

 **School of Media and Communication**

 http://www.bgsu.edu/departments/scs/index.html

COMM 1020: Speech Communication

Spring 2011 • Section #17003 • Eppler Center 221 • Tu/Th 6:000p – 7:15p

**Instructor:** Jenny A. Armentrout **Phone:** (989) 954-5031

**Office:** 009 West Hall **Office Phone:** (419) 372-3405

**Hours:** Tu/Th 2:00p – 5:30p **E-mail:** jennya@bgsu.edu

*I wish that I knew what I know now… when I was younger*. –The Faces “Ooh La La”

**Welcome!** This syllabus has been designed to give you a preview of the course and will answer many questions about policies. Please refer to these materials throughout the semester. I believe you will find your experience in this classroom to be worthwhile, enjoyable, and valuable to your future coursework and employment opportunities. I look forward to working with each of you over the next 16 weeks.

**Required Texts:**

*Textbook*

O’Hair, D. & Wiemann, M. (2009). *Real communication: An introduction*. Boston, MA: Bedford/St. Martin’s.

*Workbook*

Tucker, K., & Billman, N. B. (2009). *IPC 1020 Speech Communication: Course workbook*. Plymouth, MI: Hayden-McNeil.

**Companion Website:** <http://bcs.bedfordstmartins.com/realcomm1e/default>.

**Participation & Ethical Communication Responsibility:** As human beings and active collegiate-level participants, it is important to recognize and respect each others' rights guaranteeing freedom of speech and empathetic attention. Members of this class will be held responsible for conducting themselves as respectful members of a learning community. The initiatives of this course may challenge your views, attitudes, and beliefs while also encouraging you to express yourself. However, racist, sexist, or other oppressive/violent language will not be tolerated. I strongly encourage you to express your opinions and question the opinions of others as you listen, discuss, and debate all topics in a respectful manner. Also, do not speak or whisper during instructor/peers’ presentations. Questions may be answered by a peer or the instructor by raising one’s hand. With this policy we will find that our classroom setting will be quite enjoyable and beneficial to everyone participating in the course. To insure participation points: attend every class, be considerate of others, be prepared, participate actively and complete all assignments on time. In short, be respectful.

**Response & Availability Policy:** Please utilize email to contact me as a primary method. Please refrain from calling/texting my cell phone unless it is an emergency. I may not respond. When emailing, please realize that I teach several classes (just like you attend more than just this class) and receive many emails. I will respond to you as quickly as I can but this could take longer than you anticipate. Incessant emailing will not be answered. I will do my best to respond within 24 hours of your email; however, the weekends are my free time as well, so I will not guarantee as speedy of a response rate then. My customary office hours are listed above, but other meeting times are available by appointment.

**Disability Policy:** If you have a specific learning and/or physical disability that require accommodation, please let me know by the second week of the semester so that your learning needs may be appropriately met. Also contact Disability Services on campus in 413 South Hall (419-372-8495) or at: http://www.bgsu.edu/offices/sa/disability/

**Writing Policy:** It is expected that all assignments in this course be word-processed in 12 point Times New Roman or Arial font, 1 inch margins, double-spaced, spell-checked, grammatically correct, with page numbers, and stapled. Please use paragraphs, introductions, conclusions, and transitions accordingly. Your name, the course number, my name, and the date should also appear on a title page separate from the rest of the document. Accurate APA or MLA formatted documentation and citations will be standard in this course; please refer to the appropriate style manual for stylistic guidelines. In terms of content, all papers should be focused, well-organized, and free of punctuation errors. I expect all writing to be nothing less than a model of brevity, clarity, and style. If you have questions about a writing assignment, please feel free to contact me to set up a time to meet and work through your questions. Writing assistance is also available and highly recommended in the Writing Center located in 303 Moseley Hall (419-372-2221) or at: http://www.bgsu.edu/offices/writingctr/

