Syllabus for Intro to Speech Communication- CMN 1390

*Department of Communication Studies*

*Eastern Illinois University*

Instructor: *Diana S. Ingram* Office Hours:

 1765 Coleman M-W 10 – 10:50 a.m. & 2 – 3 p.m.

Email: diagram @eiu.edu T –R 10 – 10:50 & 1 – 2 p.m.

\*Office hours are subject to change when deemed necessary.

 *\*Please email for an appointment if you cannot make any of the scheduled times.*

Required Textbook: Coopman, S.J., & Lull, J. (2015)

 *Public Speaking: The Evolving Art (3rd ed.)* Boston, MA: Wadsworth Cengage

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

**1390-G CMN. Introduction to Speech Communication, Honors**.

(Graded A, B, C, N/C)

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.

*Undergraduate Catalog of Eastern Illinois University*.

**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. Phase 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 supporting material

 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 -1-

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 Standards Statement**:

All faculty in *the Department of Communication Studies* uphold the standards of good scholarship and expect our students to do the same. We expect that students earning a degree in *Communication Studies* will develop superior reasoning/critical thinking, argumentation, writing, and presentational skills while also building a

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.

**Student’s Responsibilities**

Students are expected to attend class and participate in class discussions, read assigned material before class, successfully pass tests & quizzes, deliver four core speeches, complete a critical skills assessment, and successfully complete additional assignments as indicated by the instructor. *\*\*It is not possible to pass this course without successfully completing all the required graded speeches.\*\**

COURSE POLICIES

**Attendance**

This is a performance-oriented class, therefore, regular, punctual attendance is expected. In short, it is mandatory. You have made a commitment by enrolling in this course to provide your attendance at all of our regularly scheduled meetings. I appreciate your honoring this commitment. My policy is simple: if the class is meeting, you should be in attendance.

 Attendance is taken in each class period. Arriving late for class reflects poorly upon your professionalism as a student. Arriving 15 minutes late, you will be considered absent. Two late arrivals will be considered an absence.

 Attendance is mandatory for everyone on days of speeches.

(See Absences below) Come prepared to participate in class.

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**Absences**

 The EIU 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.” (See Late Work/Make-Up work for more information.) Illnesses and emergencies do arise, talk to your instructor.

 Your grade will be reduced due to absences according to the following:

**1. 0-2 absences = no reduction**

**2. For each absence beyond 2, 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 may 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.

 Your attendance is obviously required for the days of your own speeches. You are also required to be an audience for your classmates as well. On days of speeches,

attendance is mandatory for everyone. No exceptions.

***Missing the day of your assigned speech without prior notification to your instructor may result in failure of this course.***

* **On days of presentations, the price is -20 pts. per absence.**
* After 5 absences, it is recommended to drop the course.
* In the event of an illness or accident, notify your instructor BEFORE class.

Do not miss class and then just show up the next meeting.

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 **A note from Health Service is not necessarily an excused absence.**

*I reserve the right to make all final decisions regarding excused/unexcused absences.* Communicate with me! Let me know what is going on so together we may

work through the problem.

**Participation**

There will be a specific number of participation points assigned for this semester. To be eligible to receive these points, students must at least be in attendance. Students will be evaluated on knowledge of subject material, preparedness and willingness to participate. Just sitting there and occupying space is not participating. Each person has

something unique to add to our classroom dynamics. Just talking is not participating, be prepared for class!

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**Academic Integrity/Student Conduct Code:**

 The Student Code of Conduct states that students should meet the following standard: “Eastern students observe the highest principles of academic integrity and support a campus environment conducive to scholarship.” The Code defines plagiarism as: “the use, without adequate attribution, of another person’s words or thoughts as if they were one’s own.” This means you should not ‘borrow’ a friend’s speech or outline, you cannot use a speech you wrote for a previous public speaking course, and you should not quote or paraphrase without citing a source. If you fail verbally cite your sources during your speech, it is plagiarism.

Lack of source citation will result in lowered speech grades, regardless of quality of delivery. At a minimum a student who engages in academic dishonesty/plagiarism will receive a 0 (F) on the assignment and be reported to the Office of Student Standards.

 If there are multiple instances of academic dishonesty, the Office of Student Standards may sanction the student further, i.e., suspension for a semester or academic year or expulsion from the university.

Your instructor reserves the right to utilize TurnItIn or other tools to evaluate

your work.

**Disabilities**

 If you are a student with a documented disability in need of accommodations to fully participate in 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. Please discuss this with your instructor at the

beginning of the semester.

**The Student Success Center**

 Students who are having difficulties achieving their academic goals are encouraged to contact the Student Success Center (www.eiu.edu/~success) for assistance with time management, test taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides

Individual consultations. To make an appointment, call 217-581-6696, or go to

Ninth Street Hall, Room 1302.

