

Fundamentals of Speech

Fall 2012, Deborah Draheim
Department of Mass Communication
University of Central Oklahoma
Syllabus

COURSE NUMBER: MCOM 1113
Course Reference Number: 14494
Class Time: 11:00-12:15
Room: Comm Room 200
Instructor: Deborah Draheim
Office Location: COM 212A
Office Telephone: 974-5120
Departmental Telephone: 974-5303
Departmental Fax: 974-5125
Office Hours: 1:45-2:45 Tuesday and Thursday
E-mail: ddraheim@uco.edu

COURSE DESCRIPTION:

This course introduces elements of speech and principles of effective speaking in public. Emphasis is placed on performance and skills in preparing and presenting a public speech.

PREREQUISITES: None.

The University of Central Oklahoma is committed to transformative education through active engagement in the teaching-learning interchange, scholarly and creative pursuits, leadership, global competency, healthy lifestyles, and service to others.

This course addresses 3 of the university's transformative learning goals.

Leadership: The ability to speak articulately to a group is vital to effective leadership. The confidence to speak up when a situation or problem arises is also needed in a strong leader. Learning the basic skills of persuasive speaking is necessary for effective leaders.

Health and Wellness: Students will understand the relationship between controlled communication anxiety and reaching personal and professional goals. Anxiety about public speaking is related to communication avoidance. However, by avoiding communication, steps that help achieve goals are also avoided. Students will learn techniques and gain experiences that will reduce anxiety in future communication situations.

Civic Engagement: While learning persuasive speaking, students will be asked to analyze current societal problems, discover solutions to those problems, and convince others to become part of the solution.

COURSE OBJECTIVES/COMPETENCIES:

Upon completion of the Fundamentals of Speech course, the learner will demonstrate increased competence in preparing, delivering, and evaluating public speeches responsibly and ethically in a culturally diverse society. Competency will be determined by successful completion of all assignments and by earning at least 70% of the points available in the course.

Specific or Enabling Objectives

- Explore elements of communication and their role in effective communication
- Analyze the audience and adapt the speech to fit the audience
- Use appropriate criteria for selecting topics for speeches
- Recognize and use different types of supporting materials
- Develop and utilize credible research skills
- Organize speeches effectively with a well-developed introduction, body, and conclusion
- Demonstrate the elements of effective speech delivery
- Develop the ability to effectively integrate multimedia to enhance public speaking
- Evaluate the effectiveness of his/her speaking experiences
- Develop and build a stronger sense of self-confidence and self-reliance in speaking situations

REQUIRED TEXT:

Lucus, S.E. (2012). *The Art of Public Speaking* (Customized Edition for UCO). Boston: McGraw-Hill.

REQUIRED RESOURCES AND SUPPLIES:

- Students will need to purchase a 4GB Standard **SDHC** Memory Card for the digital camera. If students possess their own camcorder, they may bring it to class on each day they present in lieu of purchasing the memory card.
- Students may need to purchase a Digital/SDHC Card Reader/Writer in order to watch their presentation on a computer. Students might possess a laptop with an installed reader or already own a card reader that will work. If students possess their own camcorder, they may bring it to class on each day they present in lieu of purchasing the card reader.
 - In lieu of purchasing these items, students may also bring their own personal video camera to record themselves.
- Regular access to computer and printer
- E-mail Account, Internet Access, and D2L:
 - All students have a UCO e-mail account and must check it on a regular basis for class communication purposes.
 - All students must use D2L on a regular basis prior to each class to obtain course updates, materials, assignments, and other information as determined by the instructor. Printing materials such as handouts, study questions, and assignments from D2L will be necessary.

Information concerning UCONNECT can be found at http://technology.uco.edu/trc/intro_to_uconnect.pdf

You may contact the Technology Support office at 974-CALL (x2255) or by e-mail at support@uco.edu.

If the UCONNECT server is down, you may still enter the course at learn.uco.edu. You may use your UCONNECT username and password.

