

## Marshall University

Course Title/Number	Honors in Speech Communication / CMM 104H Section 101
Semester/Year	Fall / 2014
Days/Time	T-TR / 9:30 – 10:45
Location	SH 232
Instructor	Danny Ray
Office	SH 270
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Office/Hours	T, TR 9:00 – 9:30, 10:45 – 12:00, other times available by appointment
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to <a href="http://www.marshall.edu/academic-affairs">www.marshall.edu/academic-affairs</a> and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to <a href="http://www.marshall.edu/academic-affairs/?page_id=802">http://www.marshall.edu/academic-affairs/?page_id=802</a>  Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

### Course Description: From Catalog

An accelerated course for selected freshmen and sophomores in fundamentals of communication, concepts and skills in verbal/nonverbal communication and listening.

Course Student Learning Outcomes <i>Students will:</i>	How students will practice each outcome in this Course	How student achievement of each outcome will be assessed in this Course
<i>Determine audience orientation toward the topic</i>	Lecture Classroom activities Audience evaluation survey Peer evaluations	Preparation Outlines Oral Presentations Critical Listening Assignment Quizzes & Exams
<i>Identify supporting material most relevant to the audience</i>	Lecture Classroom activities Peer evaluations	Supporting a Claim Creating an Argument Oral Presentations Preparation Outlines Critical Listening Assignment Quizzes & Exams
<i>Recognize and adjust to nonverbal audience feedback</i>	Lecture Activities Peer evaluations	Oral Presentations Critical Listening Assignment Quizzes & Exams
<b>Students will learn to demonstrate critical thinking in the production and evaluation of communication events by</b>		
<i>Differentiating between various types of evidence</i>	Lecture Classroom Activities	Supporting a Claim Oral Presentations Preparation Outlines Quizzes & Exams
<i>Extrapolating valid claims from evidence</i>	Lecture Classroom Activities	Persuasive Speech Preparation Outlines Self-Evaluations Critical Listening Quizzes & Exams

<i>Identifying and producing factual, value, and policy claims</i>	Lecture Classroom Activities	Persuasive Speech Preparation Outlines Critical Listening Quizzes & Exams
<i>Identifying the types of reasoning that link evidence to claims</i>	Lecture Classroom Activities	Creating an Argument Persuasive Speech Preparation Outlines Critical Listening Self-Evaluations Quizzes & Exams
<i>Identifying the limitations of evidence</i>	Lecture Classroom Activities	Creating an Argument Persuasive Speech Critical Listening Quizzes & Exams
<i>Identifying weaknesses in argument and reasoning</i>	Lecture Classroom Activities Peer Evaluations	Creating an Argument Persuasive Speech Critical Listening Self-Evaluations Quizzes & Exams
<i>Producing valid arguments</i>	Lecture Classroom Activities Peer Evaluations	Creating an Argument Persuasive Speech Critical Listening Self-Evaluations Quizzes & Exams

**Students will produce organized informative and persuasive presentations by**

<i>Demonstrating the ability to capture audience attention,</i>	Lecture Classroom Activities Peer Evaluations	Oral Presentations Preparation Outlines Self-Evaluations Critical Listening Quizzes & Exams
<i>Stating the thesis and previewing their oral remarks,</i>	Lecture Classroom Activities Peer Evaluations	Oral Presentations Preparation Outlines Self-Evaluations Critical Listening Quizzes & Exams
<i>Using transitions and signposts to emphasize speech structure, and</i>	Lecture Classroom Activities Peer Evaluations	Oral Presentations Preparation Outlines Self-Evaluations Critical Listening Quizzes & Exams
<i>Concluding their remarks with a summary of the main points</i>	Lecture Classroom Activities Peer Evaluations	Oral Presentations Preparation Outlines Self-Evaluations Critical Listening Quizzes & Exams

**Students will develop effective extemporaneous speaking skills by**

<i>Maintaining eye contact with the audience while speaking</i>	Lecture Classroom Activities Peer Evaluations	Oral Presentation Self-Evaluations Critical Listening Quizzes & Exams
<i>Using gestures which complement the verbal message</i>	Lecture Classroom Activities Peer Evaluations	Oral Presentation Self-Evaluations Critical Listening Quizzes & Exams

<i>Speaking with varied vocal cues</i>	Lecture Classroom Activities Peer Evaluations	Oral Presentation Self-Evaluations Critical Listening Quizzes & Exams
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#### **Required Texts, Additional Reading, and Other Materials**

