

COM 114

Fundamentals of Speech Communication Fall 2010

"Having knowledge but lacking the power to clearly express it is no better than never having any ideas at all." -Pericles

Text and Materials:

1. Morgan, M. & Natt, J.(2010). *Effective presentations* (8th ed.). New York: McGraw-Hill.
2. Index Cards
3. Any other materials required by individual instructor (folders, envelopes, etc.)

Course Objectives:

This course will require you to prepare and deliver a number of presentations. Most of your grade will be based on these speeches. Additionally, you will take a series of in class quizzes and participate in class as your instructor directs. This syllabus will explain the nature, importance, and purpose of these assignments, the course policies and procedures, and our expectations of students in the course.

1. You should be able to effectively perform the role of the public speaker. Toward this end, you will learn principles of communication theory and how to apply those principles to the management of speaking situations both individually and in group presentations.
2. As a result of classroom learning and speaking experience, you will be expected to demonstrate knowledge and skill in the following areas:
 - ❖ Audience analysis
 - ❖ Topic analysis
 - ❖ Organizational skills
 - ❖ Persuasive and informative strategies
 - ❖ Verbal and non-verbal delivery skills
 - ❖ Group Communication Skills
3. When making a presentation, you should be able to:
 - ❖ select an appropriate topic
 - ❖ prepare a full sentence outline with bibliography
 - ❖ provide appropriate transitions and summaries
 - ❖ develop effective introductions and conclusions
 - ❖ use an appropriate organizational pattern
 - ❖ use supporting material properly and effectively
 - ❖ create effective presentational aids

- ❖ use presentational aids effectively
- ❖ display appropriate verbal and nonverbal behaviors

The assignments in this class are designed to achieve these goals. Textbook readings, class lectures, in class activities, and presentations will not only provide you with information about major concepts, but will also allow you the opportunity to experience the concepts. Therefore, your attendance and participation in class are of utmost importance.

Course Standards and Philosophy

1. Students will be held to a high standard of performance in all sections. To receive an "A" in this course, your presentations must be significantly better than that which passes for acceptable work. More precisely, an "A" speech is one that shows originality, careful research, tight reasoning, well thought out persuasive appeals, and skillful delivery. Additionally, "A" speeches will deal with non-trivial subject matter, and will constitute a genuine contribution to the knowledge and beliefs of the audience. Do not assume that you can do simply what is assigned to receive a high grade in this course. Doing "what is assigned" gets you only a "C". An "A" requires considerably more work.
2. A further word of warning: this course is academically rigorous and time-consuming, and it will require a lot of you to do well. Semester after semester, students enroll in this course thinking that public speaking is a "bunny course" and that speeches can be tossed off with only a few hours preparation. Nothing could be further from the truth. Although this course will begin with relatively simple assignments, most speeches in this course will require students to do library research, and all of them will require substantial effort to prepare. Beyond that, your instructors will expect you to both outline the speech and rehearse it before presenting it in class. Add to this the fact that you will begin preparing for the next speech as soon as the previous one is completed, and you will begin to appreciate the academic demands of this course. The bottom line is this: if you don't have adequate time and interest to devote to public speaking, don't take this course. You won't do well, and your instructors won't feel satisfied with your work.

Course Policies

1. **Attendance:** Attendance at all class meetings is expected and is essential to your success in COM 114. *Two absences are allowable without an attendance penalty; however, please note that missed quizzes/activities are penalized regardless of your number of absences. Use your two absences wisely. Every absence after two will result in a penalty of 10 points off your final grade in the course.* You will also lose any participation and quiz points that occur during your missed class meeting. For instance, the class could have taken a 10-point quiz and participated in an activity worth 10 participation points on the day of your absence. This means you will

