

SPEECH COMMUNICATION 1133—FUNDAMENTALS OF SPEECH COMMUNICATION
FALL, 2021 SYLLABUS

Instructor: Sandra Grant

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OFFICE HOURS: By appointment or Monday and Wednesday from 3:30 to 5:30.

Tuesday and Thursday from 3:30 to 5:00.

Required text is Building a Speech by Sheldon Metcalfe

11:00 to 11:50 MWF Class, Section 101, meets in B 114, Lamar B. Fain Fine Arts Center

2:00 to 2:50 MWF Class, Section 102, meets in B 114, Lamar B. Fain Fine Arts Center

Personal Responsibilities:

ATTEND CLASS. Understand and follow the attendance policy.

BE ON TIME. Tardiness causes problems for you, the class, and me. Three tardies equals one absence.

TAKE NOTES. Bring the necessary tools to class. Be sure to have a pen or pencil and paper.

Complete assignments as instructed and on time.

Be sure that you understand each assignment and when it is due. Please ask me for help when you need help. **KEEP UP WITH YOUR GRADES.**

Conduct yourself according to Student Conduct Code included in this syllabus. Your attitude and your behavior really matter in this class.

Use this syllabus.

GRADING POLICY:

Speech # 1 (Informative Speech)..... 25%

Speech # 2 (Persuasive Speech).....25%

Daily Grade (written and oral assignments, critiques)..... 30%

Final Exam.....20%

GRADING SCALE:

A 90-100

B 80-89

C 70-79

D 60-69

F below 60

0 Failure to perform a speech when scheduled. (Know your assigned day and order.)

0 Failure to hand in written work when it is scheduled/due. (Use your syllabus.)

0 Failure to take scheduled test. (Use your syllabus.)

0 Failure to produce any assigned work when it is scheduled/due.

0 Failure to comply with academic honesty policy.

It is difficult to predict the exact length of time that some assignments will require. Additions, deletions, and substitutions in the schedule are possible. Your cooperation is expected, and appreciated. Dates for tests and assignments and complete instructions will be given during class. This brings us to the importance of attendance.

Attendance: Class room activities and lecture notes are an important part of this course. In order to learn this material, you will need to come to class. "In-class performance" is required, so your attendance is required. Upon your **FIFTH ABSENCE, EXCUSED OR NOT**, you will be asked to drop this class if it is prior to the final drop day. If it is after that deadline, or you do not initiate the drop yourself, you will be instructor-dropped with a final course grade of "F." If absences are due to circumstances truly beyond your control, and you have contacted me according to requirements, you might be allowed to stay in this class. But, your final course grade will be lowered. Tardiness exceeding ten minutes counts as an absence. Three tardies count as one absence. Habitual tardiness, excessive tardiness will result in a negative adjustment to your final course grade. If you arrive after attendance has been taken, it is your responsibility to make sure that you have not been counted absent from the class. You must talk with me after class and clarify this. If you leave class early, you will be counted as absent. According to the MSU Code of Conduct: "Absences due to required participation in university-sponsored activities must be approved by the College Dean or Athletic Director and the Vice President for Academic Affairs.

" Students with written approval must present a signed letter or memo to each instructor at least two days prior to the date of the absence. Only prior notification can guarantee lack of penalty for these absences. It is the responsibility of the student to arrange with the instructor to make up work missed during an authorized absence.

Academically related activities (class field trips, attendance of conferences, etc.) do not qualify as university sponsored activities. Excused absences for such activities may be given at the discretion of the faculty member whose class is missed."

If you know you are going to be absent from class, notify me prior to that date. If you are ill, you will need a medical doctor's written excuse. Present this to me at the beginning of class when you return.

Please, contact me by phone if you have an unexpected absence/emergency situation. Then I will know that you do plan to return and do not plan to drop the class. The right to accept your excuse or not to accept your excuse is the exclusive right of the instructor. This applies to any work missed. There are no exceptions. Please do not schedule appointments of any kind during the time you should be in class. Personal problems such as work, child care, and family situations should be managed so that you do not miss class. Missing class usually affects your grade and work in the class adversely. It creates unnecessary work for the person who has to help you "catch up." Unfortunately, most people do not have that extra time to give you. Your attendance helps all of us to remain focused and to facilitate learning.

