

314 Syllabus

2016 Spring

Contact Information

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BRNG 2161 – 10 am to 1 pm Wednesdays or by appointment

Textbooks

There are no Textbooks for this course. Assigned readings will be distributed from a variety of sources. Students are expected to complete assigned reading before coming to class.

Course Overview and Objectives

This class will require you to deliver a *large number of presentations*. Most of your grade will be based on your presentations, including your preparation for and evaluation of these presentations. You will develop competencies in the following major areas:

- Preparation
- Organization
- Delivery
- Critical Evaluation

Availability

I am available in person during office hours, and by appointment in addition. My office hours are scheduled for your benefit, but some students go an entire semester without stopping by. I like students! Feel free to come by for any reason or no reason at all—even after you're done taking the class. I check and respond to my email once every day, except on the weekend and holidays. I do not check my email at the same time every day, so I cannot guarantee a response within 24 hours. Sometimes messages do fall through the cracks or are zapped by overzealous spam filters—if I have

not replied after a few days, please re-send the message. You can also call during normal business hours. I typically distribute class announcements through class email distribution list.

Classroom Environment

You are an adult—be respectful to others. Students who are not respectful will be asked to leave. Electronic devices should be silenced and may only be used for minor tasks during the occasional lull in classroom activity or as directed by the instructor. You may not leave electronic devices out or use them in a sustained fashion—not even for such activities as checking the time, taking notes or accessing copies of readings for the class. (Studies consistently show that students perform best in class when they hand-write their notes.) The sound on my phone will be on during class because our university distributes emergency information via text message. If you will benefit from using an electronic device, please see the next paragraph.

Access

All students have the right to an accessible environment. Students who think they would benefit from accommodation (seating placement, arrangements for examinations, exceptions to policies, etc.) should inform me at the beginning of the course so appropriate arrangements can be made. Accommodations cannot be retroactive, so work from the beginning to ensure you get the most possible from this course. Students should also contact the Office of the Dean of Students for additional information on accommodation: <http://www.purdue.edu/odos/drc/welcome.php>.

Campus Emergencies

There are two predominant types of emergencies: evacuation and shelter-in-place. I am familiar with the proper course of action in both cases, so please follow those directions. After a major campus emergency, course requirements, deadlines, and grading percentages are subject to change that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Information about course changes related to campus emergencies can be accessed via Blackboard and on the class schedule.

Academic Dishonesty

Academic dishonesty is bad and will not be tolerated in this course. Purdue has strong policies against academic dishonesty. Anyone engaging in academic dishonesty will be reprimanded and subject to disciplinary action which can result in a minimum of a ZERO on an assignment, but may include failure of the course or expulsion from the university. Students are advised to become familiar with Purdue's Student Code of Rights and Responsibilities to resolve questions about this matter. The following publication from the Office of the Dean of Students may prove helpful as well: <http://www.purdue.edu/odos/aboutodos/academicintegrity.php>. Academic dishonesty includes, but is not limited to:

- Plagiarism:

- Copying someone else’s work and claiming it as your own.
- Paraphrasing someone else’s work and claiming it as your own.
- Collaborating with another person and claiming the work solely as your own.
- Misrepresentation:
 - Re-using work from another course.
 - Re-using work from a previous semester in this course.
- Cheating

Grading

Assignment components are typically graded on a scale from 0 to +.

Mark	Points	Meaning
+	5	Performance meets or exceeds the standard.
	3	Performance was “close enough” but not sufficient – minor issues only.
-	1	Performance was insufficient in a significant way.
0	0	Nothing relevant to the assignment was turned in.

Assignments

Assignment	Weight	Length
Presentation Portfolios	123	-
Autobiographical	4	2 mins
Elevator Introduction	1	30 secs
Demonstration	10	5 mins
Support	12	6 mins
Prepared Statement	6	3 mins
Q&A Session	4	2 mins
Introduction #1	4	2 mins
Informational	16	8 mins
Introduction #2	4	2 mins
Persuasive	16	8 mins
Team Asynchronous	16	15 mins
Impromptu #1	4	2 mins
Impromptu #2	6	3 mins
Impromptu #3	8	4 mins
Team Impromptu	12	6 mins
Other Assignments	45	-
Individual Analysis Form	2	-
Team Analysis Form	8	-
Peer Evaluations	20	-
Outside Class Analysis	15	-

I do not accept assignments by email. Unless otherwise directed, do not email assignments to me. You should submit them through the course management system or as directed on the assignment. You can check your current grade at any time by using [this calculator](#).