**Booth Library**

Located in the center of campus, Booth Library is the best place to do research, find expert help, or study in a calm, distraction-free environment. In addition to the many print resources, Booth provides access to high quality e-books, journals and scholarship not freely available on the Web. Stop by the Reference Desk or go to [http://library.eiu.edu](http://library.eiu.edu/) to explore library resources. Get expert help with your research by contacting the Booth Library reference librarians. Visit, call 581-6072, or go to <http://booth.eiu.edu/ask> to connect with a librarian.

CLASSROOM ETTIQUETTE

In recent years, a concern has grown over unacceptable classroom behavior. I am responsible for trying to provide a conducive learning environment for everyone enrolled in this course. Your cooperation in helping to achieve this desired state is critical. No one’s rights are superior to another. Disruptive behavior cannot and will not be tolerated. I reserve the right to remove disruptive people from this class.

 Please try to arrive before class begins. Never enter the room during a fellow

classmate’s speech/presentation. Wait outside for them to finish and then enter the room. No sleeping, reading the newspaper, eating breakfast, lunch or afternoon snack, or doing your homework for this class or another. If you need to do any of these things, just stay home. Be attentive, respectful and receptive to the material, the instructor and your classmates by listening, taking turns, and not having side-conversations.

**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, sexual orientation, 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.

**Personal Technology: Cell Phones & Computers**

*Cell Phones*: Unfortunately, this point has become a major distraction in our classroom. Too many people have become addicted and obsessed with their phones. Using your phone is prohibited unless otherwise noted. Silence it and keep it in put away. **There will be a 5 point deduction for every offense**. If you are a repeat offender, you will be asked to leave class and we will need to discuss your obsession with your phone before returning to class. Seriously, you should be able to go a full class session without needing to check it. Everyone paid for this class, your distraction is impeding the learning process for someone else. Focus on the communication in our classroom. You can use your phone on your own time.

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*Laptops:* Please ask your instructor for permission to use a laptop or any other electronic device in class. Be clear about your usage. Surfing the web, checking email, anything other than taking notes is prohibited. Violation of this boundary will result in the privilege being revoked. Thank you for your cooperation.

**Late Work & Make up Work**

All assignment must be physically turned in on their due date or are considered late. *There will be a 20% deduction the first week for all late work*. Assignments will receive no credit if they are more than one week late. No emailed assignments will be accepted unless noted. Please do not place assignments under my office door. Assignments may be placed in mailbox ONLY WITH prior approval otherwise without approval it is a 10% deduction.

Make-up privileges, when possible, will be granted to students with excused absences. It is the student’s responsibility to initiate plans for make-up work and complete the work in a timely fashion. Some in-class activities are difficult to make-up and may require a substitute assignment.

Speech dates are scheduled in advance in order to allow you time to prepare and plan your presentation. The course schedule does not allow flexibility in rescheduling a speech. If you miss your speech due date to an absence that cannot be ‘properly verified’, you will earn a zero on the assignment.

**Panthermail**

 Check your Panthermail often! We will be communicating reminders, updates, changes and other relevant course information through Panthermail only. It is your responsibility to check it often. If you have any questions or concerns, please email me.

**D2L**

 Your instructor will announce what material will be available on D2L.

No grades posted on D2L, students will be expected to maintain a clear record of their scores. I will not be using email through D2L.

GRADING

**Grading Scale**

 *Grade Percentage*

 A 100 – 90

 B 89 – 80

 C 79 – 70

 NC 69 – and below

**\*\*\*You must pass this course with a 70% or above to receive credit**.

Points, not grades, are recorded for each assignment. They are cumulative during the course of the semester. You will be provided an Unofficial Grade Sheet in order to keep track of your own grades throughout the semester. Please keep this up to date so you know exactly what you are earning in our course.

Everyone is evaluated on the same criteria for each assignment.

Any questions concerning grades, please come to the office. Questions regarding grades through email is prohibited. Be concerned with your performance all 16 weeks

of the semester.

 I will try to provide periodic grade checks with you in order to make sure you are up to date with your own progress. No grade checks the week of finals. Please do not email me concerning your final grade, it will be posted as soon as possible at the end of the semester.

**Grading of Speeches**:

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

**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.

**General Grading Expectations**:

-**A** Exceptionally well-prepared completion of assignment indicating effort,

 individualized style, and impact expected of effective communication.

-**B** Unusually well-prepared completion of assignment indicating original application

 of course materials and individual imagination distinctly superior

 to average effort.

-**C** Satisfactory completion of assignment indicating effort normally expected

 of the majority of students: basic preparation, correct procedure, and

 disciplined technique.

-**D** Unsatisfactory completion of assignment indicating technical irregularity

 misperceived objectives or methods, unorganized effort, or failure to

 follow required directions.