INSTRUCTIONAL PROCESS:

Students will participate in a variety of learning experiences: readings, lecture, discussion, activities, observations, media, quizzes, exams, group activities, online activities, electronic database research, and presentations.

COURSE REQUIREMENTS AND EVALUATION:**1. Speeches and outlines (Total Point value:500)****Introductory Speech: (Point Value:50)**

This assignment is designed for three purposes (a) to have an initial speaking opportunity; (b) to get to know each other better; and (c) to reduce tension and communication apprehension. Each student will be responsible for preparing a 3-4 minute speech. A written copy of the speech is not required; however, an outline of your speech is required. The presentation should demonstrate thought, planning, and rehearsal. This is not impromptu delivery - you must practice! If a speaking outline is used, it must be turned in at the end of the presentation. If you do need notes, **YOU MAY NOT WRITE YOUR SPEECH OUT WORD FOR WORD!** Just jot down a few notes – but it's definitely possible to do this presentation without notes!

Informative Multimedia Speech: (Point Value: 100) (Outline: 25 points)

Each student will select an informative topic and organize, develop and deliver a 5-7 minute informative speech that incorporates the use of a multi-medium to illustrate the information and to better inform the audience. Topics could focus on UCO's leadership, civic engagement, or cultural initiatives which would require personal experience and interviews as supporting material. The delivery should reflect public speaking strategies. A complete preparation outline must be turned in prior to giving the speech. Outside research is required and all sources must be identified during the oral presentation and in the written outline. A work cited page should be included in APA format. Speech topics must be approved by

professor. With the exception of sources cited, the presentation must be the original work of the student. Students must submit their full-sentence outlines to D2L which runs them through Turnitin.com or a grade of zero will be earned on the presentation.

Persuasive Speech: (Point value: 100) (Outline: 25 points)

Each student is asked to identify, develop and deliver a 7-9 minute speech which is persuasive in nature. You will be asked to persuade the audience to take action to be more civically engaged as a result of listening to your presentation. Four pieces of outside research is required and all sources must be identified during the oral presentation and in the written outline. A work cited page should be included in APA format. Speech topics must be approved by professor. With the exception of sources cited, the presentation must be the original work of the student. Students must submit their full-sentence outlines to D2L which runs them through Turnitin.com or a grade of zero will be earned on the presentation.

Special Occasion Speech (Point value: 100) (Outline: 25 points)

Special occasion speeches will be a 3-5 minute presentation with the goal of inspiring your audience by paying tribute to a person, a group of people, an institution, or an idea. Think in terms of eulogies, holiday speeches, testimonial addresses, and dedications. The presentation should use creative and subtle language to vividly explain why the subject is praiseworthy; generate a deep sense of respect in the audience; and express feelings. This can be accomplished by using elements such as metaphor, simile, repetition, antithesis, alliteration, vivid language, or parallel structure. No sources are required for this presentation; a full-sentence outline must be turned in. With the exception of sources cited, the presentation must be the original work of the student. Topics must be approved by professor.

Impromptu Speeches (Point value:75)

Impromptu speeches will be conducted throughout the semester and will be 1-3 minutes depending upon nature of assignment. They will be given without warning or notice on the syllabus. If you miss an impromptu speech, it cannot be made up.

- ❖ Completion of assigned speeches includes submission of all speech documents. These documents may include a typed full-sentence outline, annotated bibliography, works cited page with all sources in APA format, PowerPoint, and link to video. Details for each assignment will be posted on D2L.

2. **Student Speech Evaluations** (Point Value:100)

This involves two parts. Part 1: all speeches will be video recorded. Students will watch their individual speeches and prepare an evaluation based on their viewing. Evaluations speeches will be submitted on-line under assignments within 48 hours after giving the speech or brought to class the next meeting time. Part 2: Each student will also observe, evaluate, and provide feedback to other classmates' regarding their speeches. The exact number will be determined by the instructor on individual speaking days.

