

COMS 101: Foundations in Oral Communication
Fall 2004--3 hrs. credit

- **TT: Sect. 002; 12:30-1:45pm; Reynolds 114**

Instructor: Sherry Ford *Office:* Reynolds 206 *Telephone ext.* 6202

Office hours: MW: 1:00 pm – 3:30 pm; TT: 10:00 am – 11:00 am; 2:00 pm—3:30 pm.

Please schedule office hour appointment(s) in advance after class or by telephone (emergencies excepted).

E-mail address: fords@montevallo.edu

Course Description: Students will be introduced to the principles and functions of oral and nonverbal communication. The format will include lecture, discussion and performance.

Course Purposes: Students will be introduced to the study of communication at the intrapersonal, interpersonal, small group, and public levels. Students will participate in various graded and ungraded communication exercises designed to increase students' communication competency in different contexts. The goals of this class are to:

- 1) Help students recognize and control communication apprehension.
- 2) Introduce students to the critical thinking processes involved in topic selection, argument formation and arrangement, audience analysis, and speech research.
- 3) Grade students' use of appropriate language, spelling, syntax, proper speech outline, and grammatical writing in various communication settings.
- 4) Sensitize students to the ethical considerations involved in the communication process.
- 5) Increase students' knowledge of speech communication as a discipline and its historical foundations.
- 6) Facilitate students' understanding of how groups work and how to be a successful group member.
- 7) Enhance students' nonverbal communication competence in interpersonal, group and public speaking contexts.

Required Texts:

- Beall, Melissa L. and William J. Seiler, *Communication: Making Connections*, 6th Edition, Needham Heights, Massachusetts: Allyn and Bacon, 2005.
- Bell, S. B., Renzi-Callaghan, P., Simone, S. P., Ford, S. G. (2004). *The Art of Communicating Effectively*, 3rd Edition. Boston: Pearson.

Attendance Policy: Students must attend class regularly in order to do well in this course. Students will be able to have absences related to illness, emergencies and required UM business excused if they provide the instructor appropriate documentation **during the class period on the day of return to class**. If possible, students should notify the instructor of any excused absences before the day to be missed.

NOTE: COMS 101 is an UM core course for General Education. It also satisfies several ASDE requirements for Teacher Certifications "Knowledge and Skills." Specifically, State Department of Education Rule numbers 8(a) 1(xvi), (2)(a) 1(iii) and (2)(a) 2(ii) are met through review of Parts I-IV of the course content outline and practical assignments.

Grading: You will be tested on your knowledge of the information in the textbook, as well as information discussed in class. You will be given three examinations consisting of multiple choice, fill in the blank, short answer and matching questions. You will also be required to present one speech to the class and participate in a simulated interview exercise. In addition, you will be required to participate in a graded group project. Finally, you will be given a grade for positive class participation, which will consist of completing in-class and homework assignments, and other daily activities.

<u>Assignment</u>	<u>Point Distribution</u>	<u>Grading Scale</u>
Exam 1 (Midterm)	200 points (20%)	900-1000 = A
Exam 2 (Final)	200 points (20%)	800-899 = B
Major Speech	200 points (20%)	700-799 = C
Group Project	150 points (15%)	600-699 = D
Intro. Speech	50 points (5%)	599-below = F
Interview	100 points (10%)	
Participation*	100 points (10%)	

(*includes prompt attendance, quizzes, homework, class discussion)

Speeches: For one of your assignments, you will be asked to deliver either an informative or a persuasive speech. This speech will be prepared in advance and should be 5-7 minutes long. You will be required to turn in a typed, formal sentence outline that follows the format outlined in class as well as in the book. However, you will not read the outline in class on your speaking day. Rather, you will speak from a key-word outline using an extemporaneous delivery style. Students will be evaluated on their ability to: choose and develop appropriate speech topics; arrange ideas in a logical order with appropriate supporting materials and use of written language; and deliver a speech displaying competent vocal and nonverbal qualities.

NOTE: *You may not make up speeches except in the case of DOCUMENTED emergency (i.e., illness, death in the family etc) Students should be prepared to give speeches on the first day those speeches start, as students will be called on randomly to speak. All students typing speech outlines and other assignments must meet the deadline dates for the possibility of receiving full credit. To be accepted, these must be typed and in the correct format.*

Academic Honesty

To plagiarize is to "present as new and original an idea or product derived from an existing source." Your assignments must reflect your own effort. In situations where external sources are used, you must acknowledge your sources and add your own analysis. Otherwise, it is plagiarism. If you plagiarize or cheat, the minimum penalty is an F on the assignment; other penalties could include an F for the course and/or suspension. All instances of academic dishonesty must be reported to the Justice Council.

Policy statement regarding students with disabilities: It is the policy of the University of Montevallo to afford equal opportunity in education to qualified students. If you have a disability that may prevent you from meeting course requirements, Student Support Services (6250) to develop an Accommodation Plan. Course requirements will not be waived but reasonable accommodation will be developed to assist you in meeting the requirements. Accommodation cannot be retroactive. You must ask for an accommodation at the beginning of the semester. (Draft: 4 DEC 92)

Student U-Mail:

The University has established e-mail (UMail) addresses (userID@umail.montevallo.edu) as one of the **official** means by which the University communicates with students. Faculty will use the UMail system as one of the methods to communicate with students and to distribute appropriate class materials **effective Fall 2003**. Students should access links on the University's web site for UMail instructions, tips, and guidelines for management of UMail accounts or contact the Division of Student Affairs or the Office of Computer Services.