- lose 20 points. Quiz and participation points **cannot be made up**. If you must be absent because of extenuating circumstances (i.e. illness, family emergency, etc.) you must notify your instructor in advance of your absences by: leaving a note in his/her box, sending an e-mail, or leaving a message by phone. You are responsible for obtaining the material that you miss. Class notes can be obtained from other students. It is not the responsibility of your instructor to see that you are caught up. Your instructor will not loan out class notes.
2. **Tardiness:** You are expected to show up for class on time and stay the entire period. If you have a schedule conflict that does not allow you to meet this requirement, I suggest you make a commitment to either this class or the conflicting activity. You simply cannot be in two places at once and frequent tardiness or leaving early is not conducive to your learning or the learning of other students in the class.
 3. **Academic Dishonesty:** Academic Dishonesty 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. *Academic dishonesty includes, but is not limited to the following:*

❖ **Plagiarism**

1. Copying someone else's work and claiming it as your own.
 2. Paraphrasing someone else's work and claiming it as your own.
 3. Collaborating with another person and claiming the work solely as your own.
- ❖ Using one's own work from another course or from a previous semester. For example, you may not reuse papers from another course and turn them into a speech or use speeches you have written in COM 114 from previous semesters. The work must be original to this course and this semester.
 - ❖ Signing attendance sheets for other students.
 - ❖ Cheating on a quiz.
 - ❖ Padding a reference page.

All speeches and assignments in this course require your own original work. The work you produce in this course must be original and unique for this particular course. 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>.

4. **Cell Phones and Beepers:** Turn your cell phones and beepers off when you enter the class room. These interruptions are distracting and disrespectful to your fellow classmates and instructor. If your cell phone or beeper rings or buzzes during a student presentation, your grade may be penalized. See instructor's policy statement for more detail.

5. **Disabilities:** Students with disabilities who need accommodation (seating placement, arrangements for examinations, etc.) should inform the instructor at the beginning of the course so that the appropriate arrangements can be made. Accommodations cannot be retroactive, so work with your instructor from the beginning to get the most you can from this course. You may also contact the Office of the Dean of Students for additional information on accommodation <http://www.purdue.edu/odos/drc/welcome.php>.
6. **Grading:** You must wait twenty-four hours after receiving a grade to discuss it with your instructor. A meeting must be scheduled between the instructor and student. The classroom is not an appropriate place for these discussions. You will receive the final grade for the number of points you earned. The final grading scale will be strictly enforced. For example, if you earn 899 points you receive a B. There will be no discussion. COM114 grades are on a point system, not a percentage system, so there is no "rounding up."
7. **Extra Credit:** There is no extra credit offered in COM 114.

Course Requirements

1. **Presentations:** You will present three individual presentations and one group presentation. These will include two informative speeches, a persuasive speech, and a group persuasive presentation. You are expected to deliver your speech on your assigned day. **There are no exceptions!!!** If you fail to deliver your speech on the assigned day, you will receive a **ZERO** on that speech unless other arrangements have **PREVIOUSLY** been made with your instructor. See course policies for more details.
2. **Outlines:** All presentations must be accompanied by an outline. If you fail to submit an outline through SafeAssign by the assignment deadline, you will lose your opportunity to present your speech. **All outlines must be submitted through SafeAssign to receive credit.** Electronic malfunction is not an excuse. It is recommended that you print your SafeAssign receipt as evidence of submission. Please see additional instructions and guidelines in your instructor's policy statement.
3. **Participation Grades:** Participation in COM 114 is made up of participation in class exercises and/or out of class homework assignments. To be more specific, these points can be comprised of website exercises, short projects, group activities, exercises, impromptu speeches, etc. Often times, it can be the activity points that will make a difference between an "A" and a "B" for a student. You must be in class to receive participation points for these exercises. **THESE POINTS CANNOT BE MADE UP.**
4. **Quizzes:** Reading quizzes will be given throughout the course of the semester. Some of these will be in class and some will be out of class using the publisher's website. These are designed to ensure that you are keeping up with the material and are on the right track. **In class quizzes are given at the beginning of class and CANNOT be made up if you are tardy or absent!!!** There will be twelve

quizzes given during the course of the semester and the ten highest scores will be calculated into the final grade.

