

**Marshall University**  
**Syllabi Addendum To Workbook Syllabi**  
**Spring 2015**  
**CMM 103: Public Speaking**  
**Section 2777**  
**Class Times: 12:00-12:50**

**Instructor: Ms. Anita Lane**  
**SH**  
**304.757.7223**  
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**Class Days: M W F**  
**Office hours: By Appt.**  
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**\*\*\*\*\*THIS SYLLABUS IS TENTATIVE AND SUBJECT TO CHANGE\*\*\*\*\***

*Please note that this is an addendum syllabi in addition to the syllabi in the student handbook....The class schedule is attached to this syllabi...*

### **University Policies**

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy at [www.marshall.edu/academic-affairs/policies](http://www.marshall.edu/academic-affairs/policies): Students with Disabilities | Affirmative Action | Computing Services Acceptable Use | Excused Absence (undergraduate) | Academic Dishonesty | Inclement Weather | MU Alert

### **HHS Policies**

### **Required Text, Additional Reading and Other Materials**

Zarefesky, D. (2014). *Public speaking: Strategies for success* (7th ed.). Boston: Pearson.  
ISBN: 978-0-205-85726-4

Greenwood, K. (2010). *Communication studies 103: Fundamentals of speech communication*.  
Marshall University: Kendall Hunt. (Available in MU Bookstore Only).

Number #2 pencils for scantron tests.

### **Computer Requirements**

This class utilizes blackboard for announcements, grades, coursework and other additional materials. Blackboard needs to be checked daily for any additional material that may be posted for class. Students who may have problems accessing black board, please contact the IT Help Desk through Marshall University.

### **Counseling Center**

Marshall University 1st Floor Prichard Hall Huntington, West Virginia 25755  
696-3111 - ~~696-2304~~

- Phone: 304

**Hours:** Monday-Friday 8:00 a.m. – 5:00 p.m. - ~~Hours:~~ Monday-Friday (Fall &

**S.H.E.P (Student Health Education Program)**

Students can access many health benefits by being a Marshall University student.

<http://muwww-new.marshall.edu/shep/>

**Marshall University Writing Center**

LOCATION #1: 2nd floor of Drinko Library

PHONE: 304-696-6254

EMAIL: [writing@marshall.edu](mailto:writing@marshall.edu)

LOCATION #2: Your Computer! We offer virtual appointments for all Marshall students, including distance learners. If you would prefer to work with a tutor virtually, look for tutors with "online" and/or "eTutoring" designations.

**(Upon Completion of the (AAS, BA and/or BS)-Summarized Version**

<b>Course Student Learning Outcomes</b>	<b>How Practiced in this Course</b>	<b>How Assessed in this Course</b>
Students will know and understand how fundamental aspects of Public Speaking communication processes work.	Students will demonstrate knowledge of concepts and ability to classify, describe, and restate concepts and demonstrate this ability through speeches and written assignments	...during in-class activities and speeches on midterm exams and in papers.
Students will apply fundamental concepts in communication interactions.	Students will demonstrate ability to apply concepts in class activities and discussions, on midterm exams, in papers, and in giving and evaluating speeches ...	...during in-class activities, speeches, self-evaluations and evaluations of peer speeches, on midterm exams, and in papers.
Students will analyze a variety of speeches and communication interactions using theoretical and applied constructs in order to enhance abilities and outcomes.	Students will demonstrate the ability to recognize, label, describe, compare, and organize findings about theoretical and applied constructs and to shape outcomes in speeches, evaluations and interactions...	...during in-class activities and discussions, on midterm exams, speeches and in papers.
Students will synthesize and evaluate verbal and nonverbal communication behaviors across various public speaking contexts.	Students will demonstrate ability to integrate and make sound judgments about theoretical and applied constructs and to organize and share findings...	...during in-class activities and discussions, on midterm exams, speeches and in papers.
<i>Please see Workbook Syllabus for More Detailed Descriptions</i>		

## Course Requirements / Due Dates

### Grading Policy

That maximum number of points that can be earned in this course is 785. Grades (A through F) will be based on the point scale presented below, which roughly represents a percentage scale with 90-100% earning an A, 80-89% earning a B, 70-79% earning a C, 60-69% earning a D, and scores at 59 or below earning an F for the course. The table below shows the range of points for each range of percentages.

<b>A</b>	785-703	90 –100%
<b>B</b>	702-625	80 – 89%
<b>C</b>	624-546	70 – 79%
<b>D</b>	545-468	60 – 69%
<b>F</b>	467 or below	0 – 59%

### Listening Paper 40 pts

### Proposals 40 pts

### Creating Argument 25 pts

### Supporting a Main point 25 pts

### Speech Outlines 50 pts

During our class time, we will discuss the assigned readings and often apply and/or practice concepts and skills during in-class activities (which will require out-of-class preparation time). During the semester, you will write proposals and outlines for the informative and persuasive speeches. The informative proposal is worth 40 points and the informative outline is worth 50 points. The persuasive proposal is worth 40 points and the persuasive outline is worth 75 points. The supporting a main point assignment that coincides with the informative speech is worth 25 points. The creating an argument assignment that coincides with the persuasive speech is worth 25 points. The Listening assignment is a three to five page analysis of a speech that you attended and the full description is in the workbook. This assignment is worth 30 points. All written assignments are to follow APA writing styles. All outlines are to follow proper outline format. Your score for each paper will be based on your demonstrated ability to show organization and illustrate the processes taught in speech processes, clear and consistent ideas, and appropriate organizational patterns, proper grammar and punctuation. More information and a scoring rubric will be shared in class and found in the student handbook.