**Academic Dishonesty/Plagiarism:** All work must be original, and each student is expected to uphold the standards of academic honesty. Presenting the work of another as your own, whether through direct copying, plagiarism, forgery, cheating, unintended paraphrasing, or inadequate citation practices constitute plagiarism. If you don’t know how to give credit where it is due, please see the instructor. An assignment that is plagiarized in whole or in part will receive a failing grade, the student producing it will receive a failing grade, and the assignment will be turned over to the administrative supervisors to determine further action. Please remember that plagiarism is grounds for dismissal from the university. Any violation of this code will be vigorously pursued. BGSU’s policy about plagiarism can be found in the University’s Student Handbook: <http://www.bgsu.edu/studenthandbook>

**Assignment Submission Policy:** Assignments are due at the beginning of class (and in hard copy format) by the assigned due date as indicated on the course calendar unless otherwise specified, negotiated, and/or agreed. In terms of late work: Except under the most extreme circumstances (and documentation of those circumstances is required), **no late work will be accepted**. If you encounter an emergency situation of some kind, it is best to communicate with me about it earlier rather than later. If I accept your late assignment due to an extreme circumstance, you will be eligible to receive partial credit only. In addition, late assignments may receive little or no written feedback. Please note that grades/feedback of your submitted assignments will be handed back to you as promptly as possible. Also, as a rule, upon receiving the assignment grade it is suggested that you **wait over 24 hours to object** **if you do not agree with the assessment**.

**Cell Phone/Technology/Device Policy:** Cell phones should be turned off (not on vibrate) before class begins. In addition, iPods are not to be used in the classroom. Personal computers may be utilized for note-taking, but if you are found to be send/receiving text messages, listening to music/viewing videos, browsing nonacademic websites, instant messaging, or your cell phone goes off, **you will receive a 10 point deduction from your overall grade** for the course.Also, if you have any of these items out during a major presentation or exam, I reserve the right to give you a zero for that particular assignment. Merely turn unnecessary technology off and I will do the same. ☺

**Attendance/Tardiness Policy:** Attendance and active participation are required at every single session in order to help you achieve the goals of this course and accomplish your personal academic goals. Thus, your regular attendance and informed active participation are expected. The only absences that will be considered excused are death in the family, severe verified/documented personal illness, religious holidays, and participation in University sponsored activities (e.g., intercollegiate sports, etc.) All doctors’ notes must be signed by the doctor on official letter-head/prescription pad. Notes that are not dated, signed, or verifiable will not be accepted. Please note: **you will receive 3 “free” absences**. After your third absence, I will deduct 10 points for each additional absence. This means that on your fourth absence 10 points are deducted, on your fifth absence another 10 points are deducted and so on. In the event that you miss class, you will be responsible for obtaining the information that you missed from a fellow classmate. **Arriving more than 10 minutes late to class constitutes as an absence.** If you are absent for an exam or presentation, you can request to make up the exam/presentation; only extenuating circumstances will be considered.

**Rounding & Evaluation Criteria:** Grades in this course will **not** be rounded up to the nearest whole percentages. This is a departmental policy and is non-negotiable. Student grades will be determined through the professor’s evaluation of the following major assignments. **No** “Incomplete” grades will be assigned.

**Exams:**There will be **2 examinations** in this course, each containing both objective (e.g., true/false, multiple choice questions) and subjective (e.g., essay questions) components. These are designed to encourage students in the class to keep up with readings and study the concepts covered in the course.

**Grading Scale, Policies, Point Breakdown, & Assignments:**

**Grading Scale: 900-800=A 799-700=B 699=600 C 599=500 D 499=000 F**

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| **Assignment** | **Points Possible** | **Points Earned** |
| **Artifact/Song Lyric Speech** | **50** | **/50** |
| **Informative Intercultural Presentation (130)** Outline (Rough/Final Copy) Speech | 30100 | /30/100 |
| **Group Persuasive Project (320)** Group Contract Topic Selection Outline (Rough/Final Copy) Group Speech Grade Individual Speech Grade  Group Analysis Paper | 30103010050100 | /30/10/30/100/50/100 |
| **Quizzes** | **50** | **/50** |
| **Engagements** | **50** | **/50** |
| **Midterm Exam** | **150** | **/150** |
| **Final Exam** | **150** | **/150** |
| **TOTAL** | **900** | **/900** |

**Course Calendar**

The course calendar is **tentative**, meaning I reserve the right to modify the agenda. In addition, you are responsible for checking your BGSU e-mail account and/or Blackboard on a regular basis for course updates, reminders, etc. Assignments and readings are expected to be completed on the allotted day. If you have any questions, please feel free to contact me.