5. **Outside Communication Activity:** This assignment allows each student to view communication in action. You are required to participate in **ONE** of the following activities. The assignment is worth 30 points of your total grade. You may not participate in more than one assignment to earn extra points, because there is no extra credit offered in COM 114. Please remember that some of the opportunities to participate expire before the end of the semester. If you do not complete this activity early in the semester, you may lose your opportunity to earn the points allocated to this assignment.

- **Option One:** Participation in a research study that is administered through the Department of Communication's Research Participation System. This activity allows you the ability to participate in an ongoing research project here at Purdue. The assignment allows you to see how we develop the communication theories that underlie the principles and advice this course advocates. 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's website at <http://purdue-comm.sona-systems.com/>. 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.
- **Option Two:** The second option allows you to provide feedback as an audience member to an international teaching assistant through Purdue University's Oral English Proficiency Program. You will actually observe a classroom presentation. In these presentations, international teaching assistants practice teaching a class. To make this exercise as realistic and beneficial as possible, the Oral English Proficiency Program asks undergraduates to come, observe, and play the part of the "class." In some instances you will participate by asking questions of the ITA. Students observe 2 or 3 presentations in a 50 minute class period, and complete a brief written evaluation for each presentation, stating what was good, and where improvement is still needed. Dates for fall presentations are:
 - Presentation 1: September 13, 14, 15, and 16.
 - Presentation 2: October 6, 7, 13, and 14.
 - Presentation 3: November 3, 4, 8, and 9.
 - Presentation 4: November 29, 30, December 1, and 2.

For more specific information see:

<http://www.purdue.edu/OEPP/Volunteer.htm> . This website will also

allow you to register for a specific presentation date (adapted from the OEPP website).

Grading Breakdown

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Information about changes in this course can be found on our Blackboard page.

Assignment	Points	Your grade
Useful Information Presentation	100	
News or Explaining Info Presentation	150	
Persuasive Presentation	200	
Classroom Participation	220	
Outside Presentational Activity	30	
Group Presentation	200	
Quizzes	100	
Total	1000	

Final Grading Scale: This scale is based on a point system and not a percentage; therefore, grades will not be rounded up. If a student earns 799 points they receive a "C" in the course not a "B". All grades are final unless a miscalculation has occurred. There is no extra credit offered in COM 114.

Grade	Points
A	1000-900
B	899-800
C	799-700
D	699-600
F	599 and below

COM 114: Fundamentals of Speech Communication

Course Policy (CRN: 46653, Section 205)

Instructor: Kurtis D. Miller
Office: 2163 Beering Hall
E-mail: mille518@purdue.edu

Office Hours:
- By Appointment, or
- MWF 2:00 - 3:15 pm

Welcome to COM 114! I'm looking forward to working with you this semester. If you have any questions or concerns, please feel free to stop by my office hours or e-mail me.

Course Guidelines

1) Attendance

- Due to the small size of our class, your attendance is crucial to the success of this course. Furthermore, regular attendance is essential for *your* success in this class. **Any missed quizzes, speeches, or in-class activities CANNOT be made up.**
- **You are responsible for signing the COM 114 attendance sheet each day you are in class.** These signed attendance sheets serve as the final and official record of COM 114 students' absences; therefore, it is extremely important for you to remember to sign them at each class meeting. If you do not sign the attendance sheet, you will be counted absent for that class meeting.
- You are responsible for collecting any missed materials or class notes that resulted from your absence.
- **You are allotted 2 absences** (excused or unexcused) in the semester without penalty, meaning you can use these days for illnesses, mental health days, family emergencies, etc.
- **If you miss more than 2 days of class, 10 points will be automatically deducted from your final semester grade for EACH subsequent absence (excused or unexcused). Please note that this attendance penalty will be imposed *in addition to* any participation points or assignments that were missed during your absence.**

2) Missed Speeches

- There are NO makeup opportunities for missed speeches due to lack of preparation, scheduling issues, etc.
- Please try to schedule your speeches around any anticipated absences (e.g., for athletic competitions, academic conferences).
- However, there may be rare occasions where unforeseeable and extenuating circumstances prevent you from giving your presentation on your speech day. If this happens, you **MUST** (a) notify your COM 114 instructor **PRIOR** to the missed class, **and** (b) provide appropriate and official documentation your COM 114 instructor (e.g., a doctor's note, official obituary announcement).
- Your instructor has the authority to determine whether or not you will be allowed to reschedule a missed presentation. It is *extremely* rare for instructors to make exceptions for students.

