

CMN 1310G Introduction to Speech Communication Fall 2016 Syllabus			
Section:	006		
CRN:	30904		
Time:	11-11:50am		
Location:	1731 Coleman		
Course Semester hours:	3		
Class Days:	Mon. & Wed. (in classroom) & Friday (online in D2L)		
Teacher:	Dr. Andrew Robinson		
Office Hours:	1814 Coleman Hall Mon 8-10 am & 1:55-2:55 pm & Wed 8-10 am		
Email	warobinson@eiu.edu		
Communication Studies Website:	http://www.eiu.edu/~commstudies/index.php		
Links:	Grading	Course Policies	Assignments Calendar

Text: Coopman, S. J., & Lull, J. (2015). *Public Speaking: The evolving Art* (3rd ed.). Boston, MA: Wadsworth Cengage.

Workbook: CMN 1310: *Introduction to Speech Communication* (available at the University Bookstore in the MLK Student Union - cost is \$5.00)

Course Webpage: <http://www.eiu.edu/~commstudies/1310.php>

Description: This course focuses on the fundamental principles of selecting, analyzing, evaluating, organizing, developing, and communicating information, evidence, and points of view orally. The course includes instruction in techniques of listening and informative, persuasive, and reactive speaking.

Course Objectives: The Illinois Articulation Initiative has identified the following objectives for the basic communication course. By the end of the course, students will be able to:

1. Have a theoretical understanding of communication
2. Understand the relationships among self, message and others
3. Understand the process of effective listening.
4. Phrase clear, responsible and appropriate purpose statements
5. Develop specific, well-focused thesis statements
6. Organize and outline an effective message
7. Analyze an audience and situation, then adapt a message to those needs
8. Generate ideas and gather materials
9. Incorporate materials from various appropriate sources, using proper verbal citations
10. Use evidence, reasoning and motive appeals in persuasive speaking
11. Establish credibility by demonstrating knowledge and analysis of topic
12. Prepare and use visual aids that promote clarity and interest
13. Use language that is appropriate to enhance understanding and effect the desired result
14. Use extemporaneous delivery with reasonable fluency, expressiveness and comfort
15. Cope effectively with the tensions involved in public speaking
16. Demonstrate acceptable ethical standards in research and presentation of materials
17. Listen to, analyze and critique oral communication

Student Responsibilities: Students are expected to attend class and participate in class discussions, read the assigned reading material before class, pass exams, deliver five speeches, complete the peer and self-evaluations, and complete additional assignments as indicated by the instructor. Federal guidelines dictate that institutions should expect students to work for at least two hours outside of class for each hour of in-class instruction. That means that you should expect to work, on this class, at least six hours a week in order to earn credit for this course.

Teaching Format: This is a technology enhanced (TE) course, meaning the learning environment occurs primarily in a classroom and partially online using D2L. It applies discussion, collaboration, and critical thinking and reflection. All assignments will be submitted to the instructor in D2L. An integrative, collaborative, and experiential teaching and learning approach will be utilized throughout this course. The instructor is a facilitator; one who is here to assist and provide input into the educational process. Assignments for the class will create learning opportunities from which you are to extract lessons from the experiences as well as the content. This is a much more complex method of learning since you are learning both process and content (many courses only teach content). Therefore, you are expected to actively engage in the course discussion and collaboration.

Speech Competition: The Communication Department hosts a Persuasive Speech Competition each semester for students enrolled in CMN 1310/1390. Finalists compete for cash prizes including \$500 for 1st place, \$300 for 2nd place, and \$100 for 3rd place. Visit the course webpage for more information: <http://www.eiu.edu/~commstudies/1310.php>

GRADING		
Assignment	Possible Points	Percentage of Grade
Exam 1	70	7%
Exam 2	70	7%
Exam 3 Speech Project Self-Promo Video	70	7%
Critical Skills Assignments (3 Papers)	125	12.5%
Ideas that Matter to Me Speech (4 minutes)	90	9%
Impromptu Speech (2 minutes)	25	2.5%
Informative Speech (7 minutes)	150	15%
Persuasive Speech (9 minutes)	180	18%
Group Speech (5 minutes per person)	120	12%
EIU Online Speech Building Activities	100	10%
Total	1000	100%
<i>Grading scale: A = 1000-900, B = 899-800, C = 799-700, NC = 699 and lower</i> Note: 1. To receive credit for this course, students must earn a grade of "C" or higher. 2. Failure to complete all substantive speeches will result in a grade of "no credit."		

Grading of speeches: In all cases, grades will be determined based on a rubric that includes the following criteria: effectiveness of organization, language (including grammar and syntax), supporting material, analysis, nonverbal delivery, and verbal delivery. Students must also meet the guidelines specific to each type of speech.