3. **Exams:** (Point value: 300)

This course will include exams throughout the semester. The exams will consist of multiple choice and true/false questions. The syllabus provides a tentative listing of chapters covered in each exam. The exams will focus on the comprehension and application of concepts and theories covered in the chapters and classroom discussions. The final exam will be a comprehensive exam.

4. **Classroom activities, participation, and homework assignments:** (Point Value:100)

You will learn to apply the concepts covered in the course in terms of your daily communication encounters and opportunities by taking the concept(s) and reflecting upon how the particular phenomenon is enacted in your personal, professional, academic, and work life. This may include a variety of activities using D2L, unannounced quizzes, in-class individual and group activities, and writing exercises. Each activity, assignment, or quiz will be valued at 5-30 points. For much of this **you must attend class the day of these activities in order to receive credit for the work**. Please be aware that most activities require you to be present in class and may not be made up at a later time. Other activities include use of the assignment and discussion link on D2L. This requires that you log into D2L on a regular basis.

Summary of Assignments and Points

- **Exams = 300**
- **Speeches & outlines = 500**
 - Introduction Speech = 50
 - Informative Multimedia Speech = 100
 - Informative Outline = 25
 - Persuasive Speech = 100
 - Persuasive outline = 25
 - Special occasion speech = 100
 - Special occasion outline = 25
 - Impromptu speeches = 75
- **Student Speech Evaluations – 100**
- **In-class activities, participation, and homework assignments = 100**

Tentative Grading Scale: *

A = 1000-900

B = 899-800

C = 799-700

D = 699-600

F = 599-0

Total Course Points = 1000*

*The final course points are subject to change as they will reflect the amount of classroom activities assigned during the semester. Therefore, the final grading scale will be determined by the total possible points. Consequently, a final grading scale near the end of the semester will be posted. Basically, 90% or better of total points constitute an A, 80% of total points is a B etc...

Public Speaking Lab:

The Public Speaking Lab is open to students wanting assistance with speech preparation. The Lab, located through room 103H in the Mass Communication building, is open Mondays and Wednesdays 1:00-2:00, Tuesdays and Thursdays 9:00-12:30, and Friday 12:00-1:00

Instructor Policies

Professional Conduct:

You are expected to exhibit professional behavior at all times in this class. Professionalism includes, but is not limited to the following: using classroom appropriate language; respecting others' rights to express opinions, even if you adamantly disagree with them; and speaking respectfully about instructors at UCO as well as other schools during class (in other words, if a student uses someone as a negative example, do not give her/his name or reveal information so that others know who is being discussed). Any non-professional behaviors will result in a loss of attendance and/or participation credit for the day in addition to other possible sanctions.

- **Appropriate class conduct:** Active participation is expected. Be engaged in lecture, discussion or activity. Use ethical speaking and listening. Maintain a positive demeanor about your assignments. Be prepared for discussion, speeches, and other assignments. Avoid disrupting class: do not work on

homework for other classes; do not write notes; do not read the paper; do not text, and do not engage in private conversations with classmates during class.

- **Cell Phones and Electronic Devices:** Professional behavior includes appropriate use of cell phones. SHOW RESPECT TO YOUR INSTRUCTOR AND CLASSMATES. REMEMBER TO PLACE ALL CELL PHONES ON SILENT BEFORE CLASS BEGINS! Under all circumstances, cell phones must remain OFF and put away during exams and speeches. Sending and receiving text messages during class is prohibited. Additionally, all electronic devices must be turned off during class including pagers, iPod, BlackBerry, etc.
- **Use of Computers:** Professional behavior also includes appropriate use of computers in class. Using laptops may be acceptable at times and may facilitate note taking and access to D2L for certain assignments. However, checking emails, surfing the web, use of Skype, IM, My Space, Face Book and other activities not directly related to class activities are unacceptable and will result in an absence as well as loss of in-class use of computer.
- **APA Guidelines to Reduce Bias in Language:** In the discipline of Communication, the 2001 *Publication Manual of the American Psychological Association*, 5th edition (better known as the *APA Manual*) will be important as this is the documentation style used in the social sciences. For this particular class, students will be responsible for using language orally and in writing that is in keeping with the APA guidelines to reduce bias in language, particularly in regards to gender, ethnicity, sexual orientation, and individual disabilities. For more information, go to <http://www.apastyle.org/>.
- ***Violations of these guidelines for appropriate classroom behavior may necessitate a private conference with consequences to be determined and put in writing, or the situation may be referred to UCO's Student Conduct Officer. Lack of professional courtesy may result in permanent dismissal from the class.***

