

CMN 1310G

Introduction to Speech Communication

3 Credit Hours | Spring 2024

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Office Hours: MW 9:25m-9:55am

TR 1:30pm-3:00pm

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. (2017). *Public speaking: The evolving art* (4th ed.). Boston, MA: Wadsworth Cengage. (available at Textbook Rental)

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

Participation Requirement: Complete pre and post assessment surveys at this website

Course Requirements Specific to CMN 1310/1390

CMN 1310/1390 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 and audience participation
- complete the assigned reading and other work 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 participation 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 School of Communication and Journalism 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: Attendance is REQUIRED for this course every day. This course – as listed and described in the EIU course catalogue – is structured as an in-person class, and non-attendance does not exist as an option without negative consequences on overall evaluation measures as described in the policies below. When non-attendance is required by other EIU policies – such as, but not limited to: student involvement in other EIU programs (i.e. athletics, band, etc), EIU COVID-19 protocols, and other university involvements for which students are required to miss class (note: meeting with an advisor generally does NOT fall into this category unless the student’s advisor contacts the instructor directly to communicate that the student is required to miss class for an appointment) – then due accommodation will be made as an exception to policy. Reasonable and due accommodation will also be made for religious observances, which should be discussed with the instructor well in advance of the absence.

If a student is unable to fulfill the course requirement of class attendance owing to a medical condition – whether related to physical or mental health – for the aggregate equivalent of three weeks (approximately 17%) or more of the semester, then the student should make plans and take action to withdraw from the class and complete it at a different time.

NOTE: The attendance policy is distinction from participation evaluation, and how participation is evaluated is described in the next section under Course Requirements.

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, but the participation evaluation is distinct from that general class attendance requirement described above. The majority of your participation will be completed in class by doing what is asked and expected on any given day. That participation will include being a good audience member, which is imperative because public speaking is not possible without a public to speak to. Collectively, the members of the class present to each other on speech days constitute the audience for assigned speeches delivered in class. Other in class participation includes being an active learner, to include at least the appearance of engaged wakefulness, as well as the absence of electronic devices (not used, but also neither seen nor heard) during class time. At no time during class should any personal electronic device be used, seen, or heard, unless an exception to policy is granted or a student receives an accommodation endorsed by the Office of Accessibility and Accommodations.

Participation in this course is also evaluated with assignments outside of class time. Such assignments include, but are not necessarily limited to: the pre and post assessment surveys completed online, the assigned midterm self-assessment progress check, the syllabus verification “quiz” on D2L, and utilization of the appropriate online D2L discussion board to claim speech topics. Other participation assignments outside of class can be assigned by the instructor.

This is the big picture. You will have an opportunity to earn credit during and outside of class attendance through participation. It is normally expected that if you are attending class and doing what is asked and expected of you, then you are participating and earning these points. However, if you are in class but your participation is unsatisfactory then you will be notified by the instructor of a deduction. Examples of unsatisfactory participation during class time include, but are not limited to: having eyes closed or otherwise not visible (e.g. covered by a hood), appearing to sleep in class (the instructor does not accept quibbling over the status of a student’s state of consciousness in this regard, so it relates to the non-verbal form of communication related to posture and appearance), being disruptive, cell phone or other electronic device sound or visibility, regularly coming to class late, etc. If your in class participation is unsatisfactory on any given day, then your participation grade will suffer the deduction described below.

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. Students begin with 200 points, and the deduction of participation points will occur as follows. A deduction of 10 points will be assessed for failing to complete any outside of class participation assignment, such as the pre or post assessment survey online (for a maximum deduction of 20 points for failing to complete both). Again, the pre and post assessment surveys are examples; a deduction of 10 points will be assessed for failing to complete each outside of class participation assignment. If you are not attending class (for any reason other than participation in an EIU-recognized cause for missing class, religious observance discussed prior to the absence with the instructor, or another prearranged recognized cause), then your participation is considered unsatisfactory for that day for the simple reason that you are not participating at all. You will be deducted 20 points, or 10%, from your total participation grade for the semester for each day you do not participate or your participation is deemed to be unsatisfactory by the instructor. These deductions shall be cumulative and doubled for multiple instances of cell phone use (or other unsatisfactory participation) occurring after a first observed instance in a given class period. Once deducted, participation credit cannot be earned back, and note well that participation is worth **200 points, or 20%**, of the semester grade. This requirement is further discussed under the “Policies” section of this syllabus. **NOTE: Any exception to this policy must be formally requested, for each deduction instance, in an email to the instructor. An exception is never assumed. An exception is only confirmed when the instructor explicitly grants it.**

Speech of Introduction (Special Occasion) – 4 Minutes: Students will deliver a speech introducing themselves to the class; should be creative, possibly funny, organized clearly and emotively affective. This is worth **100 points, or 10%**, of the semester grade.