-**F** Failure to complete assignments during the scheduled time through lack

 of evident effort. -7-

ASSINGMENTS

**Basic Course Requirements**

 There are four required speaking assignments and one required critical skills

assignment. This is a performance oriented class. Failure to complete any one of the

required speeches constitutes a failure of the course. Speeches are weighted more heavily than other assignments.

 **More specific details will be provided for each of the following assignments.**

REQUUIRED SPEECHES/PRESENTATIONS:

 Who Am I? 3 – 4 minutes 50 pts.

 Informative 6 – 7 minutes 100 pts.

 Persuasive 7 – 8 minutes 125 pts.

 Group

 Presentation 15 – 18 minutes 125 pts.

Mini-Speech Quotation 2- 3 minutes 25 pts.

Speaker’s Notes/Outlines Typed & I-B-C format (per speech 20 pts.) 80 pts.

Works Cited Typed & APA format (per speech 20 pts.) 80 pts.

Quizzes – Approximately 10 @ 10 pts. each 100 pts.

Exams - 3 @ 30 pts. each 90 pts.

Final Exam – (To be taken during Finals week) 75 pts.

Graded Critical Evaluations (1 self & 1 peer) 30 pts.

Participation 130 pts.

 TOTAL = 1010 pts.

**Important Resources**

• Link to 1310/1390 Homepage: has tips, sample speeches, links to assessment.

 http://www.eiu.edu/~commstudies/1310.php

• 1310/1390 YouTube Page: Many sample speeches to critique in class.

 <http://www.youtube.com/EIUPublicSpeaking>

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Course Calendar – *Fall 2016*

*Subject to Revision as necessary*

*Week #1*

August 22nd Introduction to the course/ ‘Speed date’/ Preview Course

 24th Discuss Chapter #1- The Evolving Art of Public Speaking

 26th Assign ‘Who Am I’ Speech/Listening & Public Speaking Chapter #3

*Week #2*

August 29th Chapter #5 – Adapting to Your Audience

 31st What do we like in a speech? C-O-D & I-B-C

Sept. 2nd Content / What is… Interesting & Boring?

*Week #3*

Sept. 5th \*\**No Class- Labor Day\*\**

 7th **Day #1 – Who Am I? speech – 100% Attendance**

 9th **Day #2 – Who Am I? speech – required for all**

*Week #4*

Sept. 12th **Day #3 – Who Am I? speech**

 14th Speaking to Inform- Chapter #13

 16th Roundtable of Topic Ideas –Supporting Your Ideas-Chptr.#7

*Week #5*

Sept. 19th Clear Topics for Informative Speech/Roundtable cont.

 21st Organization – Putting Your Speech together – Chapter #8

 23rd Points/ Catch up & Review Day

*Week #6*

Sept. 26th Beginning & Ending Your Speech- Chapter #9

 28th Delivery – Chapter #12 What Works/ Draw for Order

 30th Practice Speech Day – The Impromptu Experience

*Week #7*

October 3rd Speaker’s Notes, Visual Aids & The Podium/ Wiifm

 5th **Day #1** – **Informative Speech – 100% Attendance Required**

 7th **Day #2** – **Informative Speech - “** “ “

*Week #8*

October 10th **Day #3 – Informative Speech –100% Attendance Required**

 12th **Day #4 – Informative Speech - “ “ “**

 14th \*\**No Class - Fall Break* \*\*

*Week #9*

October 17th Review Your Performance/ What did we like/dislike?

 19th Mid-Term Exam

 21st What Persuades You?/ Introduction of Persuasion – Chapter #14

*Week #10*

October 24th Discuss Topic Ideas/ Roundtable/ Worksheets, etc.

 26th Understanding Argument – Chapter #15

 28th Using Presentational Aids Effectively – Chapter #11

*Week #11*

 31st In-Class Work Persuasion

November 2nd Mini Persuasive Practice Speech – Impromptu

 4th Final Prep for Persuasive Speeches/ How to Critique…

*Week #12*

November 7th **Day #1 - Persuasive Speech – 100% Attendance Required**

 9th **Day #2 - Persuasive Speech – 100% Attendance Required**

 11th **Day #3 - Persuasive Speech - “ “ “**

*Week #13*

November 14th **Day #4 - Persuasive Speech – 100% Attendance Required**

 16th **Day #5 - Persuasive Speech - “ “ “**

 18th Discuss Final Speech

*Week #14*

 ***\*%\* November 21st – 25th No Classes- Thanksgiving Break\*%\****

*Week #15*

November 28th Last Day Prep for Final Speech

 30th **Day #1 –Final Speech– 100% Attendance**

December 2nd **Day #2 – Final Speech**

*Week #16*

December 5th **Day #3 – Final Speech**

 7th **Day #4 – Final Speech**

 9th Review for Final Exam and Course Wrap Up

\*\*Our Final EXAM is Wednesday, December 14th

 10:15 a.m. – 12:15 p.m.

Final exam must be taken at the arranged time set by the University.