In-Class Activities: Exercises will be used in class to illustrate various aspects of the course's content/objectives. It is important that you participate in order to better understand course content/objectives. Please be on time for the beginning of each class. This is necessary so that you will not miss essential instructions nor interrupt class activities.

If you miss a test, you will probably not be allowed to make it up. If a make-up test is allowed, it will be given at the convenience of the instructor. Written assignments will be discussed in class and will be due on specific dates. Please remember that they are due at the beginning of the class on the due date. Late papers will not be accepted. If you are not going to be in class

on the day that written work is due, in some cases, another student may hand in your work for you. Please discuss that with me prior to the deadline. It may also be slipped under my office door prior to class time on the date it is due. Again, late papers will not be accepted under any circumstances. If you arrive late on the day a paper is due, the paper will be considered late and will not be accepted.

PLEASE BE SURE THAT MSU HAS YOUR CORRECT EMAIL. YOU WILL RECEIVE MESSAGES FROM MSU DURING THE SEMESTER, AND ALSO FROM INSTRUCTORS. IT IS YOUR RESPONSIBILITY TO CORRECT ANY PROBLEMS WITH YOUR EMAIL. NO ONE ELSE CAN DO THAT FOR YOU.

PLEASE REVIEW THE MSU PROTOCOL IF YOU FEEL YOU MIGHT HAVE COVID 19. WE ARE TRYING TO HELP PROTECT YOU AND ALSO KEEP YOU ON CAMPUS AT MSU. THERE IS HELP IF YOU DO BECOME ILL. JUST KEEP US INFORMED AND FOLLOW THE MSU PROTOCOL , WHICH IS BASED ON THE LATEST GUIDELINES. MASKS ARE NOT MANDATED. IF YOU WANT TO WEAR A MASK, THAT IS ACCEPTABLE EXCEPT WHEN YOU ARE GIVING A PRESENTATION. I MIGHT ALSO ASK YOU TO LOWER YOUR MASK SO I CAN UNDERSTAND YOU WHEN YOU ARE ASKING A QUESTION OR SOMETHING SIMILAR.

Academic dishonesty:. The MSU Code of Student Conduct states:

Dishonest work on examinations is a serious offense as is plagiarism, the act of using source material of other persons (either published or unpublished) without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given. Neither offense will be tolerated by the University and appropriate disciplinary action will result. Additional guidelines on procedures in these matters may be found in the Office of the Dean of Students

Plagiarism is lying, cheating, and stealing. The Student Creed developed and adopted by the MSU Student Government reinforces the discouragement of plagiarism and other unethical behaviors. The first statement of the Creed reads, "As an MSU student, I pledge not to lie, cheat, steal, or help anyone else to do so." Violation of this policy will result in the student receiving a failing grade for this course.

Furthermore, do not take pictures of any exam given in this course. That appears to be an attempt at academic dishonesty, and will be treated as such. If you do not understand this, please ask me to clarify.

Student conduct: The MSU Code of Student Conduct will be strictly followed. Briefly, this means that any student conduct that is intentionally rude, disruptive, threatening, harassing, or has the purpose or end result of interfering with an individual's academic or work performance will not be tolerated. This includes any behavior that interferes with your instructors ability to conduct class. Such behavior undermines University Policy and interferes with the educational process. Violators will be appropriately dealt with at the discretion of the instructor. This may include dismissal from the course without credit, a final course grade of "F," and disciplinary action from the appropriate University officials.

"MSU actively promotes the philosophy that students are responsible for their own lives and learn responsibility when they bear the consequences of their actions and inactions."

Presentations require that you dress appropriately. Simply follow the instructions given for each assignment. During class you will be allowed to wear a cap if it is considered not to be a disruption or inappropriate by the instructor. Caps cannot be worn during presentations or speeches. Please do not wear the hood of your hoodie pulled up during class. If you are unclear concerning appropriate clothing, please ask me to clarify.