Attendance

Attendance at every meeting of this course is required. The organization of the course means that you will learn a lot by observing and providing feedback to others. This course is organized into 25-minute blocks. You will not be penalized for missing up to a total of one-week's worth of class blocks (6). Each block you miss beyond 6 will result in a one-half percentage point (0.5%) deduction from your final average grade **for each 25-minute block that you miss** (ex. missing one meeting of a class that meets twice per week (3 blocks) results in a 1.5% deduction). Missing minor portions of two blocks is counted the same as missing one full block. To have absences excused, students must provide *printed documentation* which excuses the absence. Documentation for foreseeable absences must be submitted prior to the absence. Documentation for unforeseeable absences must be submitted within seven days of returning to class. Students who are concerned that this penalty will affect their final grade should refer to the "extra credit" section below.

If you are taking this class as an evening course and may have evening exams covered in your other classes, your absence is **not** excused. As stated in Purdue's exam policy:

In case of examination conflicts with a scheduled evening course, the conflict should be resolved by the course instructors, provided that the student informs them of the conflict at least a week before the exam. If the instructors cannot resolve the conflict, the scheduled evening course takes priority. The examination instructor must offer an alternative time for their exam. [Purdue Exam Policy I.3.b](#)

Extra Credit

Students may earn up to a maximum of three percentage points (3%) of extra credit. These points will be added to your final average in the class. There are two ways to receive extra credit: 1) producing technical support documentation for the class, 2) participation in research. When I receive questions about how to do something related to the course, I will, in addition to helping the student resolve the issue, add the question to the list of open technical support issues. You may also email me to ask if there are any open issues that need documentation or whose documentation needs to be improved. You may earn extra credit by writing a detailed description that walks students through resolving the issue.

Alternatively, students may earn a bonus of 1% on their final grade in the course for each 1% that student earns through participation in research administered through the Department of Communication's Research Participation System, up to a maximum of 3%. This opportunity allows you to see how we develop the communication theories that underlie the principles and advice covered in this course. The sessions usually last between 30 minutes and one hour. For information about times and dates of specific studies visit the Department of Communication's [Research Participation System](#). The website will allow you to register for the study of your choice. Please note that if you sign up to participate in a study and fail to show up without canceling your appointment in

advance (up to 2 hours before the study), you will be automatically restricted from signing up for any studies for 30 days.

Late Work

Late work turned in within 7 days of the original due date will be graded pass/fail for $\frac{1}{2}$ credit. After 7 days, late work will not be graded and will not receive any credit. This policy also applies to most presentations. Students turning in late work will not receive any feedback from the instructor, regardless of how late it is.

Grading Disputes

You must wait 24 hours after receiving a grade to discuss it with your instructor. This ensures that you have the opportunity to prepare a solid case **with documentation** to support your claims. A meeting should be scheduled with the instructor to contest a grade. I will not discuss grades (good or bad) in front of other students, in the classroom before/after class, in the hallway, or if you run into me around campus or in town. I cannot discuss the grades of other students and will not discuss student grades in the presence of other students, friends, family, etc. **Your grades and scores are considered final unless you initiate contact within two weeks of their return.**

Final Grades

Your final grade will be determined based on the **weighted average percentage** you have earned on all assignments in the table of assignments above. You can calculate this for yourself at any time using [this calculator](#). This weighted average percentage (x) will be translated into a letter grade according to the following table:

Percentage Range	Letter Grade
$x \geq 93.00\%$	A
$93.00\% > x \geq 90.00\%$	A-
$90.00\% > x \geq 87.00\%$	B+
$87.00\% > x \geq 83.00\%$	B
$83.00\% > x \geq 80.00\%$	B-
$80.00\% > x \geq 77.00\%$	C+
$77.00\% > x \geq 73.00\%$	C
$73.00\% > x \geq 70.00\%$	C-
$70.00\% > x \geq 67.00\%$	D+
$67.00\% > x \geq 63.00\%$	D
$63.00\% > x \geq 60.00\%$	D-
$60.00\% > x \geq 00.00\%$	F

Note: After calculation, the final weighted average will be truncated at the thousandths place (10-

3). Values in the thousandths place will be rounded up *if and only if* they are greater than or equal to 5.

For all COM Majors & Minors

Communication Majors and Minors should be aware of the following announcement from the Brian Lamb School of Communication:

If you are planning to count this class toward your requirements for either the COM major or the COM minor, you must earn at least a C- in this course.

