

Supplemental Syllabus  
Communication Studies (CMM) 103  
Fundamentals of Speech Communication

Section: 203- M, W, and F 8-8:50  
205- M, W, and F, 9-9:50

Instructor: Nathan Wingert

Location: Smith Hall room 232

Supervising Instructor: Dr. Kristine Greenwood

Office: GA office, Smith Hall 2<sup>nd</sup> floor, room 255

Office Hours: M, W 10-1

Email: [wingert@marshall.edu](mailto:wingert@marshall.edu)

**Required Course Materials:**

Greenwood, K. (2010). *Communication Studies 103: Fundamentals of speech communication student handbook*. - MUST BUY NEW COPY AT MU BOOKSTORE!

SONY mini- DVD+ RW – MUST BUY +RW, AVAILABLE AT MU BOOKSTORE.

Zarkefsky, D. (2011). *Public Speaking: Strategies for success*. 6<sup>th</sup> ed.- CAN BUY USED.

**Late Work Policy**

I will accept late work; however, there is a *5-point penalty per class day* that it is late. For example, if an assignment is due on Monday and you hand it to me on Wednesday, that's 5 points off and so on. If you want to save your grade, I advise you to put the work in my mailbox in Smith Hall room 257. I round to the nearest class day to save you as many points as possible. For example, if an assignment is due on Monday, dropping it in my mailbox on Monday or Tuesday counts as a Monday submission and no points are taken off; Wednesday or Thursday counts as a Wednesday submission and 5 points are taken off; Friday counts as a Friday submission and 10 points are taken off, and so on. I **do not** accept emailed nor Blackboard-submitted assignments—they receive 0 points. I prefer typed assignments, but you may write them if you choose.

I enter a 0 in the grade book when assignments are due if I do not have one from you. I will go back and change the grade once you submit the late work.

**Grading Policy**

I try to be as fair as possible when grading. I try to give you as many points as possible on written work and only take off for late work (see above). You have examples of every written assignment in the workbook, so they should be relatively easy.

For speeches, I take off for really egregious errors such as oral footnotes and supporting material (if you don't give footnotes, I don't know if the material is varied, salient or appropriate) and time. You are given a 30-second grace period; a 5-7-minute speech could run anywhere from 4:30-7:30 with no penalty. After /before the :30 grace, I take 3 points off per :30 increments. For example 4:00-4:30/7:30-8:00 = 3 points; 3:30-4:00/8:00-8:30=6 and so on.