In addition, the University requires faculty to provide this statement to all students:

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and educational purposes.

In accordance with the law, MSU provides students with documented disabilities certain academic accommodations. Students with disability must be registered with Disability Support Services before classroom accommodations can be provided. If you are a student with a disability, please contact me no later than some time during the first week class of class.

Privacy statement: Conflict resolution of any type is best handled by you and your instructor. Federal privacy law prohibits the release of certain information about students without written consent. Even with written consent, I will not, in most cases, discuss your academic progress with your parents or significant other. Please do not have them call me or visit my office. College students are adults and are responsible for their actions or lack of action. (See statement under Student Conduct referred to as MSU Philosophy.)

ELECTRONIC AND OR TECHNICAL DEVICES CREATE DISTRACTIONS THAT ARE NOT ACCEPTABLE IN THIS CLASSROOM. PREFERABLY, KEEP THESE OUT OF REACH DURING CLASS. THEY MUST BE TURNED OFF AND KEPT OFF AND OUT OF SIGHT DURING CLASS. THESE DEVICES HAVE BEEN KNOWN TO BE USED FOR ACADEMIC DISHONESTY. THAT SERIOUS ISSUE HAS BEEN COVERED EARLIER IN THE SYLLABUS. IF YOUR CELL PHONE, BEEPER, PAGER, ETC. MAKES ANY NOISE, THE INSTRUCTOR RESERVES THE RIGHT TO ASK YOU TO LEAVE CLASS AND NOT RETURN UNTIL THE NEXT CLASS MEETING. SO, THAT WOULD MEAN YOU WILL BE COUNTED ABSENT FOR THAT CLASS. REMEMBER THAT YOU ARE ALLOWED A LIMITED NUMBER PF ABSENCES IN THIS CLASS. THE INSTRUCTOR ALSO RESERVES THE RIGHT TO EMBARRASS YOU MERCILESSLY FOR SUCH AN OFFENSE. PLEASE, JUST DON'T DO IT.

Seriously, it isn't necessary for you to do this.

SIMPLY PUT, ONCE CLASS HAS STARTED, CELL PHONE USE MUST STOP. PUT YOUR PHONE AWAY SO YOU WILL NOT BE TEMPTED TO USE IT. IF PROBLEMS DEVELOP WITH YOU AND YOUR CELL PHONE USE, YOU WILL BE ASKED TO LEAVE CLASS. CONTINUED PROBLEMS WILL RESULT IN YOU BEING ASKED TO DROP THE CLASS OR BEING DROPPED FROM THECLASS. IT IS DISRUPTIVE. IT IS NOT NECESSARY. IT IS RUDE. PLEASE READ THE STATEMENT ABOUT

STUDENT CONDUCT. IT BECOMES A PROBLEM ANY TIME I HAVE TO STOP CLASS AND ASK YOU TO PUT YOUR PHONE AWAY.

SOCIAL JUSTICE: Social justice is one of Midwestern State University's stated core values. This classroom is a place where students will be treated with respect regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, and even ability. As stated earlier, we will be considerate of one another and even be kind. It provides a much better learning environment. Diversity of thought is appreciated and encouraged. But, that is provided we can all agree to disagree.

Rudeness and airing of "personal issues" just to take up class time is out of place. All students need to feel that this classroom is a safe place to learn and hopefully even enjoy

So, please understand that talking with others in class when you should be listening to your instructor hurts you and the other people you are distracting. IT IS RUDE, INAPPROPRIATE, AND CANNOT BE TOLERATED. IF YOU CONTINUE TO TALK AFTER I HAVE ASKED YOU TO STOP, IT WILL RESULT IN YOU BEING ASKED TO LEAVE CLASS. YOU WILL BE COUNTED ABSENT.