Note: It is students' responsibility to monitor and manage their accounts regularly.

There is a capacity limit on student UMail mailboxes. Students should practice good e-mail management of their accounts. Any messages over 60 days old are subject to an automated purge by the UMail system.

Other Classroom Policies

Late Work: Assigned work is due at the time class begins on the due date. Students may or may not be granted permission to turn in work after it is due—that decision is entirely at the instructor's discretion. Students who are granted permission to submit work late will receive a grade reduction on that assignment equivalent to 10% per day that the work is late (the reduction equals a full letter grade on that assignment per day).

Make-up Work: Make-up oral presentations **cannot** be permitted except in extreme and unusual circumstances. A student who misses a scheduled oral presentation will forfeit all the points for that assignment.

Paper Submissions: All written work should be submitted on **paper, double-spaced, in 12-point type**. Please staple your papers together at the upper left corner. Do not submit folders or plastic covers.

Presentations: Appropriate, conservative attire should be worn when making classroom presentations.

Electronic Devices: All pagers, cell phones, and other beeping devices must be turned off during class time.

Modifications to Syllabus: I reserve the right to modify the syllabus and schedule at any time during the semester. Adequate notice of changes will be given to all students.

Final Notes on Policy: I expect that students will attend class, turn in assignments on time, and relate to other class participants in an ethical manner. I expect students to accept responsibility for their own actions. In turn, I promise to conduct the class fairly and honestly. Students with concerns about any aspect of the course are encouraged to speak with me.

Teacher Education Program (College of Education)

COMS 101 satisfies the following requirements for teacher education candidates majoring in Language Arts:

III-E: Candidates will demonstrate high levels of professionalism by exhibiting effective written (e.g. correct grammar and mechanics, correct spelling, organization, legibility), verbal (e.g. standard speech, pronunciation, fluency, and vocabulary and style appropriate to level of audience), nonverbal, and media communication techniques to be assessed by formal sentence or key-word speech outlines and delivered speeches with presentational aids.

LA 3: Candidates will demonstrate knowledge of curriculum and subject matter by understanding the impact of purpose, occasion, and audience on written and spoken discourse to be assessed by delivered speech presentations.

LA 6: Candidates will demonstrate knowledge of curriculum and subject matter by understanding and applying the basic concepts of speech communication, including the process of oral communication (speech and group discussion); the role of communication in resolving conflict, and

the role of speech across the curriculum to be assessed by exercises in public speaking and group discussion.

LA 14: Candidates will demonstrate knowledge of curriculum and subject matter by incorporating a variety of individual and group activities and multimedia, multi-sensory techniques in the teaching of oral and written communication to be assessed by delivered speeches with presentational aids.

VI-F: Candidates will demonstrate effective instructional planning and decision-making practices to be assessed by the use of the Internet to find information for speech presentations.

Schedule of Topics and Readings

Note: All assignments are in bold type and are to be completed before class on the day they are assigned in the schedule. Please bring your books or readings to class for reference during discussions. Written assignments are due at the beginning of class on the date specified in the syllabus.

Aug. 31	Review syllabus; course introduction and requirements
Sept. 2	Chapter 1 Connect. Process & Principle./pair ups for intros Meet with intro partners; WB p. 9
7	Labor Day Holiday-NO CLASS
9	Chapters 2 & 3 Connecting Self/Connecting Perceptions; WB p.89-90 Chapter 5 Nonverbal Communication; WB p. 94
14	<i>STUDENT INTRODUCTIONS</i>
16	<i>STUDENT INTRODUCTIONS</i>
21	Chapter 7 Selecting a topic and Relating to the Audience; WB pp. 49, 82 <i>Handout Speech Materials and Select Speaking Day</i>
	Chapter 8 Gathering and Using Information; p. 79
23	Chapter 9 Organizing and Outlining Your Speech; WB pp. 51, 52, 55
28	Chapter 11 Informative Speaking, Chapter 12 Persuasive Speaking
30	Chapter 10 Anxiety, Delivery, A-Vas; WB pp. 59, 84
5	EXAM #1
7	<i>INFORMATIVE/PERSUASIVE SPEECHES BEGIN</i>
12	<i>INFORMATIVE/PERSUASIVE SPEECHES</i>
14	<i>INFORMATIVE/PERSUASIVE SPEECHES</i>
19	<i>INFORMATIVE/PERSUASIVE SPEECHES</i>
21	Appendix Interviewing: Preparing for Your Future; WB pp. 25, 26, 30 <i>Handout Interview Assignment Materials and Select Interview Day</i>
26	Workshop for Interviews—Bring Resumes
28	<i>INTERVIEW ASSIGNMENT BEGINS</i> (all students prepared with either typed questions [interviewer] or typed resume [interviewee]).

Nov.	2	<i>INTERVIEWS CONTINUE</i>
	4	Chapter 16 Participating in Groups and Teams <i>Handout project materials and select groups.</i>
	9	Chapter 15 Group and Team Communication
	11	Chapter 13 Interpersonal Communication; WB p. 97; Chapter 6 Listening and Thinking
	16	View Interpersonal Comm. Film
	18	Chapter 14 Developing Relationships, WB pp. 96, 99
	23	Group Workshop
	25	<i>THANKSGIVING BREAK</i>
	30	Group Workshop
Dec.	2	<i>GROUP PROJECTS</i>
	7	<i>GROUP PROJECTS</i>
	9	<i>GROUP PROJECTS</i>

Finals Week Dec. 13-17

Scheduled Times for Finals:

Thursday ; December 16th 10:30 a.m.-12:30 p.m. Reynolds 114