Course Description: A course designed to enable students to apply the skills of speech communication as they relate to business and professional situations. Practice in public presentations, organizational and small group settings, interviewing, and leadership techniques are emphasized. No prerequisites

Text


Student Learning Outcomes

Upon successful completion of the course, students will be able to do the following:

1. Research and organize information for Informative and Persuasive oral presentations.
2. Deliver effectively oral presentations.
3. Participate in interviews using appropriate verbal and nonverbal communication skills
4. Participate successfully in a small group (team) task and discussion.
5. Demonstrate cognitive understanding of the oral communication process.
6. Employ listening behaviors that promote accurate message reception and critical thinking.

Course Goals/Objectives

Upon successful completion of the course, the student will know how to:

1. develop an understanding of and an ability to apply and analyze speech communication theory, concepts, and principles to the various aspects of modern organizations.
2. study and critically assess the function of the basic elements within the process of oral communication as they affect interpersonal, public and small group communication within the business and professional community.
3. evaluate the role of an individual's perception, self-concept, gender orientation, use of language, listening skill, expression of nonverbal communication and interaction with others.
4. recognize the communication dynamics associated with small group communication, group decision making, and leadership.
5. realize the process of public speech construction and the mechanics associated with the delivery of public messages.
6. realize the significance of speech communication as it affects interpersonal, small group and public communication.
7. develop an appreciation for both the science and art of human communication as it relates to modern organizations.
8. appreciate the power of verbal and nonverbal communication behavior as it affects one-to one and small group communication.
9. participate effectively in interpersonal communication, interviews, and within small groups.
10. effectively prepare and deliver oral presentations for an audience.
11. verbally communicate an appropriate level of oral communication competence in the classroom.

The level of accomplishment of these goals will be assessed through written and oral examinations including papers, presentations, and class activities.
Student Contributions

ATTENDANCE IN THIS COURSE IS VITAL AND MANDATORY. Speech courses tend to promote student interaction, provoke discussion, and incorporate experiential learning. Not only is your involvement and participation in the class important, but also much of the test information will be provided in a lecture/discussion format.

CLASS PARTICIPATION. Since this is a speech communication course, it is important that you attempt to contribute your ideas, thoughts and feelings to the concepts discussed out loud in class. You are encouraged to voice opinions, respond to questions, and offer comments regarding course content and related topics discussed in class in an appropriate and tactful manner. Common courtesy and attentive listening skills are expected of all students.

ORAL PRESENTATIONS. A variety of oral presentations will be given including reports, speeches, and group discussions. All topics must be approved in advance. Attendance on all presentation days is mandatory. Distracting or poor listening behaviors during another students’ presentation may result in a reduction in your grade. Missed presentations may not be made-up except under unusual circumstances.

TESTS. Exams will be in different formats and will include material from lecture, text, class discussions, and handouts.

PAPERS. Periodically you will be assigned a written paper, bibliography, agenda, exercise or exam dealing with a concept discussed in class. The paper should be word-processed and in good form and double-spaced. Excessive grammatical and typographical errors will be noted and will effect evaluation.

Course Policies

ACADEMIC DISHONESTY. Academic dishonesty includes cheating, fabrication, plagiarism (written and oral), and facilitating academic dishonesty. Disciplinary options include, but are not limited to, suspension and dismissal. (See the Midland College Student Handbook for an explanation of college policy).

CLASSROOM BEHAVIOR. Appropriate classroom behavior including, respect for other opinions, courteous listening, and considerate use of language is expected of all students. Never enter the classroom while another student is speaking. Inappropriate behavior can result in your removal from the course. See the attached document, Appropriate College Classroom Behavior, for more insight into the instructor’s expectations.

ORAL COMMUNICATION CENTER. (140 AFA) All Speech students have access to the OCC facilities, which will be explained and detailed in class. Recording of the oral presentations will take place in the OCC. Check posted times for availability of the OCC.

Evaluation of Students

Department Standards for Grading Standards

An "A" student attends regularly, follows all instructions, completes all oral and written work at the time assigned, grades average "A," participates frequently and appropriately in class discussion, and projects a positive attitude toward subject matter and fellow students,

A "B" student attends consistently, follows all instructions, completes all oral and written work at the time assigned, grades average "B," participates frequently and appropriately in class discussion, and projects a positive attitude toward subject matter and fellow students.
A "C" student attends frequently, follows all instructions, completes all oral and written work, grades average "C," participates occasionally and appropriately in class discussion, and projects a positive attitude toward subject matter and fellow students.