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| **WEEK 1****1/10-1/14** | **DISCUSSION TOPIC/ASSIGNED READING** | **ASSIGNMENTS DUE** |
| 1/11 | Course Overview/ Intro/ **Assign Artifact Speech** |  |
| 1/13 | Chapter 1: Communication: Essential Human Behavior |  |
| **WEEK 2****1/17-1/21** |  |  |
| 1/18 | Chapter 2: Perceiving Self and Others |  |
| 1/20 | Chapter 2 continued |  |
| **WEEK 3****1/24-1/28** |  |  |
| 1/25 | **Artifact Speeches** | **Artifact Speeches Due** |
| 1/27 | Chapter 14: Informative Speaking/ **Assign Informative Speech** |  |
| **WEEK 4****1/31-2/4** |  |  |
| 2/1 | Chapter 11: Preparing and Researching Presentations | **Topic Selection Due** |
| 2/3 | Chapter 12: Organizing, Outlining, and Writing Presentations |  |
| **WEEK 5****2/7-2/11** |  |  |
| 2/8 | Chapter 13: Delivering Presentations | **Rough Outline Due** |
| 2/10 | Chapter 3: Language and Communication |  |
| **WEEK 6****2/14-2/18** |  |  |
| 2/15 | Chapter 4: Nonverbal Communication |  |
| 2/17 | **Informative Speeches** | **Final Outline Due** |
| **WEEK 7****2/21-2/25** |  |  |
| 2/22 | **Informative Speeches** | **Final Outline Due** |
| 2/24 | **Informative Speeches** | **Final Outline Due** |
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| **WEEK 8****2/28-3/4** |  |  |
| 3/1 | Midterm Review Session |  |
| 3/3 | **MIDTERM (1-4, 11-14)** |  |
| **WEEK 9****3/7-3/11** | **SPRING BREAK** | **NO CLASSES** |
| 3/8 | **Spring Break** | **No Class** |
| 3/10 | **Spring Break** | **No Class** |
| **WEEK 10****3/14-3/18** |  |  |
| 3/15 | **Assign Persuasive Speeches, Groups, Group Analysis Paper** |  |
| 3/17 | Chapter 15: Persuasive Speaking |  |
| **WEEK 11****3/21-3/25** |  |  |
| 3/22 | Chapter 8 Communicating in Groups | **Topic Selection Due** |
| 3/24 | Chapter 9: Leadership and Decision Making |  |
| **WEEK 12****3/28-4/1** |  |  |
| 3/29 | Chapter 9 continued | **Group Contract Due** |
| 3/31 | Chapter 6: Developing and Maintaining Relationships |  |
| **WEEK 13****4/4-4/8** |  |  |
| 4/5 | Chapter 6 continued |  |
| 4/7 | Chapter 7: Managing Conflict and Relationships | **Rough Outline Due** |
| **WEEK 14****4/11-4/15** |  |  |
| 4/12 | Chapter 7 continued |  |
| 4/14 | Group Workshop |  |
| **WEEK 15****4/18-4/22** |  |  |
| 4/19 | **Persuasive Speeches** | **Final Outline Due** |
| 4/21 | **Persuasive Speeches** | **Final Outline Due** |
| **WEEK 16****4/25-4/29** |  |  |
| 4/26 | Chapter 10: Communicating in Organizations | **Group Analysis Paper Due** |
| 4/28 | Final Exam Review |  |
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| **FINAL EXAM** | **MONDAY, MAY 2, 2011, 8:15-10:15 PM** | **LOCATION TBA** |
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