**Addendum to Workbook Syllabus**

**COMMUNICATION STUDIES 103**

**Fundamentals of Speech Communication**

**Spring 2013**

CMM 103 Section #211

Course # 2896

Class Times: 12:00-12:50

Location: Smith Hall Room 414

Instructor: Anita Lane

Supervising Professor: Dr. Kristine Greenwood

Office: GA Office 2nd floor of Smith Hall (Room 255)

Office Hours: M, W, and F 9:55-10:55 & 2:00-3:00

Email: [lane80@live.marshall.edu](mailto:lane80@live.marshall.edu)

**Textbook:** David Zarefsky; *Public Speaking: Strategies for Success,* 6th ed., 2011- ISBN: 9780205799015 **and** Kristine Greenwood; *Fundamentals of Speech Communication,* 2012 – Available in the bookstore only

**+RW DVD**: This is required to record speeches and is available in the Student Center Bookstore.

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

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

**Attendance Policy:** See Workbook *Fundamentals of Speech Communication*. 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*. 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](file:///C:\Users\Anita\Documents\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.](http://www.marshall.edu/disabled/%20and%20meet%20with%20your%20instructor.%20)

**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.](http://www.marshall.edu/human-resources/handbook/policies.htm.%20)

**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. Visit Marshall’s Writing Center and provide proof for listening assignment.
12. Trade contact information with fellow student in order to obtain any missed work.
13. **Regularly check blackboard for power points and course information.**
14. **Submit all written assignments via blackboard according to due dates unless otherwise specified in class.**

**Grades:** Please see workbook for grading scale.

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

**IMPROMPTU SPEECHES WILL BE CONDUCTED REGULARLY AND OFTEN DURING THIS COURSE**

**Please view Blackboard to see important material for class.**

***This syllabus is tentative and subject to change.***

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| **CMM 103 Spring 2011 Schedule** | | |
| **Date** | **Topics/Assignment** | **Readings** |
| **Week 1** | Chapter 1 Welcome to Public Speaking  Chapter 2 Your First Speech  Chapter 3 Presenting the Speech  **Assign Introductory Speech** | Chapters 1 & 2  Chapter 3  Chapter 4 |
| **Week 2** | **Introductory Speeches Due**  Chapter 4 Listening Critically  **Assign Listening assignment** | Chapter 5 |
| **Week 3** | Chapter 5 Analyzing Your Audience  Chapter 6 Choosing a Topic & Developing a Strategy  **Assign Unit I Exam Chapters 1-6** | Chapter 6 |
| **Week 4** | Review for Exam  **Unit I Exam**  Chapter 7 Researching the Speech  **Assign Informative Speech Proposal**  **Assign Informative Speech** | Chapter 7  Chapter 9 |
| **Week 5** | Chapter 9 Organizing the Speech: The Body **Assign Supporting a** **Main Point**  Chapter 10 Introductions, Conclusions, & Transitions  Chapter 11 Outlining the Speech | Chapter 10  Chapter 11  Chapter 13 |
| **Week 6** | Chapter 13 Informing  **Informative Speech Proposal Due**  Chapter 15 Speaking With Visual Aids  **Supporting a Main Point Due** | Chapter 15  Chapter 12 |
| **Week 7** | **Informative Speech &**  **Preparation Outline Due**  **Assign Unit II Exam Chapters 7,9,10, 11, 13, 15** |  |

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| **Week 8** | **Informative Speech**  **& Preparation Outline Due** |  |
| **Week 9** | Chapter 12 Achieving Style Through Language  Review for Exam II  **Unit II Exam** | Chapter 8 |
| **Week 10** | Chapter 8 Reasoning  **Assign Creating an Argument**  Chapter 8  **Assign Persuasive Speech Proposal**  **Assign Persuasive Speech**  Chapter 8  Chapter 14 | Chapter 14 |
| **Week 11** | **Creating an Argument Due**  **Persuasive Speech Proposal Due**  Chapter 14 Persuading  Chapter 14 |  |
| **Week 12** | **Persuasive Speech**  **& Preparation Outline Due** |  |
| **Week 13** | **Persuasive Speech &**  **Preparation Outline Due**  **Assign Ceremonial Speech** | Chapter 16 |
| **Week 14** | **Dead Week** |  |
| **Week 15** | Chapter 16 Occasions for Public Speaking  **Ceremonial Speech Due**  **Ceremonial Speech Due** |  |
| **Week 16** | Review for Final Exam (Comprehensive) |  |
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| ***Grades Due Before noon on ……*** | | |