



COMM 1110 – Spoken Communication

Course Syllabus – Fall 2015

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

Course Description:

Number and Title:

COMM 1110 (CRN 80450)
Spoken Communication

Credit Hours:

3.0 semester credit hours (3-0-3)

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:

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:

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ word processing
- Able to use a Web browser.

In-class Use of Student Notebook Computers:

Student notebook computers should be used in the classroom only for class purposes. Computers will be required to access course materials and to communicate with your instructor.

GeorgiaVIEW Desire2Learn (Online Classroom):

On-line activity will take place in Desire2Learn, the virtual classroom for the course.

You can gain access to Desire2Learn, by signing on to the SWAN portal and selecting: "D2L" on the top right side. If you experience any difficulties in Desire2Learn, please email or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name.

Program Learning Outcomes:

General education outcomes:

The following link provides the Clayton State University Core Curriculum outcomes (see Area D):

http://www.clayton.edu/Portals/5/core_curriculum_outcomes_clayton.pdf

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

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. Organize ideas in a purposeful, cohesive sequence.
3. Evaluate peer presentations.
4. 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.
5. Demonstrate a familiarity with strategies for effectively using a computer-operated visual with individual oral presentations.
6. Demonstrate an understanding of group dynamics—task roles, social roles, cohesiveness, norms, group problem-solving skills, negotiation skills- that contribute to effective team work.
7. Formulate and present convincing arguments through reasoning and supportive research.

Instructor Information:**Instructor:**

Dr. Shelley McGinnis
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e-mail: shelleymcginnis@clayton.edu
internet: <http://faculty.clayton.edu/mcginnis>

Office: Arts and Sciences building, 116

Office hours:

Tuesday and Thursday, Other times by appointment

Class Meetings:**Classroom:**

See posting.

Class times:

10:15 a.m. -11:30 a.m., Tuesday and Thursday

Textbook Information:**Text:**

Stephen Lucas, *The Art of Public Speaking*, 11th Edition.

Students are encouraged to use PriceLoch.com to comparison shop for textbooks.

Text Coverage:

All chapters

Evaluation:

Introduction Speech (2-3 minutes)	6
Impromptu Speech (2-3 minutes)	6
Informative Speech (PowerPoint and outline required; 5-7 min.)	12
Persuasive Speech (PowerPoint and outline required; 5-7 min.)	12
Commemorative Speech (Manuscript required; 2-3 minutes)	10
Group Presentation (Outline required; 20-25 minutes)	12
Quizzes (4) 5 pts. each	20
Additional in and out of class assignments	12

Grading:

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	below 60%

Mid-term Progress Report:

The mid-term grade in this course, which will be issued on October 1, reflects approximately 30% of the entire course grade. 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 withdraw on-line using the Swan by mid-term, which occurs on October 9. [Instructions for withdrawing are provided at this link.](#)

The last day to withdraw without academic accountability is Friday, October 9, 2015

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*.

Date	Topic	Reading	Due
August 18	Introduction, course overview	Syllabus	
August 20	Speaking in public	Chapter 1	
August 25	Giving your first speech	Chapter 4	

August 27			Introduction speeches
September 1	Selecting a topic and purpose	Chapter 5	
September 3	Using language	Chapter 12	
September 8	Special occasion speeches	Chapter 18	Quiz 1
September 10	Delivery	Chapter 13	
September 15			Commemorative speeches
September 17	Organizing the body of the speech	Chapter 9	
September 22			No Class
September 24			No Class
September 29	Outlining, beginnings and endings	Chapters 10 and 11	
October 1	Gathering materials	Chapter 7	Quiz 2
October 6	Speaking to inform	Chapter 15	
October 8	Using visual aids and PowerPoint	Chapter 14	Informative Speech Preparation Outline due
October 13			Informative speeches
October 15			Informative speeches
October 20	Listening	Chapter 3	
October 22	Speaking ethics	Chapter 2	
October 27	Analyzing the audience	Chapter 6	
October 29	Supporting your ideas	Chapter 8	Quiz 3
November 3	Speaking to persuade	Chapter 16	
November 5	Methods of	Chapter 17	Persuasive Speech

	persuasion		Preparation Outline due
November 10			Persuasive speeches
November 12			Persuasive speeches
November 17	Speaking in small groups	Chapter 19	Quiz 4
November 19			Impromptu speeches
November 24			No Class
November 26			No Class
December 1	Group Project Workshop		Bring a draft outline
December 3	Analyzing speeches	Appendix	Speech Analysis assignment due
December 8		none	Group presentations
December 10		none	Group presentations

Course Policies:

General Policy

Students must abide by policies in the [Clayton State University Student Resource 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 quiz and

speech periods. Any absence must be accompanied by a written excuse from a doctor or other competent authority.

Missed Work

Speeches must be given on the assigned date and will only be made up under exceptional circumstances. A five point extra credit project may be used to make up the points for a missed quiz. Other written work will be accepted late for a grade penalty.

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. All instances of academic dishonesty will be reported to the [Office of Community Standards](#). Judicial procedures are described in the [Student Resource Handbook](#) (Procedures for Adjudicating Alleged Academic Conduct Infractions beginning on page 16).

Plagiarism Detection Software.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You should submit your papers in such a way that no identifying information about you is included.

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>

Writing Assistance

The Writers' Studio 224 is located in the A&S building, room 224. There you can talk with trained writing consultants about your writing projects. They are available to work with you at any stage of your paper, from generating ideas to

organizing your paper to understanding how to format it correctly. The service is free; you may drop in and wait for a consultant or sign up for a regular appointment. But remember: you, not your consultant, are ultimately responsible for the quality and content of the papers you submit.

Aside from meeting with consultants one-with-one, you can also participate in writing workshops. In these workshops, faculty and consultants will guide you in discussions and activities important to academic writing topics. You will be identify, analyze, integrate, and synthesize writing principles through a series of writing exercises. Remember that we are here to collaborate with you as you develop your own experiences as a student-writer.

Visit our website for more information: <http://clayton.edu/writersstudio>.

There you will find a link to register for appointments online:
<http://clayton.mywconline.com>

You will need to do a one-time registration. Simply click on the “Click here to register” link once at MYWCONLINE.

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 should dress minimally at the level of “business casual” on the day of their speeches.

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 D2L (not via e-mail) by due date (see late assignment policy).

Operation Study

At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for

use in the University Bookstore) and other items. See the following site for details:

<http://www.clayton.edu/operation-study>

Last update: July 17, 2015