Grading of writing: The quality of written work will be a consideration when grading written assignments. Assessment will be based on the following: focus, organization, development, style, and mechanics. **All typed assignments must also follow APA guidelines.** The following website will be helpful: <http://owl.english.purdue.edu/owl/resource/560/01/>.

General Expectations: Please keep current in class. Learners who fall behind are less likely to get feedback from others in online discussions. If something happens that is going to cause you to fall behind, contact your instructor immediately. Since this is a TE course, your participation grade will be based on classroom and online engagement. Use the email within D2L to communicate with the instructor. If you need to contact your instructor immediately, you are free to call or text or visit during office hours.

Learning Modules: Navigate through D2L first to become familiar with all the course components. Students can access weekly assignment instructions in the D2L learning modules section just prior to the beginning of each week. **ALWAYS BEGIN EACH WEEK IN THE LEARNING MODULES.** Each module begins with a brief overview of the information to be covered. The action assignments provide students with instructions of assignments to be completed for the week. The instructor has also provided students with video, slideshows, and other resources to help enhance their understanding of the information.

Graded Assignments

Critical Skills Assignments: Students will complete self-critiques and peer evaluation for each major speech. All of these assignments will be averaged/added together to make up the total grade/points for this component of the course.

Impromptu Speech (2 minutes): This speech focused on your ability to deliver a clear and concise speech using the skills we have developed in this class in an unrehearsed setting.

Speech of Introduction (4 minutes): Students will give a speech that introduces them to their classmates by sharing four items that represent them. One item will represent the past, one the present, and one the future. The fourth object should establish a theme for the other objects. This speech should be creative and engaging. An outline will be turned in graded as part of the speech (See instructions in D2L assignments for more information).

Informative Speech (7 minutes): This speech requires knowing a subject and topic sufficiently enough to provide your audience with adequate knowledge on the topic by the end of your speech. In this speech, you will focus on a historical event that has affected your community or your family. You must verbally cite at least 5 credible and relevant sources in your speech and turn in a typed, proofread, full-sentence outline with references page as part of your grade. This speech will be most heavily graded on structure, organization, and research (See instructions in D2L assignments for more information).

Persuasive Speech (9 minutes): This speech will allow you to bring together many of the skills you've learned in the class and take a stand on an issue that is important to you and has

international implications. You will then invite your audience to change a belief, attitude, value, or behavior. You must use a slideshow presentational aid for this speech. You must verbally cite at least 5 credible and relevant sources in your speech and turn in a typed, proofread, full-sentence outline with references page as part of your grade. This speech will be most heavily graded on research, substantiation of argument, effective and ethical use of persuasive strategies, and delivery (See instructions in D2L assignments for more information).

Group Speech (5 minutes per person): In this speech, you inform your audience regarding a topic in the field of communication studies—e.g., interpersonal, organizational, and mass media. You will be required to cite at least 5 credible and relevant sources. You are encouraged to be creative as possible. You will not be required to turn in an outline for this speech, but you will be required to turn in your notecards and a references page. (See instructions in D2L assignments for more information).

Exam 3 Self-Promo Speech Project: Students' "Self Promotion Video" should be thought of as a 4-5 minute commercial or biography. The objective should be to demonstrate those skills, talents, and abilities that you bring to the organization that are relevant.

Exams: Exams will cover all the chapters in the textbook and may consist of a combination of multiple choice, true/false, matching, short answer, or essay questions. Students are responsible for all the material covered in the textbook and in-class lecture/activities. The final exam must be taken during the scheduled final exam period.

Course Policies

Confidentiality of Information Shared by Learners: EIU does not guarantee the confidentiality of information shared by learners in the course environment. Students should not share any confidential information from employers unless explicitly released for public use.

Student Standards: All faculty members in the Department of Communication Studies are expected to uphold the standards of good scholarship and we expect our students to do the same. Students earning a degree in Communication Studies will develop superior reasoning/critical thinking, argumentation, writing and presentational skills while also building comprehensive knowledge of their content area. Students in Communication Studies classes will be expected to read all assigned materials, write extensively, complete their own work, and engage in respectful interactions in the classroom. We, as a faculty, agree to hold our students to these standards. A complete copy of our students' standards can be found at: <http://www.eiu.edu/commstudies/documents/Student%20Expectations%20and%20Standards.pdf>

The Student Success Center: Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (www.eiu.edu/~success) for assistance with time management, text taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302.

Academic integrity: Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct

(<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards.

Religious Observances: It is university policy to respect the faith and religious obligations of students, faculty, and staff. Students with classes that conflict with their religious observances should notify the instructor well in advance so that mutually agreeable alternatives can be worked out.

Students with disabilities: If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 2006, or call 217-581-6583 to make an appointment.

