

**Introduction to Speech Communication**

**1310G-008 (3CU)**

**Fall 2017**

Instructor Dr. Chigozirim Utah Sodeke *(show-deh-keh)*

Class Time MWF 2-2.50

Office 2050 Coleman Hall

Office Hours MWF 12-2; by Appointment

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**Required Materials**

Textbook:Coopman, S. J., & Lull, J. (2015). *Public speaking: The evolving art* (3rd ed.). Boston, MA: Wadsworth Cengage. (available at Textbook Rental)

**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 affect 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

**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.
* Self-introduction (3 minutes)**:** In this speech, you will prepare a three-minute professional but personable self-introduction. You will not be required to turn in an outline for this speech.
* 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. You must turn in a typed, proofread, full-sentence outline with references page as part of your grade.
* 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 PowerPoint as a presentation aid for this speech and turn in a typed, proofread, full-sentence outline with references page as part of your grade.
* TED Talk (5 minutes):TED talks are passionate, thought-provoking speeches that have inspired audiences around the world. The goal of this speech is to share an interesting idea or provide an informed perspective on a social phenomenon. You do not have to turn in an outline for this speech. You must use a visual aid.
* Exams**:** Exams will cover all the chapters in the textbook and will consist of a combination of multiple choice and true/false 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.

**Grading**

Exams (3 @ 70 points each) = 210

Self-evaluation (4 @ 20 points each) = 80

Peer-evaluation (4 @ 20 points each) = 80

Speech of introduction = 80

Informative speech = 150

Persuasive speech = 200

TED Talk = 100

TOTAL = 900 points

A (100-90%) B (89-80%) C (79-70%) D (69-60%) F (59-0%)

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

*My Ethical Code*

I do not entertain or respond to random requests for “points”. **It is highly unethical to ask your professor to give you a grade you have not earned**. Your grade will be based on careful, thoughtful, and honest evaluation of ALL your work.

*24 HR. Rule.*

If you have a legitimate concern about your grade, take 24 hours to reflect on the grade you have been assigned. Afterwards, schedule an in-office appointment with me and be prepared to clearly discuss where you believe you have been under-evaluated. This should be based on the rubric or criteria provided for that assignment. You have a week to initiate a discussion about an assigned grade. After that, I will not discuss the assignment.

*Academic Integrity*

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 class (at EIU or elsewhere), and you should not quote or paraphrase without citing a source. If you fail to 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 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.

**Course Policies**

*Class participation*

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 the student to do “catch up” work on their own time. It is not your instructor’s responsibility to catch you up on what you missed in class.

*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. No language will be tolerated that demeans, belittles, or marginalizes someone because of her or his gender, race, ethnicity, class, age, sexual orientation, ability, religion, 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.

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**. If you must take a call, politely excuse yourself as is appropriate in a professional environment.

*Attendance and tardiness*

Attendance is very important in a performance and skills based class like CMN 1310. The 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. Instructors will grant make-up privileges (when make-up is possible) to students for properly verified absences due to illness, emergency, participation in an official University activity, or participation in volunteer emergency work.” You are allowed two absences. After that, your grade will be reduced by three points for each additional absence. Three “tardies” will be considered an absence.

*Late work*

If it’s late, its half credit. Assignments can always be turned in early. Assignments will only be accepted for late credit if they are turned in by the following class period. Please do not blame technology (your printer, your ink, etc.) for not having an assignment ready. 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 absence that cannot be “properly verified” (see the section on Absences above), you will earn a zero on the assignment.

*Make up work*

Make-up privileges, where make-up is 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 promptly.

*Electronic communication*

Students are expected to visit the course webpage (through Desire2Learn) 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 take advantage of class time to ask questions, as email responses may be delayed up to 48 hours.

**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; not 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 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 are optional.
* Appearance is very important in professional settings and it is a large component of first impressions.

**Course Information**

*Student Responsibilities*

Students are expected to attend class and participate in class discussions, read the assigned reading material before class, pass exams, deliver four speeches, complete the self and peer evaluations, and complete additional assignments as indicated by the instructor.

