

COM 114

Fundamentals of Speech Communication Fall 2012

"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. (2012). *Effective presentations, 2nd edition*. New York: Cengage.
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 presentational 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 absence when possible 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. The attendance sheets passed around at the start of class are the FINAL arbitrator on whether you were absent or not. Make sure you sign the attendance sheet. In addition, anyone caught signing in an absent classmate or otherwise falsifying the attendance sheet will receive a zero in participation points for the **ENTIRE** module.

If you enrolled in the course during the first week of class, you will be required to use your two allowable absences for any days you missed at the start of the semester. Any absences for university-sponsored events also will be required to use the allowable absences.

2. **Late Work:** There is NO late work accepted in COM 114.
3. **Absence for death of family member:** In March 2011, Purdue University instituted a Grief Absence Policy for Students. Please note that this policy requires you to contact the Office of the Dean of Students to request that a notice of your leave be sent to instructors. You then must provide documentation of the death or funeral service attended to the ODOS. Upon receipt of proper documentation, the ODOS will request the instructor excuse the student and provide an opportunity to earn equivalent credit. Your COM114 instructor WILL NOT excuse a grief absence if you do not first request a notice from the ODOS AND provide ODOS with documentation. Purdue's new Grief Absence Policy for Students is available online at <https://www.purdue.edu/odos/services/griefabsencepolicyforstudents.php>.
4. **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. **Three tardies will equal one absence. Entering class after the instructor has begun counts as a tardy, no exceptions.**
5. **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.
4. 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.

❖ **Other forms of academic dishonesty**

1. Signing attendance sheets for other students.
2. Cheating on a quiz.
3. Padding a reference page.

All cases of academic dishonesty, as described above, could be reported to the Office of the Dean of Students.

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>.

6. **Cell Phones, iPods and other electronic devices:** Turn your cell phones and other electronic devices off when you enter the class room, and put them away. Cell phones should not be on your desks or in your laps. Headphones from your iPod should not be in your ears. These interruptions are distracting and disrespectful to your fellow classmates and instructor. If your cell phone rings or buzzes during a student presentation, or you are listening to music instead of being an active audience member, you will automatically lose participation points for that day. See instructor's policy statement for more detail.
7. **Disabilities:** Students with disabilities who need accommodation (seating placement, arrangements for examinations, etc.) must 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>.
8. **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. In addition, you have two weeks after an outline/speech is returned to voice concerns with your instructor about the grade. Instructors will not entertain questions about grades on assignments past this date. In other words, this means that you cannot

wait until the end of the semester when you are a few points short of an expected grade to protest your first speech/outline grade.

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."

9. **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 when possible. 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. You must print your SafeAssign receipt as evidence of submission. In a dispute, a Safe Assign receipt is the only acceptable proof 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.** There will be 230 participation points available during the semester; a maximum of 220 will be calculated into your final grade.
4. **Quizzes:** Reading quizzes will be given throughout the course of the semester. 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 10 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. It is not your instructor's responsibility to ensure that there are studies available or slots in OEPP classes at the end of the semester.

- **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 available at <http://www.purdue.edu/OEPP>. 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
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Informative Presentation #1	100	
Informative Presentation #2	120	
Persuasive Presentation	150	
Classroom Participation	220	
Outside Communication Activity	10	
Group Presentation	200	
Quizzes	200	
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

Individual Course Policy Statement

Instructor: Kurtis D. Miller
Office: 2165 Beering Hall
E-mail: mille518@purdue.edu

Office Hours: - MTWF, 10:30 – 11:30
- outside these hours by
appointment, just e-mail!

I'm looking forward to working with you this semester! If you have any questions or concerns about this class, one of your other classes, or college life in general (or if you just want to chat over coffee, tea, or Coke), please stop by during my office hours or make an appointment.

Course Guidelines

1) **Participation: Minor Assignments and Class Activities**

1. Participation is worth a total of 220 points. There will be several minor 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.
2. Showing up to class does not guarantee 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.

2) **Grades**

1. Please keep all of your graded work until the end of the semester.
2. Final grades are based on a point system (NOT a percentage system), so there is no “rounding up.”
3. **Extra credit is NOT available for this course.**
4. After you have received a graded assignment or speech, you have two weeks to challenge the grade. If more than two weeks have passed before you initiate contact, I will not change the grade. **In general, grades are changed only due to a miscalculation.**
5. As stated in the syllabus, I will not discuss grades until 24 hours after you have received them. This gives you a chance to look up any supporting material you will need.
6. Please schedule an appointment to discuss your grades, or come by during my office hours. I will not discuss grades (good or bad) in front of other students, in the classroom before or after class, in the hallway, or when you run into me on campus or in town.

