

**FUNDAMENTALS OF SPEECH COMMUNICATION
SYLLABUS
CMM 103 – SECTION 120 – CRN 1872
FALL SEMESTER 2014
(3:30-4:45 MW – Smith Hall 261)**

INSTRUCTOR: DAVID COOK
 DEPARTMENT OF COMMUNICATION STUDIES

OFFICE: SMITH HALL 256
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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,
 Pearson, 7th Ed.
 COMMUNICATION STUDIES 103: Fundamentals of Speech Communication,
 (Student Handbook), Kristine Greenwood, Kendall Hunt

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>. 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.

THE USE OF ELECTRONIC EQUIPMENT OF ANY TYPE 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 WITH PERMISSION OF THE INSTRUCTOR.

ATTENDANCE POLICY:

(1) 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.

(2) ATTENDANCE DURING SPEECH PRESENTATION 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.

University excused absences (as outlined in the University Catalog) will be honored and arrangements will be made for make-up work.

GRADINGING PROCEDURE:

(1) Written assignments (required)

Informative speech proposal
Persuasive speech proposal
Supporting a claim
Informative self-evaluation
Persuasive self-evaluation

(2) Written assignments (graded)

Informative preparation outline	100	
Persuasive speech preparation outline	<u>100</u>	
	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)		
	<u>200</u>	Total Points

(4) Exams

Unit Exam #1	50	
Unit Exam #2	50	
Final Exam	<u>100</u>	
	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 thirty (30) 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

<u>Date</u>	<u>Topics/Assignments</u>	<u>Readings</u>
Week One		
M 8/25	Chapters 1: Welcome to Public Speaking Assign Introductory Speech	Chapters 1, 2 & 3
W 8/27	Chapter 2: Your First Speech Chapter 3: Presenting the Speech	Chapter 4
Week Two		
M 9/1	Introductory Speeches	
W 9/3	" Chapter 4: Listening Critically Assign Listening assignment	Chapter 5 & 6
Week Three		
M 9/8	Chapter 5: Analyzing Your Audience Chapter 6: Choosing a Topic & Developing a Strategy Assign Unit I Exam Chapters (Chapters 1-6)	Chapter 7
W 9/10	Chapter 6 continued Chapter 7: Researching the Speech	Chapter 9 & 10
Week Four		
M 9/15	Unit I Exam	
W 9/17	Chapter 9: Organizing the Speech (The Body) Chapter 10: Introductions, Conclusions & Transitions Assign Supporting a Main Point	Chapter 11 & 13
Week Five		
M 9/22	Chapter 10 continued Chapter 11: Outlining the Speech Assign Informative Speech Proposal/Assign Informative Speech	
W 9/24	Chapter 11 continued Chapter 13: Informing	Chapter 15
Week Six		
M 9/29	Chapter 13 continued Chapter 15: Speaking With Visual Aids Informative Speech Proposal Due	
W 10/1	Supporting a Main Point Due Assign Unit II Exam Chapters (Chapters 7, 9, 10, 11, 13 & 15)	Chapter 12
Week Seven		
M 10/6	Informative Speeches	
W 10/8	"	

Date	Topics/Assignments	Readings
Week Eight		
M 10/13	Informative Speeches	
W 10/15	"	
Week Nine		
M 10/20	Chapter 12: Achieving Style Through Language	Chapter 8
W 10/22	Unit II Exam	
Week Ten		
M 10/27	Chapter 8: Reasoning Assign Creating an Argument	
W 10/29	Chapter 8 continued Assign Persuasive Speech Proposal/Assign Persuasive Speech	Chapter 14
Week Eleven		
M 11/3	Chapter 14: Persuading Persuasive speech Proposal Due/Creating an Argument Due	
W 11/5	Chapter 14 continued	
Week Twelve		
M 11/10	Persuasive Speeches	
W 11/12	"	
Week Thirteen		
M 11/17	Persuasive Speeches	Chapter 16
W 11/19	" Assign Ceremonial Speeches	
11/24-11/28	THANKSGIVING BREAK	
Week Fourteen		
M 12/1	Ceremonial Speeches	
W 12/3	" Chapter 16: Occasions for Public Speaking Review for Final Exam	
Week Fifteen		
M 12/8	FINAL EXAM (3:30pm – 5:30pm)	

ALL REQUIRED ASSIGNMENTS MUST BE COMPLETED TO PASS THE COURSE