Class attendance and participation: Class attendance is expected. Course instruction includes a variety of in-class activities such as listening and speech development exercises, impromptu speeches, and peer evaluations. The class is also designed sequentially, meaning that skills are learned and then added to and developed over the course of each class period. Missing a class will put you behind and require you to do “catch up” work on your own time. It is not your instructor’s responsibility to catch you up on what you missed in class. You can access all course materials via Desire-2-Learn (D2L).

Show respect for others by listening, taking turns, and not having side-conversations. Disruption of teaching and/or learning is a violation of the Student Code of Conduct. For the purposes of this class, “Disruption” is defined as, but not limited to: repeatedly leaving and entering the classroom without authorization, making loud or distracting noises, persisting in speaking without being recognized, and/or resorting to personal insults and challenges, taunts, crude behavior, physical threats or contact. You may not use a laptop or other electronic device in class such as cell phones or smart phones without the specific permission of the instructor. It is disrespectful and distracting to text message or use your phone in class. All electronics should be turned off or silenced completely (not just put on vibrate). If you use electronic devices, or disrupt the class in others ways, you may be asked to leave.

Attendance is very important in a performance and skills based class like CMN 1310. The 2010 Student Catalog states: “Students are expected to attend class meetings as scheduled. When an absence occurs, the student is responsible for the material covered during the absence.” Your grade will be reduced due to absences according to the following:

1. 0-2 absences = no reduction
2. For each absence beyond two, 5% will be deducted from your final grade.

Your allotted two absences should be reserved to take care of emergencies or illness. If you use these days as “personal days” and later become ill or have an emergency, your final grade will be penalized. Although the first two absences do not directly affect your final grade, you will still be held to the late work/make-up work policies, which means any absences may indirectly affect your final grade.

Lateness: 5 points will be deducted from students overall grade each time he or she is late for class or leaves early, unless prior permission was granted by the instructor. Arriving to class late does not reflect well on your professionalism as a student. You are considered late if you arrive after I have taken attendance, which I will do every class period at the scheduled start time. Further, if you arrive more than 15 minutes late, you will be considered absent. Expect that I will begin class at the scheduled start time with important reminders, announcements, and other pertinent information. Therefore, it will be in your best interest to

get to class a few minutes early so you will be ready to engage course materials at the scheduled start time. Two late arrivals will be considered one unexcused absence. Therefore it is possible for you to lose points off your final grade by lateness alone.

Safe Learning Environment: This class is a safe space for communication, learning, and the sharing of ideas. Each of us will need to be conscious of our role in providing a place where every class member, given all our differences, will feel safe and function as part of our learning community. Inclusive language is important to maintaining a safe class environment—no language will be tolerated that demeans, belittles, or marginalizes someone because of her or his gender, race, ethnicity, class, age, religion, ability, etc. Such language will not be accepted in your classroom communication, written work, or your oral presentations. If you disrupt the safety of our learning community you may be asked to leave.

Late work: ALL LATE ASSIGNMENTS WILL NOT BE GRADED AND WILL RECEIVE ZERO GRADE POINTS. Please do not blame technology (your printer, your ink, etc.) for not having an assignment ready. No emailed assignments will be accepted unless specifically noted in the assignment. Speech dates are scheduled in advance in order to allow you time to prepare and plan. The course schedule does not allow flexibility in rescheduling speeches. If you miss your speech date due to an unexcused absence, you will earn a zero on the assignment.

Electronic communication: Students are expected to visit the course D2L daily for announcements and updates. You should also check your EIU email daily. Please communicate via email in a professional manner. While electronic communication is convenient at times, please use class time to ask questions. Email responses may be delayed up to 48 hours. Your instructor will not respond to email questions that are answered the syllabus.

Speech Delivery:

- Speech days and order will be established well in advance. Students may NOT alter the speech order once it has been set.
- All of the speeches delivered in this course should be delivered extemporaneously and from notecards, unless stated otherwise by the instructor. The speech should not be memorized or read from a manuscript, but spoken conversationally.
- Look and dress professionally on your speech day, as this will also be a part of your speech grade. **NO:** No jeans, no hats, no gum, no flip flops, no exposed underwear, no exposed stomachs, no athletic shoes or athletic clothing. **General guidelines:** Women: slacks, suit pants, or skirt with blouse/shirt, or dress. Men: dress pants or khaki pants with collared shirt or button up shirt, dress shoes, jacket and tie.
- Appearance is very important in professional settings and it is significant to first impressions. Extra starch in your shirt and polish on the shoes can make a big difference.

Note from your teacher: Students who attend class regularly tend to perform better on assignments and receive higher overall grades in the class. Please feel free to visit with me during office hours if you have questions about your grades and/or performance in class. I am thrilled you have chosen to expand your intellect in the study of speech communication! I hope you enjoy taking this academic journey through the corridors of knowledge and practice involving the art of public speaking. 😊

TENTATIVE COURSE CALENDAR

Subject to revision as necessary

Highlighted Assignments in the third column are explained in the dropbox area of D2L.