A "D" student attends infrequently, follows all instructions, completes all oral and written work, grades average "D," participates infrequently and inappropriately in class discussion, and projects a negative attitude toward subject matter and fellow students.

An "F" student does not complete all assignments, participates infrequently and inappropriately in class discussion, projects a negative attitude toward subject matter and fellow students, and misses more than five class sessions.

INSTRUCTOR INFORMATION

Name:
Office phone:
Office hours:
Office location:
E-mail address:
Division Secretary: Lula Lee, Division 141B, Allison Fine Arts Building
Office phone: 685-4624
Note: Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor’s availability at a specific time.
**GRADING PROCEDURE**

All assignments have a maximum point value. Each assignment has a maximum number of points assigned to it. The Attendance Grade is affected by classroom behavior, attitude, participation and attendance record.

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>POSSIBLE POINTS</th>
<th>POINTS EARNED</th>
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<tbody>
<tr>
<td>Syllabus test</td>
<td>25</td>
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<td>Self Introduction</td>
<td>50</td>
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<td>Self Assessment</td>
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<td>Electronic résumé</td>
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<td>Nonverbal Observation Paper</td>
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<td>Interview (Oral 50/ Written 50)</td>
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<td>Exam I</td>
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<td>Group Project</td>
<td>150</td>
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<tr>
<td>Individual</td>
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<td>Group</td>
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<td>Individual</td>
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<tr>
<td>Exam II</td>
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<tr>
<td>Persuasive Presentation</td>
<td>200</td>
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<td>Persuasive Plan</td>
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<td>Oral</td>
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<td>Outline</td>
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<td>Powerpoint</td>
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<td>Bibliography</td>
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<td>Final Exam</td>
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<td>Attendance</td>
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<tr>
<td>Total Points</td>
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WRITING THE COMMUNICATION PAPER

GENERAL INSTRUCTIONS

FORMAT
All written papers should conform to the guidelines of an accepted manuscript style. The *Publication Manual of the American Psychological Association* or the *MLA Handbook for Writers of Research Papers* are recommended. However, regardless of the style used all papers should also conform to the instructor’s preferred guidelines.

PAPER
Prepare papers on standard-sized (8 1/2 X 11) bond paper or standard printer paper.

TYPE ELEMENT
Use a standard font (Arial, Courier, or Times New Roman are preferred). Use a point size of 10 or 12. Avoid the use of Script fonts.

TITLE PAGE (should be included even if using MLA style)
The title page should contain: title of paper, student name, course and section number (SPEECH 1321.120), instructor name, institution (Midland College), and date centered on the page.

SPACING, PUNCTUATION, AND JUSTIFICATION
**Double space** all lines of the paper. Use standardized punctuation, and use only left margin justification.

DOCUMENTATION
Any quotations or sources quoted or paraphrased in a paper should be properly cited (including the textbook). Crediting any and all sources including interviews or surveys used in writing and speaking is an important way of avoiding plagiarism. It is essential that writers and speakers not present the words, thoughts or ideas of another as if it were their own thought or work. A Reference list or Works Cited (Bibliography) should be added to a paper that uses references and the list should be presented in proper citation form.

PROOF READING
Do not depend on “spell checkers” to catch all errors. Word processing programs do not know the difference between “bear” and “bare” or “they’re,” “their” and “there.” Also, proof read your papers for readability and grammar errors.
Appropriate College Classroom Behavior

Various college instructors have many expectations of students in the classroom. Student behavior is constantly evaluated by the instructor, and behaviors which distract others in the classroom are noted. The following list contains suggestions for a Speech student.

A successful Speech student:

Attends class regularly and arrives on time.
Reads the syllabus carefully and pay special attention to the instructor's policies concerning:
- attendance
- make up work
- testing procedures
- grading
- extra credit
- writing requirements and paper formats
- office hours
- methods of instructor contact.
Reads carefully and follows all directions and assignments.
Participates in class discussion without dominating the class.
Asks questions of instructor during class and not of other students.
Stays awake and alert in class.
Visits instructor during office hours.
Display a courteous and inquisitive attitude.
Learns the instructor's name, title, and is able to spell them correctly.
Knows course name, number, and section.
Takes notes (paper and pen) of lecture information and assignments
Turns in work at assigned time.
Learns the subject matter and college jargon.
Does own work and avoids plagiarizing others words or ideas.
Cites sources of information in written and oral assignments.

