COMM 131x FUNDAMENTALS OF ORAL COMMUNICATION  
Group Context Summer 2014  
Professor: Peter A. DeCaro, Ph.D.  
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Office Hours: Wednesdays 4:00-5:00 p.m.; and by appointment  
Classroom: Gruening Building 402  
Meeting Times: May 27 – May 30, 2014: Tuesday, Wednesday, Thursday, and Friday, 2:00 p.m. – 3:50 pm.  
June 2 – July 2, 2014: Mondays, Tuesdays, Wednesdays, and Thursdays, 2:00 p.m. – 3:50 p.m.  

**Required Reading:**  
http://www.publicspeakingproject.org/psbvirtualtext.html  

**DAILY SCHEDULE***  
**DAY READING TOPIC READING ASSIGNMENT / ACTIVITY**  

**MAY**  
**Week 1**  
**27 Tuesday**  
Course overview, form groups, Problem-solving topic selection for Group Presentations  
Sign-up sheet for diagnostics  

**28 Wednesday**  
Diagnostic Presentations 5 min delivery on topic of choice  

**29 Thursday**  
Diagnostic Presentations 5 min delivery on topic of choice  

**Reading Assignment for Friday May 30:**  
Read Role of Communication in Groups and Teams **Chapter 1** - DeCaro  
Read Developing Effective Groups and Teams **Chapter 2** – DeCaro  
Read Informative Speaking **Chapter 15** – Virtual Text  

**30 Friday**  
Discuss Role of Communication in Groups and Teams **Chapter 1** - DeCaro  
Discuss Developing Effective Groups and Teams **Chapter 2** – DeCaro  
Discuss Informative Speaking **Chapter 15** – Virtual Text  
Group work problem-solving  

**Reading Assignment for Monday June 2:**  
Power Roles: Members, Leaders and Ethics **Chapter 3** - DeCaro  
Read Audience Analysis **Chapter 5** – Virtual Text  
Read Supporting Your Ideas **Chapter 7** -Virtual Text
JUNE
Week 2
2 Monday
Discuss Power Roles: Members, Leaders and Ethics Chapter 3 - DeCaro
Discuss Audience Analysis Chapter 5 – Virtual Text
Discuss Supporting Your Ideas Chapter 7 - Virtual Text
Group work problem-solving

Reading Assignment for Tuesday June 3:
Member Roles and Responsibilities Chapter 4 - DeCaro
Read Organizing and Outlining Chapter 8 - Virtual Text
Read Introductions and Conclusions Chapter 9 – Virtual Text

3 Tuesday
Discuss Member Roles and Responsibilities Chapter 4 – DeCaro
Discuss Organizing and Outlining Chapter 8 - Virtual Text
Discuss Introductions and Conclusions Chapter 9 – Virtual Text
First Informative Speech Sign-up Sheet

4 Wednesday
First Informative Speech 5 minute delivery

5 Thursday
First Informative Speech 5 minute delivery

Reading Assignment for Monday June 9:
Read Leadership and Leadership Styles Chapter 5 - DeCaro

Week 3
9 Monday
Discuss Leadership and Leadership Styles Chapter 5 – DeCaro
Group work problem-solving
Review for Midterm Exam

Reading Assignment for Tuesday June 10:
Read Visual Aids Chapter 13 – Virtual Text
Read Delivering Your Speech Chapter 12 – Virtual Text

10 Tuesday
Midterm Exam Ch.#1-5 – DeCaro
Discuss Visual Aids Chapter 13 – Virtual Text
Discuss Delivering Your Speech Chapter 12 – Virtual Text
Review for Second Informative Speech

11 Wednesday
Second Informative Speech with Visual Aid

12 Thursday
Second Informative Presentations

Reading Assignment for Monday June 16:
Read Leadership, Persuasion and Motivation Chapter 6 – DeCaro
Read Using Language Well Chapter 10 – Virtual Text

Week 4
16 Monday
Discuss Leadership, Persuasion and Motivation Chapter 6 – DeCaro
Discuss Using Language Well Chapter 10 – Virtual Text
Group work problem-solving

Reading Assignment for Tuesday June 17:
Read Leadership & Team Building Chapter 8 - DeCaro
Read Speaking With Confidence Chapter 11 – Virtual Text

17 Tuesday
Discuss Leadership & Team Building Chapter 8 - DeCaro
Read Speaking With Confidence Chapter 11 – Virtual Text
Group work problem-solving
Review For Fishbowl