Textbook Readings:

You are responsible for reading designated textbook chapters prior to the class period for which they are listed on the syllabus. The textbook is required and will be the source of much of the testing

Standards for Written Work:

Except for work completed in class, **all written assignments must be typed. In addition, all written assignments are expected to meet college level standards of proficiency.**

- Hand written work will not be accepted. If you do not have access to computer equipment, or if you need help with your writing, please notify your instructor who will advise you of the appropriate campus services and facilities.
- **Use of proper APA format is required with all written work.** If you are not familiar with APA style it is your responsibility to become familiar and proficient in using the APA format with all written assignments, including speech outlines and references. You will be provided with sample outlines, papers, and works cited for your reference. Your instructor will also be available for questions, but you are responsible for adapting your work to this format.

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://www.liu.edu/CWIS/CWP/library/workshop/citapa.htm>

Guidelines for Preparing Papers and Presentations:

- Clarity with respect to expression, grammar, meaning, sentence structure, and paragraph development.
- Logic in the presentation of the central idea, specific purpose, introductions, main ideas, support of main points, and conclusions.
- Organization that builds a coherent, structured, well developed outline and speech.
- Evidence of supporting statements and opinions of the writer/speaker. Ask yourself, 'on what basis am I making this statement'—on what experience, on what research, on what statistics, testimony, or illustrations? Cite sources in work cited, on the outline, and during the oral presentation.
- Bias free use of language particularly in regards to gender, ethnicity, sexual orientation, and individual disabilities.
- Authentic, original work that is free from any form of plagiarism.

Format of Oral Presentations:

All presentations must be delivered extemporaneously (from an outline). No full manuscripts will be permitted. Students must strive for the "90% Rule" - maintaining eye contact with the audience for approximately 90% of the speaking time. ***Presentations that are read from a full manuscript will not earn a passing grade.*** Students need to prepare a speaking outline to use during the actual speech in addition to the formal sentence outline.

Recording Presentations:

All presentations will be recorded. You will do your self-evaluation critiques after you have watched/analyzed your tape.

Participation Policy:

Your participation is vital to the success of the teaching and learning environment. If you are not in class, you cannot participate; therefore, you are expected to participate in all classes. It is essential that you commit to active participation in class. Each student is expected to actively engage in note taking, discussions, group activities and in-class assignments as well as both giving assigned speeches and listening to others' speeches.

Grading Philosophy: Optional

Grades in this class are not competitive. At no time will your performance be compared with your classmates'. Please be advised that completing an assignment does not guarantee any particular grade - an "A" does not represent "average" performance. Grades will represent the following: A = Truly Exceptional, B = Above Average (This is a good grade!), C = Average (This is not a terrible grade!), D = Below Average, F = Unacceptable. Focus on doing the best job of which you are capable, study the assigned readings carefully, come to class regularly, practice daily, be an active listener in class, participate fully in all activities, and complete assignments responsibly and in a timely manner to earn the best possible grade in the course.

Attendance Policy:

Regular attendance is expected. Being absent deprives you of valuable classroom discussions and experiences in addition to preventing you from effectively fulfilling course assignments. Therefore, you are "entitled" to only 2 absences during the semester. This absence should be reserved for circumstances beyond your control, such as illness, family emergencies, surprise transportation problems, unexpected conflicts with work schedule, etc. No matter what the reason is for your absence, you are still responsible for all information presented in class during your absence. **Each absence after the 2nd will be a 15 point deduction.** The only excused absences will be for school-sponsored activities, hospitalization, funeral for an immediate family member, jury duty, or short term military duty that requires your absence from class; you must present *official documentation* for these absences either in advance or within one week of the absence in order for it to count as an excused absence. Note: Attendance will be taken at the beginning of each class and during the 2nd half of each class. Attendance records will be maintained and closely monitored.

