

University of Wisconsin- Stevens Point
Division of Communication
Communication 101: Principles of Oral Communication
Section 36: Mondays & Wednesdays 6:00 p.m. – 7:15 p.m.
Communication Arts Center (CAC) Room 201

Fall 2015 Course Syllabus

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Office Hours: Mondays & Wednesdays 7:15 p.m. - 8:15 p.m., or by appointment

Course Description

This course is designed to introduce you to the theories, principles and skills necessary to effectively organize and deliver presentations of varying nature. This is an entry level course which allows growth and development of your current skills in communication and composition in order to successfully research, prepare and deliver oral presentations. The skills you will learn and develop in this course are necessary for many if not all of the classes you will take to further your education, and are greatly sought after in the professional world. This course will challenge you to thoughtful research, creative application of the material and professional presentations.

You will get out of this course what you put into it. As with anything you do in life, I would encourage you to read ahead, prepare early and practice.

Objectives

1. Identify strengths and weaknesses as a presenter
2. Research, organize and deliver effective oral presentations
3. Improve critical thinking skills as a researcher, deliverer of information and a listener
4. Recognize, describe and explain key concepts in oral communication

Required Text, Materials & Supplies

- Dan O’Haire, Hannah Rubenstein, & Rob Stewart. (2013). A Pocket Guide to Public Speaking. Boston, MA: Bedford/ St. Martin’s.
- Package of 4x6 lined note cards
- Cell phone or other device for recording presentation (recommended)
- USB storage device (recommended)

Course Assignments & Grading

Assignments have the following point value:

Presentations:	Points:
Presentation 1: Informative- “Share a meaningful turning point”	50
Presentation 2: Informative- “Teaching something novel & new”	100

Presentation 3: Persuasive- “Take a stand”	150
Presentation 4: Special Occasion- “Pay tribute”	75
Total	375
Exams:	Points:
Midterm	75
Final	150
Total	225
Assignments:	Points:
Beginning PRPSA	10
Ending PRPSA	10
Topic Commitment Speech 1:	10
Topic Commitment Speech 2:	15
Topic Commitment Speech 3:	25
Topic Commitment Speech 4:	15
Library Research Assignment 1:	30
Library Research Assignment 2:	70
Full Sentence Outline 1	20
Full Sentence Outline 2	25
Full Sentence Outline 3	50
Full Sentence Outline 4	20
Total	300
Participation:	Points:
Daily participation in class	100
Total points	1,000

Grading Scale

Grades will be calculated using the following grade scale:

Letter	Percentage	Points
A	95 – 100%	950 – 1,000
A-	90 – 94.9%	900 – 949
B+	88 – 89.9%	880 – 899
B	85 – 87.9%	850 – 879
B-	80 – 84.9%	800 – 849
C+	78 – 79.9%	780 – 799
C	75 – 77.9%	750 – 779
C-	70 – 74.9%	700 – 749
D+	68 – 69.9%	680 – 699
D	65 – 67.9%	650 – 679
D-	60 – 64.9%	600 – 649
F	0 – 59.9%	0 – 599

Presentations

Be sure to prepare your presentation so that they are appropriate to the classroom setting. While others are delivering their presentations, be an attentive and respectful listener. Failing to attend

class, or arrive to class unprepared to deliver your speech on the day assigned will result in a “0” for that presentation. You will not be afforded the opportunity to make-up a missed presentation.

Criteria Used for Evaluating Presentations

*Criteria based on National Communication Association Standards for Public Speaking. For more specific criteria see instructor evaluation forms.

The average presentation (grade C) should meet the following criteria:

1. Conform to the kind of presentation assignment given- informative, persuasive, etc.
2. Be ready for presentation on the assigned date.
3. Conform to the time limit.
4. Fulfill any special requirements of the assignment- preparation outline, using visual aids conducting an interview, etc.
5. Have a clear specific purpose and central idea.
6. Have an identifiable introduction, body, and conclusion.
7. Show reasonable directness and competence in delivery.
8. Be free of serious errors in grammar, pronunciation, and word usage.

The above average presentation (grade B) should meet all the preceding criteria and also:

1. Deal with a challenging topic.
2. Fulfill all major functions of an introduction and conclusion.
3. Display clear organization of main points and supporting materials.
4. Support main points with evidence that meets the test of accuracy, relevance, objectivity and sufficiency.
5. Exhibit proficient use of connectives- transitions, internal previews, internal summaries and signposts.
6. Be delivered skillfully enough so as not to distract attention from the presenter’s message.