### Three Exams (2 @ 60points each and Final Exam worth 100 points):

Two exams will be given to allow you to demonstrate your knowledge and understanding of the concepts we've studied, some of which will include "all of the above," "none of the above," and "a and c" options. There is always one best answer. These are multiple choice tests recorded on scantron sheets. The first two exams will have ten supplemental test questions that will be added to the 50 points of multiple-choice questions. The final exam is 100 multiple-choice comprehensive questions that will be recorded on scantron sheets only. The first two exams (supplemental portion) may include questions from in-class activities and information shared during class.

**Chapter Quizzes:** Your professor will sporadically give chapter quizzes on the assigned readings. These are worth no more than 10 points each and cannot be made up. Only students present at that particular class time may take the quiz.

## **Class Policies**

### **Attendance Policy**

The emphasis of this course is on communication. You must be engaged in our in-class discussions and participate in our in-class activities to develop the depth of knowledge and important skills this course is designed to teach. It is highly likely that missing classes will prevent you from understanding expectations for assignments and will result in a reduction in your ability to earn high scores on your assignments. Missing class will also make learning the content of this course more difficult and so will result in poor performance on your midterm and final exams and on your projects and papers. Absences that are excused by the University will be accepted when the student reports and verifies them with the instructor. You must contact your instructor about any absence and make arrangements for make-up work. Make-up work will be permitted at the discretion of the instructor. Failure to notify your instructor promptly and complete make-up work promptly may result in the loss of opportunity to make-up missed work.

### **How many absences will be tolerated?**

You must be present to acquire the skills this course is designed to teach, whether you are the presenter or a critical observer of other presenters. Consequently, an excessive number of absences will prevent you from receiving a passing grade. You may miss up to two (2) classes without an excused absence report from the Dean of Student Affairs' office without penalty, **HOWEVER**, attending class is mandatory on scheduled speech days whether you are presenting or observing and absences on these days may result in up to a **10-point deduction** from your overall grade per missed mandatory day. We may also have a guest speakers for your listening assignment and other activities, these days are also mandatory and absences at this time will also result in a possible 10-point deduction from your grade. Always, Always speak with me regarding absences that may be unavoidable ahead of time. In case of emergency absence...please please email me. Keeping open communication between the instructor and student alleviates the possibilities of miscommunication.

### **Missed Exams/Late Papers**

Whenever you miss an exam with a university excused absence, these may be made up with arrangements made by the emailing the instructor and/or calling office phone number and scheduling a time to make the test up at the regional campus office with the office staff.

Late papers will be penalized with a **10-point automatic deduction** of points from the start of the grade for the first week, an additional 10 points for each week afterward. I will accept late papers up to the Friday of Dead Week for a **maximum value of** half credit. For example, when papers are turned in on-time everyone starts with a 100 percent, after grading points are deducted for errors or where improvements are necessary—the student may end up with 90%. Papers turned in the following week after the due date will begin with a possible 90% before grading deductions. Papers turned in the second week after they are due begin with a possible 80%

before grading deductions and so on. Late papers turned in Dead-week start with a possible 50% before grading deductions. Remember that things happen and half credit is always better than a calculated 0.

*Those of you who choose to utilize the writing center can earn extra credit for using these services for your papers. Please provide me with proof of your writing tutoring to receive this credit.*

### **Mobile Devices / Computer Policy**

University policy allows students to carry mobile phones to the classroom, but they must be set on vibrate or silent so they do not disrupt the class. Please do not text, surf, or otherwise use your mobile devices during class. Similarly, if you bring your laptop to class, please use it to take notes rather than for other purposes.

### **Obtaining missed work when absent:**

It is your responsibility to find out what was missed if you were not here. It is a course requirement to **trade contact information with other class members to obtain anything you missed**. It is not acceptable to come to me to find out if you missed anything. There is always something missed. Please do not ask me “Did I miss anything?” *Always check your syllabus, blackboard and other class members for missed material.*

**Course Schedule (\*\*\*)This schedule and tentative and subject to change\*\*\*\*\*)**

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

<b>Week 8</b>	<b>Half-way through Folks!!! Informative Speech &amp; Preparation Outline Due Submit Midterm Grades</b>	
<b>Week 9</b>	Chapter 12 Achieving Style Through Language Review for Exam II <b>Unit II Exam</b>	Chapter 8
<b>Week 10</b>	Chapter 8 Reasoning <i>Assign Creating an Argument</i> Chapter 8 <i>Assign Persuasive Speech Proposal</i> <i>Assign Persuasive Speech</i>	
<b>Week 11</b>	Chapter 14 <b>Creating an Argument Due Persuasive Speech Proposal Due</b>	Chapter 14
<b>Week 12</b>	<b>Persuasive Speech &amp; Preparation Outline Due</b>	Chapter 16
<b>Week 13</b>	<b>Listening Assignment Due</b> <i>Assign Ceremonial Speech</i>	
<b>Week 14</b>	<b>Thanksgiving Break</b>	
<b>Week 15</b>	<i>Dead Week</i> Chapter 16 Occasions for Public Speaking <b>Ceremonial Speech Due</b> <b>Ceremonial Speech Due</b> <u><i>Review for Final Exam (Comprehensive)</i></u>	
<b>Week 16</b>	<b>Final Exam Week</b>	