Note: Leaving class early will be counted as an absence. Coming in more than 15 minutes late will be counted as an absence.

Tardy Policy:

Attendance will be taken at the beginning of each class period. Class begins at the assigned time; please be professional and be **on time** for all classes. Since the beginning of class as well as the end often includes vital information, coming late or leaving early will result in penalties. After the 3rd tardy, each additional tardy will result in a 10-point deduction from your total point accumulation. If you are late, slip in quietly and take the seat nearest the door. If a student is giving a presentation, please stay outside until the student is finished. Advise me immediately after class or you will not receive attendance credit for that period. This is your responsibility!

Late Work, Late Presentations, Missed Examinations:

All assignments, written and oral, are due on specified dates. You are responsible for meeting these deadlines and for making arrangements to complete late work. Presentations, examinations, and all

assigned work not completed on schedule will earn at least a 20% reduction regardless of the reason for the work not being completed on time.

Late Written Work:

- "On Time" is defined as the beginning of class; "Late" is defined as anything after the beginning of the class period. For assignments submitted on D2L, "on time" is the stated due time. Anything after that time is considered late.
- Assigned written work may be turned in within one week – 20% penalty.
- Assigned written work turned in after one week but within two weeks – 30% penalty.
- Late written work will not be accepted after two weeks.
- No late work will be accepted after the last day of regular classes.

Late Presentations:

- IT IS DEPARTMENTAL POLICY THAT ALL PRESENTATIONS MUST BE COMPLETED BEFORE A PASSING GRADE CAN BE ISSUED, REGARDLESS OF HOW MANY POINTS YOU HAVE ACCUMULATED.
- If you miss your assigned day to present, you must contact your instructor that same day to explain why you have missed the presentation.
- If you miss your assigned day to present, you must make arrangements on your own to film your presentation.
- Bring me your performance on either a flash drive, or a DVD or the required memory chip along with any work that was due with the presentation. No other kind of tape is acceptable! The DVD must not require special software to play; it must play on the typical UCO computer.
- Flash drive/DVD, outline, and self-evaluation form turned in within a week – 20% penalty.
- Flash drive/DVD, outline, and self-evaluation form turned in after one week but within two weeks – 30% penalty.
- I will not accept a flash drive/DVD turned in later than two weeks. In essence, this means you would automatically fail the course.
- ***If you miss the final presentation, the make-up tape, script, and evaluation form must be turned in no later than the last day of regular classes, by 5:00 p.m. Turning a recording in after this date means you would automatically fail the course.***
- ***Only one presentation may be recorded outside class. In essence, this means if you miss two presentations, you will automatically fail the course.***

Late Exams:

- ALL EXAMS MUST BE COMPLETED BEFORE A PASSING GRADE CAN BE ISSUED, REGARDLESS OF HOW MANY POINTS YOU HAVE ACCUMULATED.
- If you miss an exam, you must contact me that same day to explain why you missed the exam.
- There are substantial penalties for late exams.
 - Exam taken within one week – 20% penalty.
 - Exam taken after one week but within two weeks – 30% penalty.
 - Exams may **not** be made up after two weeks. In essence, this means you would automatically fail the course.
 - Note: If you miss the Final Exam, you must contact me immediately to make arrangements to make up the exam. The exam must be taken within 48 hours or you will automatically fail the course.

Department of Mass Communication Policies – Fall 2012

Departmental Phone: (405) 974-5303

Website: <http://www.uco.edu/la/masscomm/>

Student Advisement:

The official advisor for Mass Communication majors is **Heather Peck**; she offices in COM 103. She can be reached at 974-5108 or hpeck3@uco.edu. Each student is responsible for seeking advisement information **each semester** in order to graduate in a timely manner.