The superior presentation (grade A) should meet all the preceding criteria and also:

1. Constitute a genuine contribution by the presenter to the knowledge or beliefs of the audience.
2. Sustain positive interest, feeling, and/or commitment among the audience.
3. Contain elements of vividness and special interest in the use of language.
4. Be delivered in a fluent, polished manner that strengthens the impact of the speaker’s message.

The below average presentation (grade D or F) seriously deficient in the criteria required for the C speech due to one or more of the following:

1. Fails to accomplish most obvious requirements of the assignment.
2. Performance demonstrates obvious lack of preparation.
3. Missing the required bibliography/works cited (receives a “0” on assignment) which constitutes incremental plagiarism.
4. Does not deliver presentation on assigned day or delivers on a topic other than what has been assigned.

Exams

There will be two exams: Midterm and Final. Each test will cover materials preceding it- this means the Final Exam will be cumulative. The more you work with the material from this class, the easier it will be to apply the concepts during an exam.

Assignments

All assignments should include your full name, a working title, double spaced, 12 point font and times new roman. You will submit a hard-copy of your assignments on the due-date indicated in the course calendar. Proof read all of your work before turning it in, the quality of grammar and content are very important in a college-level course.

Participation

Participation is determined based on your overall in-class participation. Participation is not fully determined until the end of the semester; however I will take into consideration the following:

1. Attendance is required at all scheduled class periods, no exceptions. This includes punctuality, or arriving to class on-time.
2. Daily participation in class, this means you speak at least once every class period in a thoughtful way which contributes the overall class objectives.
3. Arrive to class fully prepared for the class objects. This means you have read the assigned readings; you listen actively and participate in a meaningful and thoughtful manner.
4. Your peer reviews are thorough, courteous and apply the concepts from the course to contribute to the overall growth and development of the person presenting.

Classroom Policies & Expectations

Cell phones

I will only ask you once to silence your phone, put it away or in any way ask you to leave it alone. After the first request, continued use of cell phones during class time will negatively impact your participation grade.

Late work

Late work is not accepted. No exceptions. I will accept late work for feedback purposes only.

Attendance

Attendance is mandatory. No exceptions. This course requires an audience, it is skills-based, which means you must be in attendance in order to learn concepts, gain practice and give feedback to your peers. In case of an absence it is your responsibility to look at the course calendar to prepare and contact a classmate for more information. Missing class for any reason will result in a "0" on any grade associated with that day which includes but is not limited to: presentations, assignments and participation. Attendance & punctuality are important to the success of learning to apply materials from book and lecture, thus arriving to class 5 minutes late results in an absence for the day.

When a student reaches three (3) absences for any reason (excused OR unexcused) they will receive a **full plus 1/3 letter-grade drop** on their final grade in the course. To clarify how this works, a student who finishes coursework with a 90% and has:

- (0-2) absences = no penalty, final grade of “90%” (A -) in the course
(3) absences = final grade of “75%” (C +) in the course
(4) absences = final grade of “60%” (D) in the course
(5) absences = final grade of “45%” (F) in the course = **failing grade = must repeat the course**

E-mail Policy

I will check and answer e-mails within 24 hours Monday-Friday. I do not check e-mail during weekends. Weekends are defined as starting at 5:00 p.m. on Fridays and end at 8:00 a.m. Mondays. I expect professional and courteous communication via e-mail. This means you will include a salutation, a statement of purpose and a closing; you should also include your full name.

Challenges and Reconsiderations

If you feel that you did not receive a fair evaluation or if you wish for your instructor to reconsider a grade, you may challenge the grade you receive. However, you must observe the following rules:

1. *The challenge must be in writing.*
2. *You must wait a minimum of twenty-four hours to talk to me in person about this, and you must make an appointment during office hours.*
3. *It must be presented within seventy-two hours from the time you receive your grade.*
4. *You must state the grade you think you should have received and the reasons why you think you should have received that grade.*
5. *Your instructor will respond to your challenge within three days.*

Failure to follow any of these rules will result in immediate dismissal of the challenge. A challenge will result in one of three outcomes. Your instructor may do any of the following: a) adjust your grade to a higher grade; b) adjust your grade to a lower grade; or c) not adjust your grade. All responses to challenges will contain written explanation of the actions taken.

