

COM 101 ORAL COMMUNICATION: AN INTRODUCTION TO PUBLIC SPEAKING

Fall Term 2009—(sections E03 & 004)

Professor: Dr. Martin Hatton

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E-Mail: Please use the WebCT email system first to communicate with your professor about this course.

Homepage: <http://www2.muw.edu/~mhatton>

Office Hours: M-TH: 10 – 11am, 1 – 2pm; Other times by appointment

Notes: Section E03 is an online-only section;
Section 004 is classroom-based with online WebCT supplementation

Required Texts: (1) Beebe, S. A., & Beebe, S. J. (2009). *Public speaking: An audience-centered approach, 7th edition*. Englewood Cliffs: Prentice Hall. [ISBN-10: 0205543014 if planning to order online]
(2) All Course Materials – Review frequently.

Goals of the Course:

This course is designed with three primary components: (1) development of an understanding of the communication process, (2) development of public speaking skills, and (3) development of critical analysis skills applied to public presentations. The skills/application focus of this course emphasizes organizing, supporting and presenting ideas in public settings. Inherent in the basic philosophy of the course is that public speaking involves skills that can be learned. Consequently, the course has a logic to it. Each assignment builds upon a previous one. Therefore it is to the student's advantage to adhere to the course schedule carefully and participate in all activities. The ultimate goal is to help students identify strengths and refine them, and identify weaknesses and overcome them.

To do this we must focus on all of the following:

- (1) what it means to be an ethical speaker and consumer of messages;
- (2) identification of the elements central to a logical and well-organized message;
- (3) identification of various types of public speeches;
- (4) presentation of several different public speeches;
- (5) identification of critical listening skills & their relationship to the speaking process.

Nature of Course Content:

Com 101 is designed to assist the student in understanding and developing effective principles of oral communication. This course provides a context in which students can gain experience with the development of well-reasoned messages and to develop and refine the presentational skills necessary to accomplishing goals as speakers.

The course is organized so as to develop both critical and presentational skills. Course content encourages an awareness of the power of speech, the creativity required to develop and organize a speech, the manner language and the choice of language affects

the outcome of a speech, and the connection between being an excellent speaker and being a critical consumer of public messages.

Policies and Procedures

Introduction:

The following policies and procedures will govern the conducted of this course.

Speaking Assignments:

Students enrolled in this course must complete speaking assignments as scheduled. Failure to meet speaking assignment deadlines with completed work formatted and presented as prescribed by the course professor will result in grade reductions ultimately culminating in a ZERO for each missed assignment deadline. Graded critique sheets will be e-mailed within two weeks after each assignment's deadline (check the course schedule for further details).

Note additional "How to" instructions for uploading video to You Tube on the Home Page.

Ethical Requirements:

Students who "make up" or "create" sources for a speech and cannot produce the original source or a photocopy of that source upon request will fail this course. Students who plagiarize material will fail this course. Please consult with the course professor with any questions or concerns regarding source falsification or plagiarism. Students will be required to provide photocopies of the publication information or copies of the actual electronic recordings of all sources used in speeches. Students must follow the citation style guidelines defined by the course professor for written source citations on speech outlines. NOTE: University policy requires that professors report all instances of plagiarizing, fabricating or cheating to the appropriate university authorities. Please review Webster's Dictionary and the policies of Mississippi University for Women in the Student Bulletin and Student Handbook for further clarification.

Students with disabilities:

It is the responsibility of students who have professionally diagnosed disabilities to notify the instructor so that necessary and appropriate modifications can be made to meet any special learning needs.

Privacy and Student Grades:

It is the policy of the Department of Communication that grades are not reported via telephone, e-mail, or other unsecured telecommunication media due to privacy concerns. Grades will be reported in the university's WebCT and Banner systems.

Additional Information:

REMEMBER: ALL deadlines are final. Students are encouraged STRONGLY to submit work as promptly as possible once the course professor indicates that submissions will be accepted for that particular assignment.

Policies for Online Participation—Classes using WebCT

Online Attendance:

Students should enter the course in WebCT a minimum of once per week; more will probably be necessary. Please follow the course schedule for the specifics of attendance, participation and assignment deadlines. *Students are responsible for keeping up with all course-related deficiencies.*

Submission of Assignments:

Each assignment posted in WebCT will be accompanied by a deadline for completion. All assignments for online and hybrid sections of this course other than presentation of speeches **MUST** be completed and submitted in WebCT to be assessed and graded by the course professor. Text documents must be sent as Word (.doc or .docx) or PDF files only. Uploaded assignments sent directly to WebCT must be received by the assignment deadline. Any assignment received late in WebCT will lose one point (-1pt) for each minute it is late past the assigned deadline in accordance with the WebCT timekeeping system (not the professor's or students' clocks).

Exams:

Students must complete the syllabus quiz before obtaining access to any of the chapter modules. Each chapter module will begin with a quiz based upon that chapter's content. Students will not have access to the remaining content of that chapter's module (e.g., other assignments and professor's notes) until the chapter quiz has been completed. Students also will be expected to critique video presentations to demonstrate critical analysis skills, and each critique will count as one quiz score. Each quiz will be graded, and the average of all quizzes will count as one major assignment grade. Content from chapter quizzes and professor notes will provide the content for the midterm and final exams.

Presentations for Online WebCT-only sections:

Students must upload video speech presentations directly to You Tube (instructions for shooting and uploading video speech presentations will be available in WebCT).

Presentations for WebCT/Classroom Hybrid sections:

Students must not enter the classroom while someone is delivering a speech if late during a speaking date. Wait for an indication such as applause to signal that the speaker is finished. Points will be reduced at the discretion of the instructor for any interruptions during a student's speech (e.g., entering room late, talking, cell phone interruptions, etc.).

The speaking order for the informative, demonstration and persuasive speeches will be posted in WebCT. Students enrolled in hybrid sections will be expected to meet in the classroom and speak at their assigned time in the order posted in WebCT. Changes to the speaking order may be negotiated with the course professor. The final order will be decided by the professor.

Students who miss any in-class presentation without a legitimate, signed and dated written excuse will receive a grade of ZERO for that assignment. There will be no exceptions. Each student will have no more than one (1) chance to make up a particular speech in the event of an excused absence accompanied by a legitimate written excuse.

The course professor will make the final determination if a missed presentation may be considered excused for make up. Dates and times for make up work may be negotiated with the course professor. The final presentation date, time and order for make up presentations will be decided by the professor.

Requirements of Course and Methods of Evaluation:

- Ice-Breaker Speech 100 points
- Informative Speech 100 points
- Demonstration Speech 100 points
- Persuasive Speech 100 points
- Quizzes (averaged) 100 points
- Participation (averaged) 100 points
- Midterm Test 100 points
- Final Exam 100 points

The following 8-point scale will be applied to all student work for this course:

- A = 100-93
- B = 92-85
- C = 84-77
- D = 76-69
- F = 68-0