3) **Speech Topics and Outlines**

1. 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 choice is not approved. You should also request more than one topic at a time, in order of preference, to minimize delay.
2. All topics must be approved by me, and they are on a “first-come-first-serve” basis. I reserve the right to reject any topic.
3. Some COM 114 speech topics may be assigned to you.
4. **TO TURN IN AN OUTLINE, YOU MUST:**
 1. Upload it in SafeAssign (on Blackboard) prior to the start of class on the due date,
 2. Hand in a printed copy of the outline at the start of class on the due date,
 3. Hand in a printed copy of the correct grading rubric with the outline.

4. **If you do not do ALL THREE of these, your outline has not been turned in.** (see #7 below, "Late Work Policy")
5. 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.
5. Students who have not submitted their outlines at least 24 hours prior to their speech day will *not* be allowed to give their presentations in class and will receive no credit for their speech. In other words, *even if you will get no credit because you did not turn in your outline on time, you still must turn in an outline (for no credit) in order to be allowed to present, or you will also receive no credit for your presentation.*

4) **Attendance**

1. Come to class. If you do not, you will lose 10 points off of your final grade for every class you miss. You will lose these points even if the absence is excused. This public speaking class is designed to help you develop a skill. Skills must be practiced and, without a classroom "audience," you will not be able to practice properly.
2. Life happens, so the first 2 classes you miss are on the house. There is no penalty. These absences can be either excused or unexcused. I do not care why you miss class: sick, family emergency, or if you just did not feel like coming, it makes no difference.
3. Any activities, quizzes, or participation you miss because you were not in class cannot be made up. You will not get those points. This is separate from items 1 and 2 above. In other words, even if it is one of your first 2 absences, you will still lose some points that cannot be made up. This also means that if you have already used your first 2 absences, you will end up losing both the 10 point attendance penalty and the points for everything you missed.
4. Sign the attendance sheet. If you did not sign the attendance sheet, you were not in class. The attendance sheet is the official and only record of attendance. Even if you showed up, turned in an assignment, and were recorded on video giving a presentation while holding that day's *Exponent*, if you did not sign the attendance sheet, you will be counted absent.
5. You are responsible for collecting any missed materials or class notes that resulted from your absence. I will tell you if there are any changes to what is assigned or due for the next class according to the course schedule. I will not re-teach the class for your benefit.

5) **Tardiness**

1. Come to class on time. I will start the class on time. At the beginning of class, I will close the door and replace the regular sign-in pen with a red pen. If you arrive after the beginning of class, you are tardy. If you leave before the class is over, you will be counted as tardy.
2. If you come to class late 3 times, it counts as an absence.
3. If you miss more than 15 minutes of class, you are absent.
4. If you have another class on the other side of campus and cannot get here fast enough, that is not an excuse. There are many sections of COM 114, choose one that works with your schedule.
5. Do NOT walk into the classroom or leave the classroom during another student's presentation. Please wait in the hallway until the speaker is finished. If you come in or leave during their presentation, you will lose **half of the total points possible from your presentation grade.**

6) **Missed Speeches**

1. Do not miss your assigned speech day.
2. There are NO makeup opportunities for missed speeches due to lack of preparation, scheduling issues, etc. Even if you make it to class late but miss your turn, you will not be allowed to present.

3. Please try to schedule your speeches around any anticipated absences (e.g., for athletic competitions, academic conferences).
 4. 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**:
 1. notify me **PRIOR** to the missed class, **and**
 2. provide appropriate and official documentation in a timely manner (e.g., a doctor's note, paper from the dean of students, etc.). If more than two weeks have passed since you returned to class, it is too late to provide official documentation.
 5. I have the authority to determine whether or not you will be allowed to reschedule a missed presentation. It is *extremely* rare for any COM 114 instructor to make exceptions for students.
- 7) **Late Work Policy**
1. **All assignments are due in class by the assigned date.**
 2. Assignments turned in late will receive no credit.
 3. If you have an anticipated absence that coincides with a due date, turn in your assignment **PRIOR** to your absence.
 4. All homework assignments must be turned in **DIRECTLY** to me! Please do not drop them off in my mailbox, slide them under the door of my office, or e-mail them to me unless notified otherwise.
- 8) **Classroom Environment**
1. Please purchase the required textbook and keep up with the reading assignments. You will need the textbook to perform well in class activities, to access quizzes, and you may use it to access additional online material.
 2. **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. 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.**
 3. Do not read newspapers and other unrelated materials in class. My class is not the place to study for your other classes.
 4. Do not pack up your belongings early!
 5. Any and all COM 114 speeches may be recorded for grading and learning purposes.
 6. Please come to each class meeting with an open mind and listen attentively to others. This is especially important on speech days.
 7. If you need to go to the bathroom, leave discretely, wash your hands afterward, and come back quickly. You are an adult and should be able to take care of this on your own time; however, emergencies do happen. If you have an emergency every day, go see a doctor.
- 9) **In case of a campus emergency...**
1. 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.
 2. Any changes will be discussed in class, e-mailed, or posted on our COM 114 Blackboard site.
- 10) **For all COM Majors & Minors**
1. 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.
- 11) **I'm here to help YOU!** ☺

