



## COMM 1110: Spoken Communication

Course Number 81476

Course Syllabus, Fall 2014

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, 678-466-5445, [disabilityservices@mail.clayton.edu](mailto:disabilityservices@mail.clayton.edu).

### **Instructor Contact Information:**

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**Office:** Arts and Sciences Building, Room G116

**Office hours:** 3:30 – 4:45 TR

**Classroom:** Arts and Sciences Building, Room G121

**Class times:** TR 5:00 – 6:15 pm

**Textbook:** *The Art of Public Speaking*, 11th Edition by Stephen E. Lucas.

**Credit Hours:** 3.0 semester credit hours

### **Catalog Description:**

A study of the fundamentals of effective speaking, with emphasis on preparation and delivery of spoken presentations to inform and persuade. Instruction in and assessment of speaking skills are based on the elements described by the Clayton State University Communication Outcome, focusing on the interrelationships among speaker, listener, situation, purpose, knowledge, organization, vocal and physical delivery, and language. Attention to group and interpersonal interaction is also included. Basic instruction is provided in preparing audio-visuals, including electronic media, to accompany end-of-semester presentations.

**Course Prerequisites and Co-requisites:** None

This course is not open to students with credit for COMM 1001 and COMM 1002 without permission of Department Chair.

**Computer Requirement:**

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook Computer Policy, please go to <http://www.clayton.edu/hub/itpchoice/notebookcomputerpolicy>.

**Computer Skill Prerequisites:**

Students should be able to use:

- Windows operating system
- PowerPoint™, Microsoft Word, and Outlook™
- Desire2Learn
- A Web browser and conduct research through library databases

**In-class use of Notebook Computers:**

Student notebook computers will be used in the classroom in this course for most speeches. Computers will be necessary to access course materials and to communicate with your instructor.

**Program Learning Outcomes:**

General Education Outcomes:

The following links provides descriptions of the communication and core curriculum outcomes.

[http://www.clayton.edu/Portals/5/core\\_curriculum\\_outcomes\\_clayton.pdf](http://www.clayton.edu/Portals/5/core_curriculum_outcomes_clayton.pdf)

CMS outcomes: <http://a-s.clayton.edu/vpa/cms/>

This course may be evaluated for how it contributes to the first program outcome below.

Graduates of the B.A. program in Communication and Media Studies will demonstrate this characteristic:

1. Communicate effectively using multiple channels of communication.

**Course Learning Outcomes:**

After completing this course successfully, students should be able to:

1. Demonstrate knowledge of the process for composing and structuring information appropriate for a particular purpose, listener and occasion.
2. Select and develop messages with particular listeners in mind.
3. Organize ideas in a purposeful, cohesive sequence.
4. Evaluate peer presentations.

5. Demonstrate a working knowledge of the performance skills associated with the five basic components of effective individual oral presentations: content, organization, physical expression, vocal delivery, and language.
6. Demonstrate a familiarity with strategies for effectively using a computer-operated visual with individual oral presentations.
7. Demonstrate an understanding of group dynamics – task roles, social roles, cohesiveness, norms, group problem-solving skills, negotiation skills- that contribute to effective team work.
8. Formulate and present convincing arguments through reasoning and supportive research.

### **Speeches**

Introduction speech: This is a special occasion speech in which you introduce someone who will be speaking (2-3 minutes).

Impromptu speech: This is a limited rehearsal speech, given spontaneously, with few notes (2-3 minutes).

Informative Speech: This is a well-prepared speech that requires a preparation outline and the use of PowerPoint (5-7 minutes). This speech requires research drawn from reliable sources.

Persuasive Speech: This is a well-prepared speech that requires a preparation outline and the use of PowerPoint (5-7 minutes). This speech requires research drawn from reliable sources.

Special Occasion Speech: This is a speech adapted to a given set of specified circumstances. No outline required. PowerPoint is not required (1-3 minutes).

Group Presentation: The class will be divided into teams of approximately five members who will conduct research on an assigned type of speech and using a rhetorical theory will analyze and evaluate the speech to determine its effectiveness.

### **Evaluation:**

Introduction Speech (2-3 minutes)	8
Impromptu Speech (2-3 minutes)	8
Informative Speech (PowerPoint and outline required; 5-7 min.)	12
Persuasive Speech (PowerPoint and outline required; 5-7 min.)	12
Special Occasion Speech (1-3 minutes)	10
Group Presentation (20-25 minutes) (individual/group scores)	12 (6/6)
Quizzes (4) 5 pts. each	20
Additional in and out of class assignments	8

**Grading:** Grades are based upon the percentage of total points using the standard college scale:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = < 60

### **Mid-Point Progress Report:**

The mid-term grade in this course will be issued by **October 9**. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar or online, by mid-term, which occurs on **Friday, October 10**. This is the last day to withdraw without academic accountability.

### **Course Schedule:**

The tentative course schedule for COMM 1110, Spoken Communication, is provided below. Text chapter references are to Lucas, *The Art of Public Speaking*.