1. Public Speaking Strategies for Success 7<sup>th</sup> Edition by David Zarefsky
2. Communication Studies 103 Student handbook by Kristine Greenwood

#### **Grading Policy**

A = 90% – 100%	774 - 860
B= 80% – 89%	688 - 773
C= 70% – 79%	602 - 687
D= 60% - 69%	516 - 601
F= 0% - 59%	000 - 515

#### **Attendance Policy**

Roll will be taken every day and you are expected to be in class and on time. If you have any unforeseen circumstances that prevent you from attending then it is your responsibility to inform me *ahead of time* if at all possible. Tardiness will not be tolerated. According to Student Affairs, a student must secure a University Excused Absence upon returning to class. This does not mean waiting two weeks and then expecting me to allow you to make-up the assignments that you missed. Be proactive. It is the responsibility of the student to request an opportunity to complete missed assignments. Students should be aware that excessive absences--whether excused or unexcused--may affect their ability to earn a passing grade. Regardless of the nature of the excused absence, the student is responsible for completing all coursework prior to the end of the semester.

#### **Class Participation**

In order for you to demonstrate the skills necessary for this course, you will be required to participate in group activities. From time to time, it will be necessary for you to prepare for class on your own time. These activities will require you to complete assignments from your workbook. There will be an addition of 50 points for participation added to your total points accumulated for the semester. Failure to participate in class, with the completed assignments will result in the deduction of points from this category.

#### **Make-up Work**

It is expected that you will turn in all work by the due date. If for some reason you need extra time then ask. Exceptions will be made on an individual basis. Exams and Speeches must be taken / delivered on the date that they are scheduled. Only a University Excused Absence will be considered in order for these items to be made up. Any assignments turned in late will be cut the amount of points equal to one letter grade. No email copies of assignments will be accepted unless a prior arrangement has been made and accepted by me. In order for you to achieve the objectives of this course; acquiring the skills to speak publicly; you must complete the oral performance of the informative and persuasion speeches. Failure to meet this requirement will result in failing the course without exception.

#### **APA Style Formatting**

All written work submitted in this class must adhere to the APA formatting guide as published by the American Psychological Association, which can be found here: <http://owl.english.purdue.edu/owl/resource/560/01/>. Failure to follow these guidelines may result in major point deductions per assignment.

#### **Speeches**

All students are required to present themselves in a professional manner when delivering oral presentations. **All students are required to wear a suit during their presentation of the informative and persuasion speeches.** Failure to do so will result in the deduction of points.

## Exams

There are two exams given during the semester that are meant to test your critical thinking skills as well as your knowledge of the textbook. It is up to you to do the assigned reading. The exams will come from information in the textbook. The final exam is comprehensive.

## Extra Credit

Anyone who attends every class will receive 10 points extra credit. There may be, from time to time, extra credit given at the discretion of the instructor.

## Mutual Respect

Please treat each other with mutual respect. Hatred of any kind will not be tolerated. Our class is made up of a diverse population and it must be respected regardless of our differences. Embrace diversity!

## Cell Phones

Cell phones must be turned off and put away. Texting in class is unacceptable behavior. If you are caught, and you will be, you will be asked to leave the class for the day.

## Peer Feedback

It is important that you are a good audience member. You will be required to complete peer feedback forms for each oral presentation. If you are absent from class during your peer's oral presentation they will not be able to receive your feedback. Therefore, I will deduct points equal to one letter grade for each absence on days of these presentations. *If you are officially excused from class you will be required to write a 1 – 2 page paper to make up the lost points.*

## Quizzes

There will be five 25 question quizzes throughout the semester posted to MU Blackboard. There will be a brief window of opportunity for you to take these quizzes online. Generally you will be given two weeks to read the appropriate chapters before the quiz time expires, but there are exceptions. You will be given 45 minutes to take each quiz. The lowest quiz score of the five will be dropped from your final grade.

