

# CMN 1310G

## Introduction to Speech Communication

3 Credit Hours | Fall 2016

**Instructor:** Ryan McDaniel

**Email:** rlmcdaniel@eiu.edu

**Office:** Coleman Hall 1822

**Office Hours:** MW 2:00-3:00 /// TR 2:30-3:30

### Course Overview

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

### Required Materials:

**Textbook:** Coopman, S. J., & Lull, J. (2012). *Public speaking: The evolving art* (3rd ed.). Boston, MA: Wadsworth Cengage. (available at Textbook Rental)

**Workbook:** *CMN 1310: Introduction to Speech Communication* (available at the University Bookstore in the MLK Student Union)

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

Complete pre and post assessment surveys at this website

**Speech Competition:** The Communication Department hosts a Persuasive Speech Competition each semester for students enrolled in CMN 1310/1390. While not required for the course, finalists compete for cash prizes including \$500 for 1<sup>st</sup> place, \$300 for 2<sup>nd</sup> place, and \$100 for 3<sup>rd</sup> place. Visit the above course webpage for more information.

### **Course Requirements Specific to CMN 1310**

CMN 1310 Introduction to Speech Communication is a university graduation requirement. The class is graded as ABC/No Credit. This means you must achieve a grade of C or better to pass the course.

#### **Student Responsibilities Summary:**

Students are expected to:

- attend class and participate every day
- contribute to class discussions
- complete the assigned reading and workbook material before class
- complete two exams covering all textbook chapters
- deliver six graded speeches
- complete a critical skills assignment
- complete a pre and post assessment survey via the above course webpage
- complete additional assignments as indicated by instructor
- achieve an overall semester percentage of 70% or better

It is not possible to pass this course without completing all of the graded speeches and the critical skills assignment.

### **Course Requirements**

**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.

**Attendance:** It is impossible to earn an A for this course if the student misses the equivalent (or more) of two weeks of class (i.e. 6, 4, or 2 days, depending upon how many times per week the class meets). It is impossible to earn an A or a B for this course if the student misses the equivalent (or more) of three weeks of class. There is generally no distinction made in the reasons for missing class under this policy, including illness, unless an exception is merited, which is determined at the sole discretion of the instructor. Therefore, the student should plan to attend class every day and miss only when absolutely necessary.

**Participation:** You are expected to attend class every day. You will have an opportunity to earn points for every day you are in class through participation. It is expected that if you are attending class then you are participating and earning these points. Therefore, if you are not attending class for any reason, then you will lose participation points for the simple reason that you are not participating.

When it comes to your participation, the total is greater than the sum of its parts, therefore your score will be determined by means of a deduction system. The deduction of participation points will occur as follows. You will be deducted 10 participation points from your 100 possible participation points for each non-speech day missed, and 20 participation points from your 100 possible participation points for each speech day missed. If the class only meets once per week, the deduction will be 25 points for missing a class, regardless of whether it is a speech day or non-speech day. This requirement is further discussed under the “Policies” section of this syllabus. Participation is worth **100 points, or 10%** of the semester grade.

**Speech of Introduction (Special Occasion) – 4 Minutes:** The student will deliver a speech introducing a fellow classmate following an interview; should be creative, possibly funny, organized clearly and emotively affective. This is worth **100 points, or 10%**, of the semester grade.

**Informative Speech – 5 Minutes:** A researched presentation with verbal citation of sources. Consult with the instructor on the choice of a topic. This is worth **200 points, or 20%**, of the semester grade.

**Persuasive Speech – 6 Minutes:** A researched presentation with verbal citation of sources. Consult with the instructor on the topic for a persuasive message. This is worth **200 points, or 20%**, of the semester grade.

**Group Panel Presentation with Audience Q&A – 7 Minutes (per person):** A researched assignment with verbal citation of sources. After presenting on a topic discussed with instructor, students will actively engage audience members as a constituent part of the presentation. Consult with the instructor on topic and preparing for a discussion session. This is worth **100 points, or 10%**, of the semester grade.

**Personal Narrative Speech (Special Occasion) – 5 Minutes:** The student will recount a memory in the form of a personal narrative. This is worth **100 points, or 10%**, of the semester grade.

