

CMM 103 – SECTION 210 – CRN 2774
SPRING SEMESTER 2015
(11:00-11:50 MWF – Smith Hall 232)

THE USE OF ELECTRONIC EQUIPMENT OF ANY TYPE IS NOT ALLOWED DURING CLASS.

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 six (6) 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. You are also required to evaluate the speeches of your fellow classmates and provide appropriate feedback as directed. Ten (10) points will be deducted for each absence on the days that others in the class 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. Absences not excused by the University and subsequent make-up work are subject to the discretion of the instructor.

GRADING PROCEDURE:

(1) Written assignments (REQUIRED)

Informative Speech Proposal
Persuasive Speech Proposal
Supporting a Main Point
Creating an Argument
Informative Speech Self-Evaluation
Persuasive Speech Self-Evaluation

(2) Written assignments (REQUIRED/GRADED)

Informative Speech Preparation Outline	100	
Persuasive Speech Preparation Outline	<u>100</u>	
	200	Total Points

(3) Oral assignments (REQUIRED)

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

Total Points Possible 600

GRADING SCALE:

A	=	600-540
B	=	539-480
C	=	479-420
D	=	419-360

ALL REQUIRED ASSIGNMENTS MUST BE COMPLETED TO PASS THE COURSE

- MAKE-UP EXAMS WILL BE GIVEN ONLY FOR STUDENTS WITH UNIVERSITY EXCUSED ABSENCES WITH PROPER WRITTEN DOCUMENTATION.
- ALL WRITTEN ASSIGNMENTS MUST BE EITHER TYPED OR WORD-PROCESSED.
- 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 forty (40) 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 1/12	Chapter 1: Welcome to Public Speaking	Chapters 1, 2 & 3
W 1/14	Chapter 2: Your First Speech	
F 1/16	Chapter 3: Presenting the Speech Assign Introductory Speech	
Week Two		
M 1/19	MARTIN LUTHER KING, JR. HOLIDAY (NO CLASSES)	
W 1/21	Introductory Speeches	
F 1/23	"	
Week Three		
M 1/26	Chapter 4: Listening Critically	Chapters 4, 5 & 6
W 1/28	Chapter 5: Analyzing Your Audience	
F 1/30	Chapter 6: Choosing a Topic & Developing a Strategy Assign Unit I Exam Chapters (Chapters 1-6)	
Week Four		
M 2/2	Review for Exam I	Chapter 7
W 2/4	Unit I Exam	
F 2/6	Chapter 7: Researching the Speech Assign Informative Speech Proposal/Assign Informative Speech	
Week Five		
M 2/9	Chapter 9: Organizing the Speech: The Body	Chapters 9, 10 & 11
	Informative Speech Proposal Due/Assign Supporting a Main Point	
W 2/11	Chapter 10: Introductions, Conclusions, & Transitions	
F 2/13	Chapter 11: Outlining the Speech	
Week Six		
M 2/16	Chapter 13: Informing	Chapters 13 & 15
W 2/18	Chapter 15: Speaking With Visual Aids	
F 2/20	Chapter 15 continued Supporting a Main Point Due	
Week Seven		
M 2/23	Informative Speeches	
W 2/25	"	
F 2/27	"	
	Assign Unit II Exam Chapters (Chapters 7, 9, 10, 11, 13 & 15)	
Week Eight		
M 3/2	Informative Speeches	
W 3/4	"	
F 3/6	"	
	Assign Persuasive Speech Proposal/Assign Persuasive Speech	

Date	Topics/Assignments	Readings
Week Nine		
M 3/9	Chapter 12: Achieving Style Through Language	Chapter 12
	Persuasive Speech Proposal Due	
W 3/11	Review for Exam II	
F 3/13	Unit II Exam	
3/16 –3/20	SPRING BREAK	
Week Ten		
M 3/23	Chapter 14: Persuading	Chapter 14
W 3/25	Chapter 14 continued	
F 3/27	Chapter 14 continued	
Week Eleven		
M 3/30	Chapter 8: Reasoning	Chapter 8
W 4/1	Chapter 8 continued	
F 4/3	Chapter 8 continued	
Week Twelve		
M 4/6	Persuasive Speeches	
W 4/8	"	
F 4/10	"	
Week Thirteen		
M 4/13	Persuasive Speeches	
W 4/15	"	
F 4/17	"	
	Assign Ceremonial Speech	
Week Fourteen		
M 4/20	Chapter 16: Occasions for Public Speaking	Chapter 16
W 4/22	Ceremonial Speeches	
F 4/24	"	
Week Fifteen		
M 4/27	Ceremonial Speeches	
W 4/29	"	
F 5/1	Review for Final Exam	
T 5/5	FINAL EXAM (10:15am – 12:15pm)	