UCO Media Ethics Conference:

Wednesday, October 17 and Thursday, October 18: Poynter Institute's Journalism ethics expert Kelly McBride and CNN foreign correspondent John Sutter will be featured. Contact Yvette Walker, Edith K. Gaylord Endowed Ethics Chair, for more information at ywalker@uco.edu.

UCentral Student Media: <http://www.uco.edu/la/masscomm/ucentral/index.asp>

UCentral is the student media network at the University of Central Oklahoma, featuring traditional media (television, radio, newspaper) and new media (web, netcasts, social networking) created by students majoring in professional media. UCentral is located within the Mass Communication Department on the campus of UCO.

UCO Student Code of Conduct: Students are responsible for all information in the Student Code of Conduct 2012-2013. This can be accessed on the Student Affairs Publications website at <http://broncho2.uco.edu/conduct/code.html>.

ACADEMIC DISHONESTY AND PLAGIARISM:

The UCO Student Code of Conduct describes Academic Dishonesty and outlines the steps for disciplinary action in the Guidelines for Alleged Academic Dishonesty. This information can be found in **Section III, C, 3 & 4.**

Academic dishonesty: Includes but is not limited to the “giving” and “taking” of improper assistance in examinations and assignments; not adhering to correct procedures for identification of sources in reports and essays and all creative endeavors; intentional misrepresentation; cheating; plagiarism; and unauthorized possession of examinations. The *UCO Student Code of Conduct* provides further details. Additionally, any work submitted as an assignment for one class may not be submitted for credit in another class, without prior permission of the professor. Any work so submitted will receive an automatic “0.”

Plagiarism: When a student submits any assignment for a course (written, oral, videotape, audiotape, photograph or Web Site), the student will submit entirely original work or will properly cite all sources utilized in the preparation of the assignment. Without proper citation, the student is guilty of plagiarism, which is not tolerated at UCO.

As a student, you are responsible for understanding what constitutes plagiarism. You should talk to your professor to ensure that you can recognize and avoid all types of plagiarism. Plagiarism occurs in two primary ways:

1. Word-for-word copying, without acknowledgement, of the language or creative work of another person. Having another person complete all or part of your assignment is plagiarism and is clearly forbidden. But, in addition, the student should include NO written, video, audio, or photographic material from an existing source, no matter how brief, without acknowledging the source. When using the written words of an existing source in your assignment, either place the borrowed words in quotation marks or set the quotation aside as a block quotation. Additionally, you must include the citation for the material in your assignment. This applies to even the briefest of phrases if they are truly distinctive.
2. The unacknowledged paraphrasing of an author's ideas. The student should no more take credit for another person's thoughts than for another person's words. Any distinctive, original idea taken from another writer should be credited to its author. If you are not sure whether or not an author's idea is distinctive, you should assume that it is: no fault attaches to over-acknowledgement, but under-acknowledgement is plagiarism. Most style manuals (e.g., *Publication Manual of the American Psychological Association*) provide information concerning how to paraphrase and cite the ideas and writings of existing sources.

Students may be dismissed from the university for plagiarism. University guidelines provide a range of disciplinary action dependent upon the **severity** of the offense including but not limited to: requiring a substitute assignment, awarding a reduced grade, awarding a failing grade for the assignment, awarding a failing grade for the course, or expelling the student from the university. Acknowledging that instances of plagiarism may range from minor to severe, the Department of Mass Communication allows the course professor to determine the severity and the disciplinary action for the first instance of plagiarism committed by a student in the professor's course. However, if that student commits plagiarism a second time in the course, departmental policy requires that the student receive both a failing grade (“F”) for the

course and a referral to the UCO Student Conduct Officer. Students should make sure they understand professor expectations for sources and content to be cited.