<b>Date</b>	<b>Topic</b>	<b>Reading</b>	<b>Due</b>
August 19	Introduction, course overview		
August 21	Speaking in public	Chapter 1	
August 26	Public speaking ethics	Chapter 2	
August 28	Giving your first speech, selecting a topic and purpose	Chapters 4 and 5	
September 2			<b>Introduction speeches</b>
September 4	Analyzing the audience	Chapter 6	<b>Quiz 1</b>
September 9	Special occasion speeches	Chapter 18	
September 11	Delivery	Chapter 12	
September 16			<b>Special occasion speeches</b>

September 18	Organizing the body of the speech	Chapter 9	
September 23	Outlining, beginnings and endings	Chapters 10 and 11	<b>Quiz 2</b>
September 25			<b>Impromptu speeches</b>
September 30			<b>Impromptu speeches</b>
October 2	Listening	Chapter 3	
October 7	Speaking to inform	Chapter 15	
October 9	Gathering materials	Chapters 7	
October 14	<b>Fall Break</b>		
October 16	Using visual aids and PowerPoint	Chapter 14	
October 21		none	<b>Informative speeches</b>
October 23		none	<b>Informative speeches</b>
October 28	Speaking to persuade	Chapter 16	<b>Quiz 3</b>
October 30	Supporting your ideas	Chapter 8	
November 4	Methods of persuasion	Chapter 17	
November 6	Using language	Chapter 12	
November 11		none	<b>Persuasive speeches</b>
November 13		none	<b>Persuasive speeches</b>
November 18	Speaking in small groups	Chapter 29	<b>Quiz 4</b>
November 20	Analyzing speeches	Appendix	
November 25	Group workshop	none	<b>Bring an outline</b>
November 27	<b>Thanksgiving</b>		
December 2		none	<b>Group presentations</b>
December 4		none	<b>Group presentations</b>
December 9			<b>Final Exam</b>

### **Course Policies:**

#### **General Policy**

Students must abide by policies in the [Clayton State University Student Handbook](#), and the [Basic Undergraduate Student Responsibilities](#).

## **University Attendance Policy**

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

## **Course Attendance Policy**

Attendance is expected for all class periods. Attendance is required for examination periods and speeches. In the event that there is an unavoidable reason for an absence, please contact the instructor ahead of time via e-mail. Students may be required to document reasons for absences. Students with excessive absences (excused or unexcused), i.e., more than six class periods, may be administratively withdrawn from the course.

## **Missed Work**

Without valid excuse, a grade of zero points will be assigned for missed work.

*Speeches/presentations:* Speakers are expected to present their speeches on the date assigned. Those who, due to serious illness or other extreme circumstances, are unable to present at the scheduled time must contact the instructor via e-mail or telephone before the speech is due. This contact does not guarantee that the excuse will be accepted, but does guarantee that the excuse will be considered. Being unprepared to speak is not an excuse for not giving a speech as scheduled.

*In-class assignments and speech critiques:* These activities and assignments that occur in class, by their very nature, can not be made up.

*Midterm and Final Exams:* Student must contact the instructor via e-mail or telephone before the test is administered if serious illness or other extreme circumstances prevent the student from taking the test.

*Outlines and PowerPoints:* Outlines and PowerPoints for the informative and persuasive speeches must be submitted via GeorgiaView by the assigned speaking date. Late postings will be accepted for a few days after the scheduled presentation but points may be deducted.

## **Academic Dishonesty**

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved and may involve more serious consequences. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs. Judicial procedures are described beginning on page 14 of the [Student Handbook](#)

(Procedures for Adjudicating Alleged Academic Conduct Infractions).

### **Disruption of the Learning Environment**

Behavior which disrupts the teaching-learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

A more detailed description of examples of disruptive behavior and appeal procedures is provided at:

<http://www.clayton.edu/Portals/5/DisruptiveClassroomBehavior.pdf>

### **Other Policies**

- Learning how to give speeches requires a supportive audience. All students are expected to attend speeches (even when they are not speaking) and behave in a manner that expresses support for those trying to improve their speaking skills. Those who violate this policy may lose points, be asked to leave the classroom, or be withdrawn.
- Students must dress minimally at the level of “business casual” on the day of their speeches. Points will be deducted when students wear inappropriate clothing on their speaking day: baseball caps, t-shirts, shorts, sandals, etc.
- Cell phones must be turned off prior to the beginning of class.
- Students must be on time to class. If on a rare occasion, you arrive late, be sure to wait until a speaker has finished before entering. (When the door to the room is closed, wait until there is a transition before coming in.)
- All assignments listed on this syllabus must be typewritten and submitted to GeorgiaView (not via e-mail) by due date (see late assignment policy).
- Extra credit is possible in this course if a specific project is proposed early in the semester and is acceptable to the instructor (ten points is typically the maximum allowed).
- Students may only use laptops and electronic devices in class for instructional purposes (taking notes, giving a presentation, etc.)