CONTINUED PROBLEMS WILL RESULT IN YOU BEING ASKED TO DROP THE CLASS OR BEING DROPPED FROM THE CLASS WITH THE GRADE OF "F." A CONDUCT ALERT WILL BE SENT TO THE DEAN OF STUDENTS OFFICE. You might be able to handle conversation and listening at the same time—or at least fully believe that you can. But, the person you are disturbing might not be able to do so. It can adversely affect your grade or someone else's grade. Consider that during a presentation, it's upsetting to most presenters to see someone in the audience talking to someone, working on something else, or acting bored. You don't want to be treated this way. So, just don't do it. It's a life skill that you need to learn if you have not done so already.

BY STAYING ENROLLED IN THIS CLASS AND ACCEPTING THIS SYLLABUS, YOU ARE INDICATING THAT YOU UNDERSTAND AND ACCEPT THE TERMS OF THIS SYLLABUS. THERE IS NO REFERENCE TO WHETHER YOU AGREE OR LIKE THESE TERMS, JUST THAT YOU DO UNDERSTAND WHAT IS EXPECTED AND AGREE TO ABIDE. I KNOW. BUT, IT IS NECESSARY.

REMINDER: ABSENCES AND TARDIES ARE A PROBLEM IN THIS CLASS. GUIDELINES ARE STRICTLY FOLLOWED. IF YOU ARE ALLOWED TO STAY IN THIS COURSE, YOUR FINAL GRADE WILL BE LOWERED. ATTENDANCE WILL BE TAKEN. SO, PLEASE BE ON TIME. YOU HAVE A LIMIT OF FIVE ABSENCES, AS EXPLAINED EARLIER IN THIS SYLLABUS.

Mid-term grades are scheduled to be posted. Please understand that this grade does NOT represent your final grade in this course. Your final grade might be higher or lower than your mid-term grade depending on your work during the rest of the course. It is a statement of how you are doing in the course at mid-term.

STAY FOCUSED. KEEP UP WITH YOUR ASSIGNMENTS. IF YOU HAVE QUESTIONS OR ISSUES, PLEASE CONTACT ME PROMPTLY.

WELCOME BACK TO CAMPUS! WE ARE SO EXCITED THAT YOU ARE HERE!

FALL, 2021

Instructor: Sandra Grant

SPEECH 1133 FUNDAMENTALS OF SPEECH COMMUNICATION

TEXT: Building a Speech by Sheldon Metcalfe

OBJECTIVES and ACTIVITIES. You will be presenting original researched speeches based on communication criteria taught in class. The course material will enable you to analyze your thoughts, organize those thoughts into a logical, coherent pattern, and communicate your message more effectively. Critical thinking skills will be used to apply communication concepts as a speaker and as an audience member. You will learn to use specific criteria to evaluate messages/speeches given by other students. Remember that on some days you will not have a specific assignment. Your assignment for every class is to go over the material we have discussed, including any handouts, and make sure you understand it. If not, please let me know. Ask for help early. Don't put this off and cause yourself to have unnecessary problems with assignments.

SCHEDULE OF TOPICS, ACTIVITIES, AND ASSIGNMENTS

DATE	TOPIC/ACTIVITY/ASSIGNMENT	READING IN BOOK
Monday, August 23	Introduction to the Course	
Wednesday, August 25	Instructions for partners speech	Chapters 1 and 2
Friday, August 27	Communication Apprehension	Chapter 5
Monday, August 30	Instructions for the informative speech	Chapter 15
Wednesday, September 1	Topic Selection	Chapter 7
Friday, September 3	Audience Analysis	Chapter 11
Monday, September 6	NO CLASS. LABOR DAY	
Wednesday, September 8	Present dyadic speaking assignment	
Friday, September 10	Present dyadic speaking assignment	