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Office of Disability Services, Student Services Center Room 103, call 715-346-3365, or email disserv@uwsp.edu.

Academic integrity

Be honest. Do your own work and uphold the UWSP tradition of integrity and hard work. Plagiarism is not tolerated. Those caught plagiarizing will face charges of academic misconduct which can result in severe consequences ranging from a failing grade on the assignment, failing the course, and/or university expulsion. Talk with your instructor and/or refer to Chapter 14 of the Wisconsin Administrative Code: “Student Academic Standards and Disciplinary Procedures” (<http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf>) if you have any questions.

Community rights & responsibilities

As a UWSP student you have specific rights and responsibilities. You have the right to receive fair and equitable evaluations based on the course objectives outlined in the syllabus and without reference to personal or political views. You have the right to expect timely and accurate information and feedback about your progress and achievements in this course. You also have the responsibility to participate fully in the learning experience and to complete all course requirements. Please refer to the following link for more specific rights and responsibilities afforded to you as a UWSP student:
<http://www.uwsp.edu/admin/stuaffairs/rights/rightsCommBillRights.pdf>.

COMM 101 Student Recognition of Course Policies

I have read and fully understand the general course policies regarding absences, late work, and make-up work. I understand it is my responsibility to follow them and that failure to do so will result in the consequences outlined above:

First & Last Name (please print):	Today's Date:
Signature:	Name of Instructor:

Tell me about yourself and what you would like to get out of this class.

Name: _____

Hometown: _____

Year at UWSP: _____

Major/minor: _____

Veteran: _____

Describe a time you gave a successful speech:

Describe an unsuccessful speech, what happened?

What strengths do you bring to this class?

What challenges will you face in this class?

What, if anything, can I do to help you with these challenges?

What is something you would like to happen in this class?


What is something you do NOT want to happen in this class?

What else would you like me to know about you?

Course Calendar

*Subject to change

Week	Date	Topic	Assigned work to be completed prior to class	Due in class
1	09.02.15	Introduction to Comm 101		pp. 6 & 7 of syllabus
2	09.09.15	Getting Started	Part 1 pp. 1-30.	PRPSA Beginning,
3	09.14.15	Development	Part 2.7 pp.47-54 Part 3 pp. 95-124	Topic Commitment Form 1
	09.16.15	Organization	Part 3 pp. 95-124	Full-Sentence Outline 1
4	09.21.15	Presentation 1		Presentation 1
	09.23.15	Presentation 1		Presentation 1 overflow
5	09.28.15	Development Cont.	Part 2 pp. 35-94 Part 7.23 pp.176-188	
	09.30.15	Introductions, Conclusions	Part 4 pp.125-140	Topic Commitment Form 2
6	10.05.15	Visual Aids	Part 6 pp. 155-174	
	10.07.15	Delivery	Part 5 pp. 141-154	Library Research Assignment 1
7	10.12.15	Midterm Exam	Midterm Exam	Midterm Exam
	10.14.15	Informative Speeches Cont.		Full Sentence Outline 2
8	10.19.15	Presentation 2		Presentation 2
	10.21.15	Presentation 2		Presentation 2
9	10.26.15	Persuasive Speaking	Part 7.24 pp.189-218	
	10.28.15	Library Research		Topic Commitment Form 3
10	11.02.15	Library Research Cont.		
	11.04.15	MMS		
11	11.09.15	Credible Sources		Library Research 2
	11.11.15	Oral Citation		Full Sentence Outline 3
12	11.16.15	Presentation 3		Presentation 3

	11.18.15	Presentation 3		Presentation 3
13	11.23.15	Presentation 3		Presentation 3
	11.25.15	NO CLASS	HAPPY THANKSGIVING!	
14	11.30.15	Commemorative Speaking	Part 7.25 pp.219-230	
	12.02.15	Artistic Language		Topic Commitment 4
15	12.07.15	Presentation 4		Full Sentence Outline 4, Presentation 4
	12.09.15	Presentation 4		Full Sentence Outline 4, Presentation 4
16	12.14.15	Last Day	Final Exam Review	Ending PRPSA
*17	*12.21.15	*Final Exam		*Final Exam

*Optional Final Exam Date of 12.16.2015.