Syllabus Version

Currently v0.07 ## 2016 Spring ##

Week	Date	Topic	To prepare for class...
Wk 1	Jan 13	Syllabus, Calendar, Course Management System Course Objectives Grading for Prepared and Impromptu presentations Anxiety Methods of Delivery <i>Review Upcoming Assignments</i>	Review Syllabus and Calendar - Read Portfolio Guidelines Read Speech Anxiety Read Methods of Delivery Read Autobiographical and Individual Analysis Form Assignments Bring copies
Wk 2	Jan 20	Autobiographical Autobiographical Classroom Management System set-up and Review The Audience <i>Review Autobiographical and Upcoming</i> In-class team meeting time	Bring 42 copies of Class Feedback Form - - Read Audience Analysis and Audience Accommodation Read Impromptu , Elevator Introduction , and Team Analysis Form Assignments Bring copies Bring laptop or similar device Individual Analysis Form due Bring 2 copies
Wk 3	Jan 27	<i>Review Draft Team Analysis Form</i> Providing effective feedback Incorporating Feedback Special Occasion Speeches	Draft Team Analysis Form due online Read Listening and Feedback Read Special Occasion Speeches

Week	Date	Topic	To prepare for class...
		Impromptu #1	Read Credibility, Voice and Body
Wk 4	Feb 3	Impromptu #1 <i>Review Impromptu #1 and Upcoming</i> Speaking Strategies Argumentation Finalize Team Analysis Form	- Read Demonstration Assignment Bring a copy Read Message Strategy Read Argument and The Structure of Argument ch 1
Wk 5	Feb 10	Elevator Introduction <i>Review Elevator Introductions and Upcoming</i> Organization	Bring laptop or similar device Final Team Analysis Form due online Read Elevator Speeches Read Support Assignment Bring a copy Bring 1st completed Outside Analysis Read Organization
Wk 6	Feb 17	Impromptu #2 Impromptu #2 Impromptu #2 <i>Review Impromptu #2 and Upcoming</i> Demonstration Demonstration Demonstration Demonstration	Read Language - - Read Team Asynchronous Assignment Bring a copy Bring 2nd completed Outside Analysis Read Training & Demonstration Speeches
Wk 7	Feb 24	<i>Review Demonstration</i> Impromptu #3 Impromptu #3 Impromptu #3 Impromptu #3 In-class team meeting time	- - - - Bring 3rd completed Outside Analysis
Wk 8	Mar 2	Support Support Support	Bring a laptop or similar device Read Supportive Material and Researching your Subject - -

Week	Date	Topic	To prepare for class...
		Support Support Support	- - -
Wk 9	Mar 9	<i>Review Support and Upcoming Assignments</i>	Read Prepared Statement, Q&A, Introduction, Informational, and Persuasive Assignments Bring copies
		Crisis Response	-
		Question and Answer Sessions	-
		Visual Aids	Read Presentational Aids and Selecting & Preparing Visual Aids
		Team Impromptu	Bring a laptop or similar device
Wk 10	Mar 16	<i>Spring Break</i>	- - - - -
Wk 11	Mar 23	Prepared Statement and Q&A	Bring 30 additional copies of Class Feedback Form
		Informational & Introduction #1	Read Informative Speech
		Informational & Introduction #1	-
		Informational & Introduction #1	-
		Informational & Introduction #1	-
		Informational & Introduction #1	-
Wk 12	Mar 30	Prepared Statement and Q&A	-
		Informational & Introduction #1	-
		Informational & Introduction #1	-
		Informational & Introduction #1	-
		Informational & Introduction #1	-
		Informational & Introduction #1	-
Wk 13	Apr 6	Prepared Statement and Q&A	-
		<i>Review Informal & Introduction #1</i>	Re-read Persuasive Assignment
		Protecting Intellectual Property	Read Intellectual Property
		Visual aid workshop	Bring your visual aid and a laptop or similar device
		Visual aid workshop	
		Visual aid workshop	
Wk 14	Apr 13	Prepared Statement and Q&A	-

Week	Date	Topic	To prepare for class...
		Persuasive & Introduction #2	Read Persuasive Speech
		Persuasive & Introduction #2	-
		Persuasive & Introduction #2	-
		Persuasive & Introduction #2	-
		Persuasive & Introduction #2	-
Wk 15	Apr 20	Prepared Statement and Q&A	-
		Persuasive & Introduction #2	-
		Persuasive & Introduction #2	-
		Persuasive & Introduction #2	-
		Persuasive & Introduction #2	-
		Persuasive & Introduction #2	-
Wk 16	Apr 27	Finalize Team Asynchronous Presentations	Bring a laptop or similar device
		Finalize Team Asynchronous Presentations	
		Finalize Team Asynchronous Presentations	
		Finalize Team Asynchronous Presentations	
		Finalize Team Asynchronous Presentations	
		Finalize Team Asynchronous Presentations	
		Finalize Team Asynchronous Presentations	
Final	TBD	Team Asynchronous and Class Roast	-

Calendar Version

Currently v2016S.07