18 Wednesday
Fishbowl

19 Thursday
Fishbowl

Reading Assignment for Monday June 23:
Read Goal-Setting Chapter 10 - DeCaro

Week 5
23 Monday
Discuss Goal-Setting Chapter 10 - DeCaro
Group work problem-solving

Reading Assignment for Tuesday June 24:
Read Conflict Management Chapter 12 – DeCaro
Read Group Presentations Chapter 18 – Virtual Text

24 Tuesday
Discuss Conflict Management Chapter 12 – DeCaro
Discuss Group Presentations Chapter 18 – Virtual Text
Group work problem-solving

25 Wednesday
Group work review for Third Informative Speech

26 Thursday
Third Informative Speech – Problem-Solving Group Presentations –

Week 6
30 Monday
July
1 Tuesday
Third Informative Speech – Problem-Solving Group Presentations –
Review Final Exam Ch.#6-8, 10, 12 and

2 Wednesday
Final Exam Ch.#6-8, 10, 12 and lecture materials

*This is a tentative schedule. Assignments and dates are subject to change

POLICIES:
1. Attendance is mandatory. Always, for a group-based class. But especially during summer. If you miss once, apologize to your group and explain why and what you’ll do to compensate. If you miss twice, I will dock 50 points from your final grade. If you missed three classes I will dock 100 points from your final grade. If you miss four times, drop the class, because the university criteria about completing at least 80% of the class and you will thus be ineligible to even hope for an Incomplete. Yes, obviously, your group members and I will take into consideration if you have medical documentation of a serious illness or whatever, but at the end of the day, your group suffers if they have to pick up your slack, and so none of us really can “excuse” your absences. Even with the very best of intentions.

2. Participation is graded, and I expect good, supportive interactions. “Good” participation includes keeping up with the readings, at least enough to keep up with the class discussions. Anybody that is disruptive while another student is doing a speech will be asked to leave and will be counted as absent for the day. If you arrive late, do not walk in while another student is speaking. Listen attentively and with an open mind, because you should be learning as much from your peers in this class as from the instructor. These are skills-based courses, and learning theory is overall less useful than observing and doing.

3. Ethics and civility are essential if we are to maximize the potential for learning here. All interaction in the classroom is to be consistent with the Credo for Ethical Communication of the National Communication Association, which has been adopted by the Department of Communication, and can be found in Appendix IV in the Student Information Packet. In addition, behavior consistent with the American Psychological Association standards for ethical behavior with regard to using respectful language when interacting with others is expected from each student and the instructor. These guidelines are included in the Student Information Packet, Appendix VI. Similarly, additional grading information is included in the Student Information Packet, and each student is responsible for familiarizing themselves with those materials.

GRADING:
Diagnostic Speech: ungraded, no points assigned
First Speech: 100 pts, 5 min. target
Second Speech: visual aid, 100 pts, 7 min target
Fishbowl: group grade, 150 pts
Symposium: group grade 150, individual grade 100
Midterm Test: 150 pts, covering group discussion text, short-answer & essay
Final Exam: 150 pts, covering group discussion text, short-answer & essay
Feedback on group problem solving: 25 pts
Speaking center consultation: group speech 50 pts, individual speech 25 pts
Feedback/self-analysis on speeches: 25 pts
Feedback/peer-analysis on speeches: 25 pts
In-class activities: 50 pts
Quality of Written Work: In evaluating your written work, I will take into account your adherence to the following guidelines:
* You should make every effort to write grammatically correct sentences.
* You should write in complete sentences when appropriate.
* You should check your spelling and punctuation.
* You should provide a reference for any quoted or paraphrased material.

Academic Integrity: Plagiarism and cheating on exams and speeches are prohibited and will be dealt with in accordance with the guidelines described in the Student Code of Conduct of the University of Alaska Fairbanks.

Class Involvement: Your total class involvement score has a maximum value of 100 points. Your total class involvement score will be based on the degree to which you meet the following criteria:
* Attending class on a regular basis
* Participating productively in class discussions
* Asking relevant questions
* Taking part in class activities (Some class activities may have specific point values associated with them.)
* Listening attentively to the instructor and other students (e.g., not talking while the instructor is lecturing or while other students are giving speeches)
* Being prepared for class (e.g., completing the assigned reading)
* Arriving to class on time
* Not leaving class before class is officially over
* Being polite and respectful to the instructor and other students
* Refraining from monopolizing class discussions

