COMM F141x–F61: Fundamentals of Oral Communication (Public Context), 3 Credits, Summer 2015, Department of Communication, University of Alaska Fairbanks

Professor: Peter A. DeCaro, Ph.D.
Office: Gruening 503G
Phone: (907)-474-6799 E-mail: padecaro@alaska.edu
Office Hours: Wednesdays 12:00-1:00 p.m.; and by appointment
Classroom: GRUE 402 Meeting Times: 10-11:50am
CRN 51258

Meeting Times: May 26th – May 29, 2015: Tuesday, Wednesday, Thursday, and Friday, 10:00–11:50 a.m.
June 1st – July 1st, 2015: Mondays, Tuesdays, Wednesdays, and Thursdays, 10:00–11:50 a.m.

Required Reading:
*Virtual Text (public speaking resource)* Access online: http://www.publicspeakingproject.org/psvirtualtext.html
(Note that this is required reading in the course.)

General Course Description: This course is an introduction to the skills of effective public presentations. It is designed to help you become more competent and comfortable in communicating in situations where you are responsible for sharing information with and persuading groups of other people. This is a skills development course requiring student participation and attendance. A significant part of your learning will come from observation of class presentations. Your presence in class is an essential component of your success and grade in this course, because class participation in discussions and activities is a required element of your grade. The important point to remember is that a skill takes time to develop properly. Each student must be prepared to spend time in class and outside class in the study and preparation of presentations.

Departmental Policy: It is the policy of the Department of Communication that, due to the developmental nature of this class, students who are not present in the classroom during the first day of the summer session may be dropped from the class by the Instructor (wait listed students included).

THE COURSE SCHEDULE IS PROVIDED BELOW. THE FOLLOWING PAGES CONTAIN MORE INFORMATION ON THE NATURE OF THIS COURSE. YOU WILL BE EXPECTED TO KNOW ALL OF THE INFORMATION IN THIS SYLLABUS. BE SURE TO READ IT VERY CAREFULLY, TOGETHER WITH THE ASSIGNMENT DESCRIPTIONS IN THE SUPPLEMENTARY INFORMATION PACKET. YOU ARE RESPONSIBLE FOR ALL OF THIS INFORMATION, INCLUDING THE INFORMATION ON DEADLINES AND GRADING POLICIES.

Course Grades: Grades will be based upon your performance on the following four criteria:
1) Two Informative Presentations: one of which is with a visual aid
2) Two Persuasive Presentations: 1st To Convince; 2nd To Motivate
3) One Cumulative Exam
4) Class Involvement
The possible points associated with each of these criteria are as follows:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnostic Speech Presentation</td>
<td>0 points</td>
</tr>
<tr>
<td>Informative Speech Presentation</td>
<td>5-7 minutes</td>
</tr>
<tr>
<td>Informative/Visual Aid Presentation</td>
<td>5-7 minutes</td>
</tr>
<tr>
<td>Persuasive Speech To Convince</td>
<td>6-8 minutes</td>
</tr>
<tr>
<td>Persuasive Speech To Motivate</td>
<td>6-8 minutes</td>
</tr>
<tr>
<td>Cumulative Exam</td>
<td>225 points</td>
</tr>
<tr>
<td>Class Involvement</td>
<td>100 points</td>
</tr>
</tbody>
</table>

Total 950 points

**NOTE:** You cannot deliver your speech if you do not give the instructor a copy of your speaking outline prior to delivering your speech.

**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 three (3) or more classes.

**Attendance Policy on Days When You Are Not Scheduled to Give a Presentation:** 20 points will be deducted for your first unexcused absence; 100 points will be deducted for your second absence; no points will be deducted for an excused absence. To be considered an excused absence, the reason for missing class must be legitimate, necessary, and documented (e.g., a note from a physician justifying your absence from class). The instructor will determine whether a reason for missing class is legitimate, necessary, and documented.

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 to arrange for delivery of the speech, pending instructor approval.

**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 turn off ALL cell phones and put them 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

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

Tuesday, 5/26/14 **Chapter 1** Introduction to Public Speaking, **Chapter 2** The origins of Public Speaking
Wednesday, 5/27/14 – **Diagnostic Presentations**
Thursday, 5/28/14 – **Chapter 4** Listening Effectively, **Chapter 5** Audience Analysis
Friday, 5/29/14 – **Chapter 7** Supporting Your Ideas

Monday, 6/1 **Chapter 3** Ethics in Public Speaking, **Chapter 6** Critical Thinking and Reasoning
Tuesday, 6/2 **Chapter 8** Organizing and Outlining
Wednesday, 6/3 **Chapter 9** Introductions and Conclusions,
Thursday, 6/4 **Chapter 15** Informative Speaking, **Chapter 10** Using Language Well,
Monday, 6/8 **Chapter 11** Speaking with Confidence
Tuesday, 6/9 **Chapter 12** Delivering Your Speech
**Wednesday, 6/10 Informative Presentations**
**Thursday, 6/11 Informative Presentation**

---

Monday, 6/15 **Chapter 13** Visual Aids
**Tuesday, 6/16 Informative/Visual Aid Presentations**
**Wednesday, 6/17 Informative/Visual Aid Presentations**
**Thursday, 6/18 Chapter 13 Persuasive Speaking**

---

**Monday, 6/22** Persuasive Presentations – 1
**Tuesday, 6/23** Persuasive Presentations – 1
**Wednesday, 6/24** **Chapter 16** Persuasive Speaking Monroe’s Motivated Sequence
**Thursday, 6/25 Cumulative Exam**

---

**Monday, 6/29** Review for Persuasive Presentation 2
**Tuesday, 6/30** Persuasive Presentations – 2
**Wednesday, 7/1** Persuasive Presentations – 2

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