DATE	TOPIC/ACTIVITY/ASSIGNMENT	READING IN BOOK
Monday, September 13	Research and Supporting material	Chapters 8 & 9
Wednesday, September 15	Introductions and Conclusions TOPIC IS DUE FOR SPEECH # 1	Chapter 11
Friday, September 17	Ethics and Language	Chapters 6 and 13
Monday, September 20	Delivery	Chapter 14
Wednesday, September 22	Expansion Day	
Friday, September 24	<p>SPEECH #1 OUTLINE IS DUE AT THE BEGINNING OF CLASS. IT MUST BE SUBMITTED ON TIME. PLEASE BE ON TIME. IT MUST BE CORRECTED AS DIRECTED BEFORE YOU WILL BE GIVEN A SPEAKING NUMBER. IN OTHER WORDS, IF YOU FAIL TO CORRECT YOUR OUTLINE WITHIN THE TIME LIMIT, YOU WILL NOT BE GIVEN A SPEAKING NUMBER. YOU WILL NOT BE GIVING THE SPEECH AND WILL RECEIVE A ZERO FOR YOUR GRADE ON THE SPEECH. LATE OUTLINES WILL NOT BE ACCEPTED. THEY ARE ACCEPTED TODAY ONLY. THIS OUTLINE IS ESSENTIALLY THE WRITTEN COPY OF YOUR SPEECH AND CONTAINS YOUR RESEARCH. IT INDICATE WHETHER YOU HAVE MET THE REQUIREMENTS, AND ARE READY TO SPEAK.</p>	
Monday, September 27	Presentational Aids	Chapter 12
Wednesday, September 29	Listening. How to write critiques. You are required to attend all classes during speeches, and write critiques on the days that you do not speak. Critiques are graded. If you are absent, you will receive a zero. FAILURE TO ATTEND THE FINAL SPEECHES WILL REDUCE YOUR EXAM GRADE TO ZERO.	Chapter 4
THURSDAY, SEPTEMBER 30	<p>LAST DAY TO GET YOUR CORRECTED OUTLINE APPROVED IF YOU INTEND TO PRESENT YOUR SPEECH. OUTLINES WILL NOT BE ACCEPTED NOR APPROVED AFTER THIS DATE. NO EXCEPTIONS CAN BE MADE.</p>	
Friday, October 1	Expansion Day. SPEECHES MIGHT BEGIN TODAY.	

DATE	TOPIC/ACTIVITY/ASSIGNMENT	READING IN BOOK
<p>MONDAY, OCTOBER 4-- FRIDAY, OCTOBER 15</p>	<p>PRESENT SPEECH #1. IT IS YOUR RESPONSIBILITY TO KNOW THE DAY YOU ARE GOING TO SPEAK. YOU MUST YOU MUST SPEAK ON YOUR ASSIGNED DAY. FAILURE TO DO SO WILL RESULT IN A ZERO FOR YOUR GRADE ON THIS SPEECH. BEING PREPARED TO SPEAK ON TIME IS A PART OF YOUR ASSIGNMENT. THERE ARE NO EXCEPTIONS. AGAIN, YOU MUST BE PRESENT ON EACH DAY THAT SPEECHES ARE PRESENTED TO WRITE CRITIQUES.</p>	
Monday, October 18	Instructions for Persuasive Speech	
Wednesday, October 20	Topic Selection	Review Chapter 7
Friday, October 22	Organization	Chapter 16
Monday, October 25	<p>Using Evidence. TOPIC IS DUE FOR PERSUASIVE SPEECH THIS IS SPEECH #2.</p>	Chapter 17
Wednesday, October 27	Using Appeals	
Friday, October 29	Reasoning	
Monday, November 1	Language for Persuasion,	Review Chapter13
Wednesday, November 3	Perception	
Friday, November 5	<p>SPEECH # 2 OUTLINE IS DUE AT THE BEGINNING OF CLASS. IT MUST BE SUBMITTED ON TIME. PLEASE BE ON TIME. IT MUST BE CORRECTED AS DIRECTED BEFORE YOU WILL BE GIVEN A SPEAKING NUMBER. IN OTHER WORDS, IF YOU FAIL TO CORRECT YOUR OUTLINE WITHIN THE TIME LIMIT, YOU WILL NOT BE GIVEN A SPEAKING NUMBER. YOU WILL NOT BE GIVING THIS SPEECH AND WILL RECEIVE A ZERO FOR YOUR GRADE ON THIS SPEECH. LATE OUTLINES WILL NOT BE ACCEPTED. THEY ARE ACCEPTED TODAY ONLY. THIS OUTLINE IS ESSENTIALLY THE WRITTEN COPY OF YOUR SPEECH AND CONTAINS YOUR RESEARCH. IT INDICATES WHETHER YOU HAVE MET THE REQUIREMENTS, AND ARE READY TO SPEAK.</p>	