Turnitin.com Plagiarism Syllabus Statement: UCO subscribes to the Turnitin.com plagiarism prevention service. Students agree that by taking this course, all required assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted assignments will be included as source documents in the Turnitin.com restricted access reference database for the purpose of detecting plagiarism of such assignments. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com website. Turnitin.com is just one of various plagiarism prevention tools and methods which may be utilized by your faculty instructor during the terms of the semesters. In the UCO Student Handbook, there is a process for contesting any plagiarism allegations against you.

University Policies

ADA Statement Regarding Special Accommodations:

The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations must contact Sharla Weathers, B.S., C.S.R. in Disability Support Services [sweathers2@uco.edu] in room 309 of the Nigh University Center, (405) 974-2549. It is the student's responsibility to contact the instructor as soon as possible after DSS has verified the need for accommodations to ensure that such accommodations are implemented in a timely fashion.

Transformative Learning: <http://www.uco.edu/central/tl/>

"At the University of Central Oklahoma, we help students learn by providing transformative experiences so that they may become productive, creative, ethical and engaged citizens and leaders contributing to the intellectual, cultural, economic and social advancement of the communities they serve. Transformative learning is a holistic process that places students at the center of their own active and reflective learning experiences. All students at UCO will have transformative learning experiences in five core areas: leadership; research, creative and scholarly activities; service learning and civic engagement; global and cultural competencies; and health and wellness."

Additional policies for this course are included in the Fall 2012 UCO Student Information Sheet and Syllabus Attachment that can be accessed at <http://www.uco.edu/academic-affairs/files/studentinfosheetfall12.pdf>.

National Communication Association Credo for Ethical Communication

(approved by the NCA Legislative Council in 1999)

The National Communication Association is the national scholarly organization representing higher education and K-12 communication issues and concerns. They have published a Credo for Ethical Communication which will be a foundation for our class. This is a 1999 document, taken from their website, retrieved on December 5, 2011: <http://www.natcom.org/Default.aspx?id=134&terms=credo>

NCA **Credo for Ethical Communication**

(approved by the NCA Legislative Council in 1999)

Questions of right and wrong arise whenever people communicate. Ethical communication is fundamental to responsible thinking, decision making, and the development of relationships and communities within and across contexts, cultures, channels, and media. Moreover, ethical communication enhances human worth and dignity by fostering truthfulness, fairness, responsibility, personal integrity, and respect for self and others. We believe that unethical communication threatens the quality of all communication and consequently the well-being of individuals and the society in which we live. Therefore we, the members of the National Communication Association, endorse and are committed to practicing the following principles of ethical communication:

We advocate truthfulness, accuracy, honesty, and reason as essential to the integrity of communication.

We endorse freedom of expression, diversity of perspective, and tolerance of dissent to achieve the informed and responsible decision making fundamental to a civil society.

We strive to understand and respect other communicators before evaluating and responding to their messages.

We promote access to communication resources and opportunities as necessary to fulfill human potential and contribute to the well-being of families, communities, and society.

We promote communication climates of caring and mutual understanding that respect the unique needs and characteristics of individual communicators.

We condemn communication that degrades individuals and humanity through distortion, intimidation, coercion, and violence, and through the expression of intolerance and hatred.

We are committed to the courageous expression of personal convictions in pursuit of fairness and justice.

We advocate sharing information, opinions, and feelings when facing significant choices while also respecting privacy and confidentiality.

We accept responsibility for the short- and long-term consequences for our own communication and expect the same of others.

COURSE OUTLINE

Please keep in mind that classes begin Aug. 20th and end Dec. 14th. Final Exam week is Dec. 10th-14th. No classes will be held on Labor Day (Sept. 3), Fall Break (Oct. 11-14), and Thanksgiving Break (Nov. 21-25).

