

Comm 101 Oral Communication Winterim 2018

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Office hours: M, W, F 1-2 p.m. and by appointment

About this course

This course explores the practice of public speaking as a central component of participation in the public sphere. Using principles of rhetoric and critical thinking, this course allows you to gain practical experience in speech composition, delivery and critique.

Learning Objectives

GEP Learning Outcomes for Oral Communication

- Compose and deliver articulate, grammatically correct, and organized oral assignments using appropriate communication technologies as well as properly documented and supported ideas, evidence and information suitable to the topic, purpose, genre and audience
- Apply an understanding of elements that shape successful oral communication such as topic, purpose, genre and audience to critique your own and others' delivery and provide effective and useful feedback to improve your and others' communication

GEP Learning Outcomes for Critical Thinking

- Recognize critical thinking as a process of identifying, analyzing, evaluating, and constructing reasoning in deciding what conclusions to draw or actions to take.
- Identify, analyze, evaluate, or construct reasoning as they apply it to general or discipline-specific questions or issues.

Required Readings

- Joshua Gunn, *Speech Craft* (Bedford/St. Martins, 2017). Available for rental at the University Bookstore.
- Additional readings will be distributed through electronic reserve.

Assignments and Grading

Important Due Dates for Speeches and Exams

- **January 6th** Celebratory Speech
- **January 8** Mid-Term Exam
- **January 12** Informative Speech
- **January 19** Persuasive Speech
- **January 22** Final Exam

Major assignments for this course include researching, outlining, revising, presenting and critiquing three speeches: a celebratory speech, an informative speech, and a persuasive speech; and completing a mid-term and final exam. You also will be required to complete a series of in-class and out-of-class assignments throughout the semester designed to help you develop and deepen your oral communication knowledge and skills, to carefully complete required readings, analyze assigned on-line speeches, and participate in class discussions.

Specific, written guidelines for each assignment will be distributed in class. Your speeches will be graded on appropriateness of topic for the assignment and target audience, and on quality of research, content, style, and delivery. Exams will test your mastery of course material including readings, lectures, and discussions. Readings will supplement lectures and discussions --- in other words, reading material may be included on the exam even if we do not cover it in class.

- Major Speeches: Celebratory, Informative, Persuasive (50% of final grade)
- Mid-Term and Final Exams (30% of final grade)
- Portfolio of pass/fail additional assignments (20% of final grade)

Letter grades will be assigned as follows to all graded assignments and the final grade:

94 – 100 % = A	90-93% = A-	87-89% = B+	84-86% = B
80-83% = B-	77-79% = C+	74-76% = C	70-73% = C-
67-69% = D+	64-66% = D	60-63% = D-	

Course Policies

Attendance. The success of this course depends on your active participation. Please arrive on time for each class, ready to actively contribute to class discussion and assignments. If you MUST miss class, please:

- Notify me in advance (in case of emergency, notify me as soon as possible)
- Arrange to get notes from a fellow student. Do NOT ask me what you missed!
- Arrange to have any work due that day turned in at the beginning of class.
- Realize that there will be NO MAKE-UPS for missed in-class assignments.
- If you must miss class on the day of an exam or a speech presentation that you are scheduled to give, you will receive a ZERO for that exam or speech; if you miss on a day that others are scheduled to present their speeches, your final letter grade for the course will be reduced by half a letter grade (from A to A-minus, for example). The ONLY way to avoid these penalties is to bring in documentation of an emergency – a doctor’s note, a funeral notice, a police report of an accident. Emergencies do NOT include being called in to work, sleeping through your alarm, going on a family reunion trip, experiencing car trouble on the way to school, etc.

Please turn off your cell phones. Use of cell phones, tablets, laptops or other technology is not permitted during class, unless it is part of an assignment or a required assistive technology. If you need to use technology in class, please see me.

E-mail. You may e-mail me with questions, comments and concerns, or to set up an individual conference. I check my e-mail regularly during the work week. Please leave at least 24 hours for a response.

Accuracy & Ethics. All work produced for this class must be your own and must be produced for THIS course. If you use others' work, please be sure to cite it appropriately (including information you get from print and digital sources). Plagiarism of any kind will result in a warning. Second offenses will result in a final grade of "F" for the course.