE COMPLETED TO PASS THE COURSE**