Date:	Content:	Assignments/To Do:
Week 1: Aug 22-26	<i>Introduction to Course</i> Syllabus, calendar, & course policies	complete the Pre-Assessment Survey http://www.eiu.edu/~commstudies/1310.php
	<i>The Evolving Art of Public Speaking</i>	Read Ch. 1
<i>Online</i>	<i>EIU Online Session</i>	Due AA1.1 in D2L Discussion Forum
Week 2: Aug 29-Sept 2	<i>Delivering Your Speech</i>	Read Ch. 2
	<i>Developing Your Purpose and Topic</i>	Read Ch. 4
<i>Online</i>	<i>Building Your Confidence</i>	Read Ch. 12 & Due AA2.1 D2L Discussion Forum
Week 3: Sept. 5-9	9/5/16 Labor Day - No Classes	
	Deliver Speech of Introduction	DUE: Typed Outline (D2L dropbox)
<i>Online</i>	<i>Organizing & Outlining Your Speech</i>	Read Ch. 8; Due AA3.1 D2L Discussion Forum
Week 4: Sept 12-16	Deliver Speech of Introduction	
	EXAM # 1 (Chps. 1, 2, 4, 8, 12)	Gregg Technology Center Exam #1
<i>Online</i>	<i>Informative Speaking</i>	Read Ch. 13; AA4.1 D2L Discussion Forum
Week 5: Sept 19-23	Impromptu Speeches	DUE: Critical Skills 1 paper (D2L dropbox)
	<i>Adapting to Your Audience</i>	Read Ch. 5
<i>Online</i>	<i>Ethical Speaking and Listening</i>	Read Ch. 3; DUE: AA5.1 D2L discussion forum
Week 6: Sept 26-30	<i>Beginning and Ending Your Speech</i>	Read Ch. 9
	<i>Researching your Topic</i>	Read Ch. 6
<i>Online</i>	<i>Supporting your Ideas</i>	Read Ch. 7 DUE: AA6.1 D2L Discussion Forum
Week 7: Oct 3-7	Deliver Informative Speeches	DUE: Final Informative Speech Complete Sentence Outline (D2L dropbox)
	Deliver Informative Speeches	
<i>Online</i>	Demonstrate Outlining	DUE: AA7.2 D2L Discussion Forum
Week 8: Oct 10-14	Deliver Informative Speeches	
	EXAM #2 (Chps. 13, 5, 3, 6, 7, 9)	Exam #2 Gregg Technology Center Section 005 Gregg Tech. Center Classroom
<i>Online</i>	<i>Persuasive Speech</i>	DUE: AA8.1 D2L Discussion Forum
Week 9: Oct 17-21	Deliver Informative Speeches	

	<i>Persuasive Speaking</i>	Read Chp. 14 DUE: Critical Skills 2 paper (D2L dropbox)
<i>Online</i>	<i>D2L Online Session Understanding Argument</i>	Read Ch 15; DUE: AA9.1 D2L Discussion Forum Reflection
Week 10: Oct 24-28	<i>Using Language Effectively</i>	Read Chp. 10
	<i>Integrating Presentation Media</i>	Read Chp. 11
<i>Online</i>		DUE: AA10.1 D2L Discussion Forum
Week 11: Oct 31-Nov 4	Work on Persuasive Speeches	
	Deliver Persuasive Speeches	DUE: Everyone's Final Persuasive Complete Sentence Outline (D2L dropbox)
<i>Online</i>		DUE: AA11.1 D2L Discussion Forum
Week 12: Nov 7-11	Deliver Persuasive Speeches	
	Deliver Persuasive Speeches	
<i>Online</i>		Read Chp. 16 Due:: AA12.1 D2L Discussion
Week 13: Nov 14-18	Deliver Persuasive Speeches	
	Deliver Persuasive Speeches	
<i>Online</i>	<i>Special Occasion and Group Speaking, Assign Final Speech</i>	Due: AA13.1 D2L Discussion Forum DUE: Critical Skills 3 paper (D2L dropbox)
<i>Nov. 21-25</i>	Thanks giving Break - No class	
Week 14: Nov 28-Dec 2	Workshop on Group Speeches	HW: Go to http://www.eiu.edu/~commstudies/1310.php and complete the Post-Assessment Survey
	Deliver Group Speeches	
<i>Online</i>		DUE: AA14.1 D2L Discussion Forum
Week 15: Dec 5-9	Deliver Group Speeches	
	Deliver Group Speeches	
<i>Online</i>	Course Wrap-up	DUE: AA15.1 D2L Discussion Forum
Week 16: Dec 14-18	Final Exam Self-Promo Video Project Due by 12:15 pm on Wednesday December 14, 2016	