DATE	TOPIC/ACTIVITY/ASSIGNMENT	READING IN BOOK
Monday, November 8	Review for the Test. Study guide, class notes, handouts.	
Wednesday, November 10	Review for the Test.	
THURSDAY, NOVEMBER 11	DEADLINE TO GET YOUR CORRECTED OUTLINE APPROVED. OUTLINES WILL NOT BE ACCEPTED NOR APPROVED AFTER THIS DATE.	
Friday, November 12	FINAL EXAM WILL BE GIVEN. THIS IS PART ONE.	
Monday, November 15	FINAL EXAM WILL BE GIVEN. THIS IS PART TWO.	
Wednesday, November 17	Delivery. Get tests back and discuss results. Review Chapter 14	
Friday, November 19	Expansion Day.	
MONDAY, NOVEMBER 22	SPEECHES MIGHT BEGIN TODAY. THAT'S SPEECH #2.	
WEDNESDAY, NOVEMBER 24 FRIDAY, NOVEMBER 26	THANKSGIVING BREAK. NO CLASSES	
MONDAY, NOVEMBER 29- FRIDAY, DECEMBER 3	PRESENT SPEECH #2. IT IS YOUR RESPONSIBILITY TO KNOW THE DAY YOU ARE ASSIGNED TO SPEAK. YOU MUST SPEAK ON YOUR ASSIGNED DAY. FAILURE TO DO SO WILL RESULT IN A ZERO FOR YOUR GRADE ON THIS SPEECH. BEING PREPARED TO SPEAK ON TIME IS A PART OF YOUR ASSIGNMENT. THERE ARE NO EXCEPTIONS. AGAIN, YOU MUST BE PRESENT ON EACH DAY THAT SPEECHES ARE PRESENTED TO WRITE FAILURE TO ATTEND THE FINAL SPEECHES PRESENTED ON THE FINAL EXAM DAY WILL REDUCE YOUR FINAL EXAM TO ZERO.	

SPECIAL NOTICE:

**Final Speeches will be continued during the final exam week.
Your final speaking day will be:**

11:00 MWF CLASS	Monday, December 6	10:30 a.m. to 12:30 p.m.
2:00 MWF CLASS	Wednesday, December 8	5:45 p.m. to 7:45 p.m.

AGAIN, THIS IS A PERFORMANCE BASED CLASS. IT IS, THEREFORE, DIFFICULT TO PREDICT THE EXACT LENGTH OF TIME THAT SOME ASSIGNMENTS WILL REQUIRE. ADDITIONS, DELETIONS AND EVEN SUBSTITUTIONS IN THE SCHEDULE ARE POSSIBLE. YOUR COOPERATION, UNDERSTANDING, AND PATIENCE IS EXPECTED—AND VERY MUCH APPRECIATED.

BY STAYING ENROLLED IN THIS CLASS AND ACCEPTING THIS SYLLABUS, YOU ARE INDICATING THAT YOU UNDERSTAND AND ACCEPT THE TERMS OF THIS SYLLABUS. THERE IS NO REFERENCE AS TO WHETHER YOU AGREE WITH OR LIKE THESE TERMS, JUST THAT YOU DO UNDERSTAND WHAT IS EXPECTED OF YOU AND AGREE TO ABIDE BY THESE TERMS.

I KNOW. IT IS A LOT OF INFORMATION. REALLY, IT'S GOING TO BE JUST FINE.

**RREMEMBER: STAY FOCUSED
KEEP UP WITH YOUR ASSIGNMENTS
ATTEND CLASS
CONTACT ME PROMPTLY IF YOU HAVE QUESTIONS**