3) Be on Time!

- Due to our rigorous curriculum, we don't have any time to waste! You are expected to show up for class on time and stay for the entire period.
- **Arriving late to class three times is equivalent to one unexcused absence.**
- **If you arrive more than 15 minutes late to a class, you will be counted as "absent" for the day.**
- Do NOT walk into the classroom during another student's presentation. Please wait in the hallway until the speaker is finished.

4) Late Work Policy

- **All assignments are due in class by the assigned date.**
- Late assignments will receive a ten point deduction for EACH 24 hour period it is late.
- If you have an anticipated absence that coincides with a due date, please turn in your assignment **PRIOR** to your absence.

- **All outlines must be turned into their proper place on SafeAssign on time. In order to get a grade on a speech outline, you must successfully submit it to SafeAssign.** Please print and retain the “submission confirmation” receipt from SafeAssign for your records. Technical difficulties, including Internet outages, are not acceptable excuses for late outlines.
- All homework assignments must be turned in **DIRECTLY** to me! Assignments which are not turned in according to these instructions have not been turned in, and will be treated as such. Please do not drop them off in my mailbox or email them to me unless notified otherwise.
- **There are NO makeup sessions for missed speeches. Missing a speech will result in a zero.**

5) Participation, Assignments, and Class Activities

- Participation, assignments, and class activities are worth a total of 220 points. Throughout the semester, you will have various assignments and class activities that count toward your participation grade. Please remember that you must be in class on the day of a given activity to receive any points!
- Simply showing up to class does not result in a good participation grade. Please come prepared to actively participate in class!!! All activities and assignments will be graded on the **quality** of your work.

6) Grades

- As stated in the syllabus, I will not discuss grades until 24 hours after you have received them. Please stop by my office hours or schedule an appointment to discuss your grades.
- After you have received a graded assignment or speech, you have two weeks to discuss them with me. **In general, grades are changed only due to a miscalculation.**
- Final grades are based on a point system (NOT a percentage system), so there is no “rounding up.”
- **Extra credit is NOT available for this course.**

7) Speech Topics and Outlines

- Your speech topics must be approved at least **ONE CLASS MEETING** before submitting an outline for all presentations. You should submit topics earlier so there is time to select an alternate topic if your first selection is not approved.
- Some COM 114 speech topics will be assigned to you.
- You will have the opportunity to select a few speech topics. All topics must be approved by me, and they are on a “first-come-first-serve” basis. I reserve the right to reject a selected topic.
- Your complete reference page and outlines must be submitted **ONLINE (through Blackboard’s SafeAssign Program)**. This allows me to provide proper feedback in a timely fashion. Also, it allows us to troubleshoot major problems before your presentation. Students who do not submit their outlines prior to their speech day will *not* be allowed to give their presentations in class and will receive a zero on their speech day.

8) Setting yourself up for success!

- Please purchase the required textbook and keep up with the reading assignments. You will need the textbook to perform well in class activities, presentations, and access some online materials/quizzes.
- **Please turn off all cell phone, pagers, and musical devices before coming to class.** The use of cell phones, computers, and other electronics for non-educational purposes (e.g., texting, using Facebook, checking email, answering calls, using Twitter) is not allowed in the classroom. Also, please refrain from reading newspapers and other unrelated materials in class. Using these devices during class may result in the loss of participation points. **Using these devices during another students speech (or if they ring / make noise) will result in a full letter grade deduction from your speech.**
- Do not pack up your belongings early!
- Please keep all of your graded work in your COM 114 folders.
- Any and all COM 114 speeches may be recorded for grading and learning purposes.
- Please come to each class meeting with an open mind and listen attentively to others. This is especially important on speech days.