*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.

*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>

*Statement Regarding 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.

*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.

**Course Calendar**

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| Date:  | Content:  | Assignments/To Do: |
| M 08/21 | Introduction to Course  |  |
| W 08/23 | Critical Thinking, Speaking, and Listening | <https://www.eiu.edu/commstudies/1310.php> Go to this link to do assessment |
| F 08/25 | The Evolving Art of Public Speaking | Read Chp. 1 |
| M 08/28 | Building Your Confidence | Read Chp. 2 |
| W 08/30 | Delivering Your Speech | Read Chp. 12 |
| F 09/1 | Library skills 1 |  |
| M 09/4 | **LABOR DAY – NO CLASSES** |  |
| W 09/6 | Deliver Speech of Introduction |  |
| F 09/8 | Deliver Speech of Introduction |  |
| M 09/11 | Deliver Speech of Introduction |  |
| W 09/13 | Developing Your Purpose and Topic | Read Chp. 4 |
| F 09/15 | Organizing and Outlining Your Speech | Read Chp. 8 |
| M 09/18 | EXAM # 1 (Chps. 1, 2, 12, 4, 8) |  |
| W 09/20 | Informative Speaking | Read Chp. 13 |
| F 09/22 | Researching your topicLibrary skills 2 | Read Chp. 6 |
| M 09/25 | Supporting your Ideas | Read Chp. 7 |
| W 09/27 | Adapting to Your Audience | Read Chp. 5 |
| F 09/29 | Beginning and Ending Your Speech | Read Chp. 9 |
| M 10/2 | Ethical Speaking and Listening | Read Chp. 3 |
| W 10/4 | Deliver Informative Speeches |  |
| F 10/6 | Deliver Informative Speeches |  |
| M 10/9 | Deliver Informative Speeches |  |
| W 10/11 | Deliver Informative Speeches |  |
| F 10/13 | **FALL BREAK – NO CLASSES** |  |
| M 10/16 | EXAM # 2 (Chps. 13, 6, 7, 5, 9, 3) |  |
| W 10/18 | Persuasive Speaking  | Read Chp. 14 |
| F 10/20 | Understanding Argument | Read Chp. 15 |
| M 10/23 | Impromptu Speech |  |
| W 10/25 | Using Language Effectively | Read Chp. 10 |
| F 10/27 | Integrating Presentation Media | Read Chp. 11 |
| M 10/30 | Review Persuasive Speaking |  |
| W 11/1 | Student Conferences |  |
| F 11/3 | Deliver Persuasive Speeches |  |
| M 11/6 | Deliver Persuasive Speeches |  |
| W 11/8 | Deliver Persuasive Speeches |  |
| F 11/10 | Deliver Persuasive Speeches |  |
| M 11/13 | Deliver Persuasive Speeches |  |
| W 11/15 | Dr. Sodeke gone for NCA conference  |  |
| F 11/17 | Dr. Sodeke gone for NCA conference |  |
| M 11/20 | NO CLASS – THANKSGIVING BREAK |  |
| W 11/22 | NO CLASS – THANKSGIVING BREAK |  |
| F 11/24 | NO CLASS – THANKSGIVING BREAK |  |
| M 11/27 | Special Occasion and Group Speaking | Read Chp. 16 |
| W 11/29 | In Class Work on Final Speech |  |
| F 12/1 | Deliver Final Speech |  |
| Speech Competition 12/5 & 12/6 Present your Persuasive Speech for a Chance to Win $500!!For more information see <http://www.eiu.edu/~commstudies/1310.php> |
| M 12/4 | Deliver Final Speech | Go to <http://www.eiu.edu/~commstudies/1310.php> and compete the Assessment Survey |
| W 12/8 | Deliver Final Speech |  |
| Finals Week 12/11 – 12/15EXAM # 3 (Chps. 14, 15, 10, 11, 16)Check university schedule for day/time. |