All Written Assignments or Papers: Unless other directions are given, ALL PAPERS MUST BE TYPED (OR COMPUTER-PRINTED), DOUBLE-SPACED, WITH ONE INCH MARGINS ON WHITE, NON-ERASABLE PAPER. NO “SCRIPT” FONTS ARE ACCEPTABLE. If you use a computer (and you should), please limit yourself to one font and one font size—10 or 12. Use LEFT MARGIN justification. The complete paper should be stapled once in the upper left-hand corner—folders are not acceptable, nor is “saddle-stitching.” Papers must have a cover sheet with the student’s name, paper title, name of the course, and the date submitted. You should retain an electronic backup, or photocopy, of any written work which is submitted for evaluation. Please DO NOT email your papers. I WILL NOT ACCEPT HANDWRITTEN PAPERS UNLESS YOU HAVE BEEN INSTRUCTED TO DO SO.

All writing assignments must be completed and submitted on date due in order to receive a passing grade in the course. Papers submitted for evaluation after the designated due date will not be accepted unless arrangements have been made with the professor in advance. No late papers will be accepted for credit. At the discretion of the instructor, points will be deducted for spelling, grammatical, and syntactical errors.

General Attendance Policy: you cannot pass this course if you miss four (4) or more classes.

Makeup Presentations: If you are unable to deliver a presentation on your assigned presentation date, student provides written documentation confirming that reason, AND Student notifies instructor (by e-mail or phone message) of the reason for missing speech no later than 24 hours after the originally-scheduled speech date and time.

Extra Credit: I do not offer extra credit so please do not ask for it.
**Incomplete Grade Assignment:** I do not issue incomplete grades.

**American Disability Act Statement:** Any personal learning accommodation that may be needed by the student to be successful in this course must be made known to the instructor immediately. Verification is required through the Office of Disability Services (208 WHIT 474-5655). The instructor will work with ODS to provide reasonable accommodation to students with disabilities.

**Policy on Electronic Devices in the Classroom:**
- **Cell phones** – please put ALL cell phones on vibrate, or turn them off, and in your backpack, purse, etc. Cell phone disruptions will be cause for permanent removal from class. Please refrain from using any electronic device while in the classroom unless first discussed with the instructor. You may not record the class using any electronic device (e.g., a tape recorder, a cell phone camera, or a video camera).

You may not use a cell phone or any texting device during class. Be sure to turn off your cell phone before class begins, and to not engage in texting during class. You may not use a laptop or any other size computer during class unless the instructor directs you to do so.

**Students with Learning Challenges:** “It is the policy of UAF to accommodate students with a physical or medically documented learning challenge, pursuant to federal and state law. Any student with a disability who needs accommodations, for example in seating placement or in arrangements for note-taking, examinations, or access to information on the web, should inform the instructor at the beginning of the course (during the first week). Students with disabilities are also encouraged to contact the Center for Health and Counseling at (907) 474-7043 or TTY (907) 474-7045. Information can be found on the web at http://www.uaf.edu/chc/disability.htm. This office will arrange, coordinate, and provide a variety of support services designed to ensure educational access and to enhance individual development of students with disabilities.”

**Policy on Disruptive Behavior:** Disruptive behavior includes, but is not limited to, listening inattentively to the instructor or other students (e.g., talking while the instructor is lecturing or while other students are giving speeches), monopolizing class discussions, being impolite to the instructor or other students, being disrespectful to the instructor or other students, and texting during class. Because disruptive behavior often has a negative impact on students’ ability to learn, such behavior will not be tolerated. If the instructor finds it necessary to ask one or more students to stop exhibiting any disruptive behavior, then each student exhibiting that disruptive behavior will lose 10 points from his or her total class involvement score, which has a maximum value of 100 points. If one or more students exhibit disruptive behavior repeatedly (e.g., exhibiting disruptive behavior on more than one occasion during the same class period or during more than one class period), then the student(s) will be permanently removed from class.

- **Grading Policy:** At the end of the summer session, your grade will be determined by the following guidelines:
  - Percent (%) Letter
  - (rounded up) Grade
  - 93.0 – 100.0 A+
  - 90.0 – 92.9 A
  - 87.0 – 89.9 A-
  - 83.0 – 86.9 B+
  - 80.0 – 82.9 B
  - 77.0 – 79.9 B-
  - 73.0 – 76.9 C+
  - 70.0 – 72.9 C
- 67.0 – 69.9 C-
- 63.0 – 66.9 D+
- 60.0 – 62.9 D
- 57.0 – 59.9 D-
- Below 57.0 F