Week 1	<ul style="list-style-type: none">- Syllabus and Policies- Chapter 1- Public Speaking- Communication Apprehension
Week 2	<ul style="list-style-type: none">- Chapter 2- Ethics- Chapter 3- Listening
Week 3	<ul style="list-style-type: none">-Introductory Speech Presentations
Week 4	<ul style="list-style-type: none">- Chapter 4- Selecting a Topic-Chapter 5- Analyzing the Audience- Analyzing the Audience
Week 5	<ul style="list-style-type: none">-Speaking to Inform- Test #1
Week 6	<ul style="list-style-type: none">- Chapter 6- Gathering Materials- Chapter 7- Supporting your Ideas

Week 7	-Library-assignment -Informative Presentations Begin
Week 8	- Informative Presentations
Week 9	-Chapter 8- Organizing the Body Fall Break October 11th to 14th no class on Thursday
Week 10	- Chapter 9- Introductions and Conclusions -Chapter 11- Using Language
Week 11	- Chapter 16- Speaking on Special Occasions -Test #2
Week 12	-Special Occasion Speech Presentations
Week 13	- Chapter 10- Outlining the Speech - Chapter 12- Delivery - Chapter 13- Using Visual Aids
Week 14	-Chapter 14 Speaking to Persuade -Chapter 15 Methods of Persuasion -Thanksgiving Break November 21-25 No class Thursday
Week 15	-Persuasive presentations
Week 16	-Persuasive Presentations

(The instructor reserves the right to amend the syllabus at any time. The contents of this syllabus are subject to revision 24 hours a day, seven days a week through the entire semester. Students are put on notice as the contents of this syllabus may change during the course of the semester. Changes, if any, will be e-mailed through D2L.)

Final Exam: Thursday December 13th, 2012 11:00-12:50

[Note: Please bring the assigned information from D2L and the textbook to class each day.]

Note: I expect everyone to keep this syllabus the entire semester and to be responsible for being prepared each day. I will not have time to remind you of assignment due dates, so keep track of due dates using the syllabus.

A Final Word: Please ask me to clarify any of these policies which may cause confusion. Also, please ask any questions you have about assignments, textbook readings, or other material covered in this class.

ACKNOWLEDGEMENT OF UNDERSTANDING
COMM 1113 Fundamentals of Speech

The course syllabus is considered a contract between the course professor and the student regarding the information, policies, and procedures pertaining to the course. It is your responsibility as a student to read and be aware of all the information provided in the syllabus including project deadlines, reading assignments, exam information, grading procedures, absence penalties, use of D2L in UCONNECT, and the need to complete all speeches and exams.

The tentative schedule may be updated as the semester progresses. Any changes to the schedule will be announced in class and will be posted under Announcements in D2L.

To assure that you have read the syllabus and the tentative schedule and fully understand your responsibilities in this course, please bring a signed copy to class next class session.

I _____ hereby acknowledge that I have read the course syllabus and the tentative schedule and acknowledge and understand the following:

I further acknowledge that I understand the course information, policies and procedures. If I have any questions regarding the information provided in the syllabus or schedule, I have the responsibility to ask my instructor for further clarification.

I understand that my professor has office hours and may be reached by phone and email. It is my responsibility to communicate with my professor throughout the semester regarding my progress, my questions, and my concerns concerning course content and assignments. It is also my responsibility to review my professor's feedback that is directly provided or that is provided on-line, in emails, under grades or under the assignment or discussion links.

I understand that I have a UCO e-mail account provided through UCONNECT. *All class e-mail will be sent using UCONNECT to my UCO e-mail.* I must check it on a regular basis for class communication purposes. I also must submit certain specified assignments under assignments in D2L. I will find my grades and feedback on certain specified assignments and speeches through D2L.

I understand the attendance policy limits absences to **2**. Any absence after the second absence results in penalty. Being on time to class and remaining through the end of class is also expected. Tardiness and leaving early will result in penalties.

I understand that my speeches will be video recorded and must be reviewed by me in order to provide a self-evaluation for each of my speeches. My tape of speeches is to be turned in to the instructor upon request; therefore, I should not record over my speeches until final grades are recorded.

I understand that to earn a grade for this course all speeches and exams must be completed.

Furthermore, I understand that plagiarism is taken seriously, and any instance of plagiarism will result in penalty at the professor's discretion, and may include receiving an F for the course and may be reported to university officials.

Student Signature

Printed Name

Date