## Course Schedule

Week	Date	Topic/Assignment	Reading
Week 1	August 26	Introduction Chapter 1 – Welcome to Public Speaking <i>The Rhetorical Situation &amp; The Tell It Theory</i> Chapter 2 – Your First Speech	Chapters 1, 2, 3
	August 28	Chapter 3 – Presenting the Speech <i>Communication Diary</i>	
Week 2	September 2	<b>Introductory Speeches / 20pts.</b>	
	September 4	Chapter 4 – Listening Critically	Chapter 4
	September 6	<b>Quiz 1 / 25 pts.</b>	Chapters 1-3
Week 3	September 9	<b>Critical Listening Assignment /30 pts.</b> Chapter – 5 Analyzing Your Audience <i>Audience Analysis Profile</i>	Chapter 5
	September 11	Chapter – 6 Choosing a Topic and Developing a Strategy <i>Topics &amp; Purposes, APA formatting</i>	Chapter 6
	September 13	<b>Quiz 2 / 25 pts.</b> <b>APA Quiz / 25 pts.</b>	Chapters 4-6

Week 4	September 16	Chapter 7 – Researching the Speech <i>Types of Evidence</i>	Chapter 7
	September 18	Chapter 9 – Organizing the Speech: The Body <i>Coordination &amp; Subordination, Informative Speech Assignments Preparation</i>	Chapter 9
Week 5	September 23	Chapter 10 – Organizing the Speech: Introductions, Conclusions, and Transitions <b>Supporting a Main Point / 25 pts.</b>	Chapter 10
	September 25	Chapter 11 – Outlining the Speech <i>Scrambled Outline</i>	Chapters 11
	September 27	<b>Quiz 3 / 25 pts.</b>	Chapters 7, 9-10
Week 6	September 30	Chapter 13 – Informing	Chapter 13
	October 2	Chapter 15 – Speaking with Visual Aids	Chapter 15
	October 4	<b>Quiz 4 / 25 pts.</b>	Chapters 11, 13, 15
Week 7	October 7	<b>Informative Speeches / 100 pts.</b> <b>Informative Outline / 50 pts.</b>	
	October 9	Informative Speeches Continued	
Week 8	October 14	Informative Speeches Continued	
	October 16	Informative Speeches Continued / Mid Term Review	
Week 9	October 21	<b>Mid Term Exam / 100 pts.</b>	Chapters 1-7, 9-11, 13 & 15
	October 23	Chapter 8 – Reasoning <b>Informative Speech Self Analysis / 15 pts.</b> <i>Writing Valid Arguments, Identify the Type of Claim</i> Persuasive Speech Writing Assignments	Chapter 8
Week 10	October 26	Reasoning Part 2 <i>Making Inferences, What's My Fallacy?</i>	
	October 28	Chapter 14 – Persuading <b>Creating an Argument / 25 pts.</b>	
Week 11	November 4	Chapter 12 – Achieving Style Through Language <i>Language Style, Language and Precision</i>	Chapter 12
	November 6	<b>Persuasive Speeches / 100 pts.</b> <b>Persuasive Speech Outline / 50 pts.</b>	
Week 12	November 11	Persuasive Speeches continued	
	November 14	Persuasive Speeches continued	
Week 13	November 18	Persuasive Speeches continued	
	November 20	<i>No class NCA Convention and Conferences</i>	
Week 14	November 25	<i>Thanksgiving Break</i>	
	November 27		
Week 15	December 2	Chapter 16 – Occasions for Public Speaking <b>Final Exam Review</b>	Chapter 16
	December 4	<b>Persuasion Speech Self Analysis / 15 pts.</b> <b>Ceremonial Speeches / 50 pts.</b>	
	December 6	<b>Quiz 5 / 25 pts.</b>	
Week 16	December 9	<b>Final Exam / 100 pts. 8:00 AM</b>	Comprehensive

## Grades

Type of Assignment	Title of Assignment	Points
Speeches 275 points	Introductory Speech	25
	Informative Speech	100
	Persuasive Speech	100
	Ceremonial Speech	50
Written 210 points	Critical Listening	30
	Supporting a Main Point	25
	Informative Outline	50
	Informative Self Analysis	15
	Creating An Argument	25
	Persuasion Outline	50
	Persuasion Self Analysis	15
Exams & Quizzes 325 points	Quiz 1	25
	Quiz 2	25
	Quiz 3	25
	Quiz 4	25
	Quiz 5	25 drop lowest quiz score
	APA Quiz	25
	Midterm Exam	100
	Final Exam	100
Other 50 points	Participation	50
	Extra Credit	?

This is the only paper copy of this syllabus you will receive. If other copies are needed you may print it from MU online. If you need coaching, assistance or advice do not hesitate to ask for an appointment. I am willing to help as much as I can. Good Luck with the class, the semester, and college! Go Herd!



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