1. E-mail is a great way to get in touch with me. I will always try to respond to your email messages within 24 hours. On some weekends I may not be available, so please plan accordingly. 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.
2. Please use my office hours! If they are not convenient, e-mail me to schedule an appointment! I want you to do well and helping you learn is my job. I truly enjoy the opportunity to interact with students outside of the classroom.

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. Information about changes will be distributed in class and/or on the Blackboard web page.

#	Day	Date	Topic	Due
1	M	20 AUG	<i>First Day of Class</i> Introductions & Course Intro	
2	W	22 AUG	Syllabus What is Presentational Speaking?	Read Ch. 1 Print Syllabus (Blackboard) Personal Info Sheet Consent Form
3	F	24 AUG	Audience Analysis & Topic Selection	Read Ch. 2 Read Ch. 3, pp. 60-78 Read Ch. 14
4	M	27 AUG		Introductory Presentations
5	W	29 AUG	Purpose & Thesis Statements	Read Ch. 3, pp. 78-84
6	F	31 AUG	Research and Supporting Evidence	Read Ch. 6
-	M	03 SEP	<i>Labor Day</i>	(No Class)
7	W	05 SEP	Speech Organization Transitions Assign Informatory Speeches Sign up for Presentation Days	Read Ch. 5
8	F	07 SEP	Outlining	Read Ch. 7 Topics Due
9	M	10 SEP	Grading Sample Informative I Presentations and Outlines	
10	W	12 SEP	Introductions & Conclusions, Transitions	Read Ch. 4 Outlines Due
11	F	14 SEP	Delivery	Read Ch. 11
12	M	17 SEP		Informatory Presentation
13	W	19 SEP		Informatory Presentation
14	F	21 SEP		Informatory Presentation
15	M	24 SEP		Informatory Presentation
16	W	26 SEP	Review Informatory Presentations Assign Explanatory Presentation	Read Ch. 8
17	F	28 SEP	Explanatory Presentations	
18	M	01 OCT	Visual Aids	Read Ch. 12 Topics Due
19	W	03 OCT	Grading Sample Explanatory	

			Presentations and Outlines	
20	F	05 OCT	Special Delivery Day	Outlines Due
--	M	08 OCT	<i>Columbus Day (Fall Break)</i>	(No Class)
21	W	10 OCT		Explanatory Presentation
22	F	12 OCT		Explanatory Presentation
23	M	15 OCT		Explanatory Presentation
24	W	17 OCT		Explanatory Presentation
25	F	19 OCT	Assign Persuasive Speech What is Persuasion?	Read Ch. 9, pp. 228-242
26	M	22 OCT	Review Explanatory Presentation Assign Group Presentation Groups Develop Group Policy Statements	Topics Due
27	W	24 OCT	Persuasive Speech Structures	Read Ch. 9, pp. 242-256
28	F	26 OCT	Grade Sample Persuasive Presentations/Outline	Read Ch. 10
29	M	29 OCT	Argumentation & Reasoning	Outlines Due
30	W	31 OCT	<i>Halloween</i> Argumentation Fallacies	Group Update Forms Due (Includes Topics)
31	F	02 NOV		Persuasive Presentations
32	M	05 NOV		Persuasive Presentations
33	W	07 NOV		Persuasive Presentations
34	F	09 NOV		Persuasive Presentations
35	M	12 NOV		Persuasive Presentations
36	W	14 NOV	Review Persuasive Speeches Introduction to Group Communication Group Decision Making	Read Ch. 13 Practical Progress Reports
37	F	16 NOV	Presenting as a Group	
38	M	19 NOV	Group conferences	Group Outlines Due
--	W	21 NOV	<i>Thanksgiving Break</i>	(No Class)
--	F	23 NOV	<i>Thanksgiving Break</i>	(No Class)
39	M	26 NOV	Handling Question & Answer Sessions	Read Ch. 15
40	W	28 NOV		Group Presentations
41	F	30 NOV		Group Presentations
42	M	03 DEC		Group Presentations
43	W	05 DEC		Group Presentations
44	F	07 DEC	<i>Last Day of Class</i>	Group Presentations