Informative Speech – 5 or 6 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 choice of a topic. This is worth **200 points, or 20%**, of the semester grade.

Personal Narrative Speech (Special Occasion) – 5 to 8 Minutes: Students will recount a memory in the form of a personal narrative. At least one source will be verbally cited. Parameters for this speech will be discussed in class. This is worth **100 points, or 10%**, of the semester grade.

Impromptu Speech (Special Occasion) – 2 Minutes: Students 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 (half of the chapters in each). 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.

Grading Scale and Criteria:

Note that 65% of the semester grade is determined by speech delivery. By proportionate comparison, the other parts of the semester grade breakdown as follows: 20% by participation, 10% by exams, and 5% by the critical assignment.

Students are required to keep track of their grades 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 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. Grades will NOT be posted on D2L or elsewhere online but provided individually in class. 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. To assist student confidence, a midterm self-assessment progress check will be assigned as a required outside of class participation assignment, and the instructor will give feedback letting students know if their self-assessment is correct.

Contacting the Instructor: Students should direct all remote communication to the instructor via his panthermail email. The student's email to the instructor should be sent from the student's panthermail account and include identifying information, such as the student's full name and which course/section with meeting times they are enrolled in. All exception to policy requests should be completed this way.

Preparation: This course requires both in-class and out-of-class work. In order to be prepared for in-class work, students will need to have prepared by completing the out-of-class work. Reading and other assignments, such as watching videos, will be made, and all students will be expected to complete these assignments prior to coming to class.

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. All EIU and School policies always apply.

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. Lectures, active learning, and participating as audience members 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. Participation is evaluated in a distinct way, described separately.

Special note on COVID-19 and attendance: While this course is listed in the catalogue as an in person course, and it is structured and evaluated that way, EIU protocols for COVID-19 response will supersede general attendance and participation policies as applicable and necessary.

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 can result in that speech being considered “INCOMPLETE” by the instructor (exceptions will be considered on a case by case basis), 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 and AI tools: 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>). Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT, Grammarly, or Dall-E 2) on assignments in this course. Each student is expected to complete each assignment without substantive assistance from others, including automated tools. 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 and place it completely out of sight before class. **Such devices are to be put away and not visible or audible at any time during class.** For exceptions or accommodations owing to a special need, please consult with the instructor prior to class. If your phone or device makes noise, flashes, or otherwise causes a disruption, or your device is visible during class, your participation for the day may be considered unsatisfactory with the 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 Accessibility & Accommodations (OAA). All accommodations must be approved through OAA. Please stop by McAfee Gym, Room 1272, or call 217-581-6583 to make an appointment.

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

Academic Support 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, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Academic Support Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to McAfee Gym, Room 2230.

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/>

COVID-19 Response

EIU is monitoring COVID-19 and posting related updates online at <https://www.eiu.edu/covid/>. Students should utilize this online resource and follow all EIU policies related to the COVID-19 response. This course will conform with EIU policies in this regard.

Contingent Remote Learning Policies

Should it become necessary, this course will utilize D2L and the Zoom account associated with the student's EIU account to conduct the course remotely. This provision exists as a contingency plan should EIU protocols prompt its necessity. Other course policies will be modified as necessary for this accommodation should it become necessary.

Tentative Schedule:

Week 1: Introduction and Orientation

Week 2: Deliver Speech of Self Introduction – No Class Monday

Week 3: Deliver Speech of Self Introduction and Discussion

Week 4: Lecture/Discussion/Activities (LDA)

Week 5: LDA

Week 6: LDA – No Class Friday

Week 7: Deliver Informative Speech

Week 8: Deliver Informative Speech

Week 9: Deliver Informative Speech

Week 10: LDA

Week 11: No Class – Spring Break

Week 12: Deliver Persuasive Speech

Week 13: Deliver Persuasive Speech

Week 14: Deliver Persuasive Speech

Week 15: Deliver Personal Narrative Speech

Week 16: Deliver Personal Narrative Speech

Week 17: Final Exam Week

Holidays / No Class:

- January 15 – Martin Luther King Jr. Observance
- February 16 – Abraham Lincoln Observance
- March 18-22 – Spring Break

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 by D2L, email, or 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	200	_____
Speech of Introduction	100	_____
Informative	200	_____
Persuasive	200	_____
Narrative	100	_____
Impromptu	50	_____
Exam 1	50	_____
Exam 2	50	_____
Critical	50	_____
<i>TOTAL</i>	<i>1000</i>	_____

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