**Impromptu Speech (Special Occasion) – 1 to 2 Minutes:** The student will deliver a brief speech with very little time for preparation. This is worth **50 points, or 5%**, of the semester grade.

**Critical Skills Assignment:** Self and peer evaluations of speeches will be used. This is worth **50 points, or 5%** of the semester grade.

**Exams:** There will be two exams that, in combination, will cover the content of all the textbook chapters. Everything in the textbook and everything covered in class will be considered testable content. Note that students are required to complete the final exam, in accordance with university policy, during the scheduled time and at the scheduled location. The exams are worth **50 points each, or 5% each (together: 100 points, or 10%)**, of the semester grade.

All speeches and assignments will be described in detail when and where necessary.

Note that 75% of the semester grade is determined by speech delivery. By proportionate comparison, the other parts of the semester grade breakdown as follows: 10% by participation, 10% by exams, and 5% by the critical listening assignment.

Students are strongly encouraged to keep track of their grade throughout the semester. To help facilitate this, a semester breakdown and records chart is supplied at the end of this syllabus. Students should keep track of each grade and thus be able to determine their semester grade at any time for themselves.

## Grading Scale and Criteria:

**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.

90-100% = A      80-89% = B      70-79% = C      Below 70% = NC

Grades are administered based on performance, meeting assignment criteria, applying in-class concepts, punctuality/attendance and original thought.

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 directions.

F = Failure to complete assignments during the scheduled time through lack of evident effort.

## Policies

**Students Must Keep Track Of Their Own Grades:** Students are responsible for understanding the grading system in this course and keeping track of their own grades at all times. A tool for doing this is provided at the bottom of this syllabus. This is a basic, fundamental skill for all college students, and as a result performing this task is itself a part of the skill set to be practiced this semester by all students. For this reason, the instructor will assist students in understanding how to determine their own grade, with reference to this syllabus, but the students should at no time rely upon the instructor to tell students grades for assignments that have already been handed back or calculate student's grades for them.

**Contacting the Instructor:** Students should direct all remote communication to the instructor via email rather than telephone. The student's email to the instructor should be sent from a registered EIU email account and include identifying information, such as the student's full name and which course/section they are enrolled in. Students are also encouraged to meet with the instructor in person during regular office hours.

**Preparation:** This course requires both in-class and out-of-class work. In order to be prepared for in-class work, you will need to have prepared yourself by completing the out-of-class work. Reading and workbook assignments will be made, and all students will be expected to complete these reading assignments prior to coming to class. Failure to demonstrate preparedness will result in a loss of 5 participation points. Thorough out-of-class speech preparation is also required.

**Participation:** All students are expected to actively participate in class. In this class, participation means both listening as well as speaking, so students should be actively participating every day. As permitted by university policy, the instructor reserves the right to ask a student to leave class if deemed necessary to

maintain the integrity of the learning environment. If a student is asked to leave class, their participation will be considered unsatisfactory for the day and a deduction of 10 participation points will be assessed.

**Participation Make-Up Policy:** If discussed with the instructor prior to the absence, deducted participation points can be made-up by students who are unable to participate due to their involvements in official university-sponsored events or religious observances (athletes and others should identify themselves and dates to the instructor asap). Other opportunities to make-up participation point deductions will be considered by the instructor on a case-by-case basis, but it should be assumed that no make-up opportunity will be afforded. The participation points that are allowed to be made-up will be earned by means of a special assignment discussed with the instructor as needed.

In the event that participation points are made-up, this does not nullify the absence as it pertains to the distinct attendance policy.

NOTE: See “Participation” section above under “Course Requirements” for a thorough explanation of how the semester grade is impacted by a lack of participation.

**Attendance:** You are expected to attend class every day, and failure to attend will negatively impact your grade. Attendance is critical to your success in this class. Both lectures and in-class activities are integral to the course content. What is more, you and your peers collectively create a unique and interactive learning environment for each other. It is expected that you will actively participate in class while attending, so expect to be involved. NOTE: See “Attendance” section above under “Course Requirements” for a thorough explanation of how the semester grade can be impacted by a lack of attendance.