9) In case of a campus emergency...

- In the event of a major campus emergency, course requirements, deadlines, and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances. Any changes will be posted on our COM 114 Blackboard site.

10) I'm here to help YOU! ☺

- Please use my office hours or schedule an appointment with me. I want you to do well and am here to help you!
- Email is a great way to get in touch with me. I will always try to respond to your email messages within 24 hours. If you have not received a response within 24 hours, please send your message again and I will respond as soon as I am able.

Communication 114 Schedule

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances. Here is that way to get information about changes in this course: Blackboard web page.

Date	Topic	Assignment
Day 1, 8-23	Introductions & Course Intro	
Day 2, 8-25	Syllabus, What is Presentational Speaking?	Read Ch. 1; Print Syllabus from Blackboard & Fill out Personal Info Sheet
Day 3, 8-27	Audience Analysis & Topic Selection	Read Ch. 2; Ch. 3 pg. 56-72; Ch. 14
Day 4, 8-30	Purpose Statements & Thesis Statements	Read Ch. 3 pg. 73-81
Day 5, 9-01	Research and Supporting Evidence	Read Ch. 6
Day 6, 9-03	Speech Organization; Transitions Assign Informatory Speeches & Sign up for Speaking Dates	Read Ch. 5
Day 7, 9-08	Outlining	Read Ch. 7
Day 8, 9-10	Informatory Presentation Work Day	
Day 9, 9-13	Introductions & Conclusions, Transitions	Read Ch. 4 Outlines Due
Day 10, 9-15	Delivery	Read Ch. 11
Day 11, 9-17	Informatory Presentation	
Day 12, 9-20	Informatory Presentation	
Day 13, 9-22	Informatory Presentation	
Day 14, 9-24	Informatory Presentation	
Day 15, 9-27	Review Informatory Presentations Assign Explaining Information Speech Explanatory Presentations	Read Ch. 8
Day 16, 9-29	Explanatory Presentations	
Day 17, 10-01	Explaining Information Work Day	
Day 18, 10-04	Explanatory Presentations	Outlines Due
Day 19, 10-06	Visual Aids	Read Ch. 12
Day 20, 10-08	Explaining/News Presentation	
Day 21, 10-13	Explaining/News Presentation	
Day 22, 10-15	Explaining /News Presentation	
Day 23, 10-18	Explaining /News Presentation	
Day 24, 10-20	Explaining /News Presentation	
Day 25, 10-22	Review Explaining Info Speeches Assign Group Presentations	

	Break into Groups & Develop Group Policy Statements	
Day 26, 10-25	Assign Persuasive Speech What is Persuasion?	Read Ch. 9 pg. 206-220
Day 27, 10-27	Persuasive Speech Structures	Read Ch. 9 pg. 220-234
Day 28, 10-29	Argumentation & Reasoning	Read Ch. 10
Day 29, 11-01	Argumentation Fallacies	Outlines Due
Day 30, 11-03	Persuasive Speech Work Day	
Day 31, 11-05	Persuasive Speeches	
Day 32, 11-08	Persuasive Speeches	
Day 33, 11-10	Persuasive Speeches	
Day 34, 11-12	Persuasive Speeches	
Day 35, 11-15	Persuasive Speeches	
Day 36, 11-17	Review Persuasive Speeches Introduction to Group Communication/ Group Decision Making	Read Ch. 13 Group Updates due
Day 37, 11-19	Presenting as a Group	
Day 38, 11-22	Handling Question & Answer Sessions	Read Ch. 15 Group Outlines Due
Day 39, 11-29	Group conferences	
Day 40, 12-01	Group Presentations	
Day 41, 12-03	Group Presentations	
Day 42, 12-06	Group Presentations	
Day 43, 12-08	Group Presentations	
Day 44, 12-10	Group Presentations	