And the successful speech student **avoids**:

entering the classroom while a classmate is delivering an oral presentation,
telling the instructor: “you cut class to study for another one,”
or asking the instructor, “if anything important was missed during your absence,”
studying for one class while sitting in another one,
talking with fellow students while instructor is speaking,
interrupting class by leaving while class is in session, and
using cell phones, audio players, or beepers during class.
1. This course will study the role of oral communication in the professional and technical world.
   A. True   B. False

2. Students will not need to take notes in class since exams only cover the material in the textbook.
   A. True    B. False

3. Access to Midland College Blackboard and the Internet is required for this course.
   A. True    B. False

4. Your professor will probably allow students to make up tests that they happen to miss but must be done within
   A. a month
   B. one week
   C. the semester
   D. two days

5. Being involved, participating, listening, and contributing in classroom discussion will be reflected in the attendance grade.
   A. True    B. False

6. The grade for an assignment turned in late to this class will be reduced.
   A. True    B. False

7. Citing sources of research in speeches and other oral presentations is a way of avoiding plagiarism.
   A. True    B. False

8. This course will:
   A. Focus only on public speaking skills.
   B. Primarily focus on interpersonal skills.
   C. Cover only group discussion skills.
   D. Survey interpersonal skills, group discussion skills, and oral presentations.
   E. Focus on argumentation and debate skills.

9. Being absent on the day an assignment is due would be penalized in which of the following ways?
   A. Losing points from the attendance grade
   B. The assignment grade being reduced for lateness
   C. Missing out on new information in lecture and discussion
   D. All the above

10. A late arrival or early departure from class will reduce the attendance grade by
    A. 10 points
    B. 5 points
    C. 100 points
    D. 0 points
11. When students arrive to class, they should:
   A. Be prepared to take notes.
   B. Be prepared to participate in activities and discussions.
   C. Be prepared to contribute their ideas and opinions.
   D. Engage in courteous classroom behavior.
   E. Do all of the above.

12. Participating in class and voicing opinions and ideas is ________ in this class.
   A. discouraged
   B. expected
   C. ill-advised
   D. penalized

13. Which of the following statements is false?
   A. All written work must be typed or word processed.
   B. Plagiarism is acceptable.
   C. Absences can affect final grade.
   D. Courteous classroom behavior is expected.
   E. Late work will be penalized.

14. Which of the following would constitute academic dishonesty?
   A. Cheating during a test.
   B. Making up information and indicating that it came from a published source.
   C. Using information in a paper or an oral presentation without appropriately citing sources.
   D. Writing a paper for another student or having another write one’s paper.
   E. All of the above constitute academic dishonesty.

15. Using sexist or prejudicial language, talking with a classmate during a lecture, leaving the classroom during class time, using cell phones and not paying attention are
   A. Noticed by the professor
   B. Considered inappropriate classroom behavior
   C. Distracting to other students
   D. Disrespectful to the professor
   E. All the above.

16. The course calendar is firm and set in stone.
   A. True     B. False

17. Attendance in this course is important because
   A. Class participation is part of the final grade
   B. Not all class information and assignments are in the textbook
   C. Points are deducted for absences
   D. The instructor thinks it’s critical for success
   E. All the above

18. Which of the following statements is false?
   If a student is considering withdrawal from his course, he or she should . . .
   A. speak to the professor about the situation before withdrawing from the course.
   B. assume that professor will administratively withdraw a student that is no longer attending class meetings.
   C. take responsibility for completing the withdrawal forms.
   D. All of the above statements are true.
   E. All of the above statements are false.
19. Contact can be made with the instructor by:
   A. Dropping in during office hours.
   B. Calling the home telephone number
   C. Phone the office telephone number
   D. Sending an e-mail message.
   E. Doing any of the above.

20. The most appropriate form of address for your professor is probably
   A. “Hey you”
   B. “Excuse me old fat guy”
   C. “Dr. Tindall”
   D. “Mr. Tindall”
   E. None of the above

21. A computer or printer problem is an acceptable excuse for a late paper.
    A. True     B. False

22. Turning in hand written papers and reference lists in this class is acceptable.
    A. True     B. False

23. Forty percent of the grade in this class is based on exams.
    A. True     B. False

24. Entering the classroom when a student is making an oral presentation is unacceptable.
    A. True     B. False

25. Using the essay portion of your testing form, answer the following question: What policy or portion of the syllabus do you find least clear?