**Make-Up Policy and Late Work:** All students are expected to be prepared to deliver their speech from the first day we commence delivery of a particular speech – and to remain prepared to deliver that speech each class day until it is, in fact, delivered and completed. From the first day designated for delivering a particular speech until the last, any student may be called upon by the instructor to deliver their speech. Nonetheless, the instructor will almost always call upon volunteers to deliver their speech over randomly selected students. If a student who has not yet delivered their speech is absent on a speech day – or a student is called upon to deliver their speech and declines to do so – that speech will be considered “LATE” by the instructor (unless an exception is made for just cause, at the discretion of the instructor). The student will be allowed to make-up the “LATE” speech up until the last day designated for delivery of that particular speech, however, a late penalty will be assessed in the form of a 10% grade deduction for that speech for each day it is late (and said late penalty will be cumulatively assessed for each day it continues to be late). Note that a “LATE” speech penalty will ALWAYS result in the student being called upon to deliver their speech on the following class day. Failure to deliver a particular speech by the last day designated for delivery of said speech will result in that speech being considered “INCOMPLETE” by the instructor, at which point it becomes impossible to receive credit for the class. WARNING: Once again, note that failure to complete a speech means you cannot receive credit for the course.

**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.

**Be advised that an act of plagiarism can result in automatic failure for the course and being reported to the university for further disciplinary action.**

**Cell Phones or Electronic Devices:** If you have a cell phone or electronic device, please turn it off before class. If there is an emergency situation or other reason for the electronic devices to remain on, please consult with the instructor prior to class. If your phone or device makes noise, flashes, or otherwise causes a disruption, or you are observed to be messaging or using it in a way unrelated to class, your participation for the day may be considered unsatisfactory with typical point deduction (see participation grading above).

**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.

**Students with Other Needs:** Students with other special needs are encouraged identify themselves to the instructor at the beginning of the semester in order to arrange accommodations that might be fitting.

**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](http://www.eiu.edu/~success)) for assistance with time management, test 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.

#### **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> 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.

#### **The Writing Center**

Students are encouraged to make use of the Writing Center, at every stage of writing, for all of their academic requirements. The Writing Center is located in room 3110 of Coleman Hall. For more information online go to: <http://castle.eiu.edu/writing/>

### **Tentative Schedule:**

Week 1: Introduction and Orientation

Week 2: Deliver Speech of Introduction – Lecture/Discussion/Activities (LDA)

Week 3: Deliver Speech of Introduction – No Class September 5

Week 3: LDA

Week 4: LDA

Week 5: Deliver Informative Speech – No Class Feb. 12

Week 6: Deliver Informative Speech

Week 7: LDA

Week 8: LDA – No Class October 14

Week 9: Deliver Persuasive Speech

Week 10: Deliver Persuasive Speech

Week 11: LDA

Week 12: Deliver Panel Speech

Week 13: Deliver Panel Speech

Week 14: No Class Thanksgiving Break November 21-25

Week 15: Delivering Personal Narrative Speeches

Week 16: Delivering Personal Narrative Speeches

Week 17: Final Exams

**Final Note Concerning Instructor Modifications:** If deemed beneficial or necessary, the Instructor may modify aspects of the class during the semester. No textbooks will be added, but other reading or online content can be assigned. Such modifications will not nullify work the student has already completed, but assignments yet to be completed may be modified.

**All additional questions and specifics concerning the course that arise will be addressed by the Instructor as needed. Everything the Instructor establishes and communicates in class verbally carries the full authority of this syllabus as hereby provided; and students are responsible for all policies, clarifications, modifications and information given verbally in class on every class day whether they are present or not.**

### Summary Grade Breakdown for the Semester

<i>Item</i>	<i>Points Possible</i>	<i>Points Earned</i>
Participation	100	_____
Critical	50	_____
Speech of Introduction	100	_____
Informative	200	_____
Persuasive	200	_____
Panel Q&A	100	_____
Narrative	100	_____
Impromptu	50	_____
Exam 1	50	_____
Exam 2	50	_____
<b><i>TOTAL</i></b>	<b><i>1000</i></b>	_____

**\*All speeches and the critical assignment must be completed in order to pass.**