

Course Syllabi

Course Title: Fundamentals of Speech

Instructor Email:

Course Number: COM 11400

Office Hours: M-F 3-3:30

Instructor Name:

Office Location:

Course Description:

A study of communication theories as applied to speech; practical communicative experiences ranging from interpersonal communication and small-group process through problem identification and solution in discussion to informative and persuasive speaking in standard speaker-audience situations.

Course Prerequisites:

- No prerequisites required for PFW

Course Access:

All course content can be accessed through LMS system, Canvas.

Course Goal:

Instructors of COM 114 are tasked with assessing student competency in three areas of communication study, though at present only public speaking is assessed: • Public speaking • Interpersonal communication • Small group communication

Student Learning Objectives:

Learning Objectives Students in COM 114 will learn to:

- 2.1 Use appropriate organization or logical sequencing to deliver an oral message
- 2.2 Adapt an oral message for diverse audiences, contexts and communication channels
- 2.3 Identify and demonstrate appropriate oral and nonverbal communication practices
- 2.4 Advance an oral argument using logical reasoning
- 2.5 Provide credible and relevant evidence to support an oral argument
- 2.6 Demonstrate the ethical responsibilities of sending and receiving oral messages
- 2.7 Summarize or paraphrase an oral message to demonstrate comprehension.

Supplemental Learning Objectives Evaluation of competency in interpersonal and small group communication necessitates supplementation of existing learning outcomes. The supplemental objectives are:

- Identify key characteristics and functions of small groups
- Describe various leadership styles and sources of leadership power

- Describe the development, maintenance, and dynamics of personal relationships
- Analyze the impact of technology and media on interpersonal relationships

Learning Resources & Texts

- **Required Textbook:** Duck, S., McMahan, D. T. (2020). Communication in Everyday Life: A Survey of Communication. United States: SAGE Publications. (Classroom sets provided – no purchase necessary unless lost or damaged)
- Laptop and charger
- Student Handbook
- **Recommended:** Push notifications to your phone for announcements, feedback, due dates, and grade postings for both Canvas and PowerSchool
- **Recommended:** a digital drive to store speeches and assignments (OneDrive, Google Drive, Dropbox, etc.) or a flash drive

Assignments

- Final Comprehensive Exam 10% of your overall semester grade
- Midterm & Major Speeches 40%
 - Midterm
 - Informative Speech
 - Persuasive Speech
 - Debate
- Minor Speeches, Quizzes & Projects 35%
 - Prized Possession Speech
 - Impromptu Speech
 - Interview
 - Paper
- Participation 10%
- Homework 15%

Written Assignments

Each student will write a paper explaining what facet of communication they think is the most important for people to study and why. This paper should include research and at least one reference to a scholarly source, but may include anecdotal evidence and persuasive elements as well. Papers should follow APA standards (including title page). This mini-unit will focus on the history of communication study and practice APA formatting.

Guidelines for Written Assignments

All papers must be typed, double-spaced, with 1-inch margins. Font choices are Times New Roman (12-point), Arial (11-point), or Calibri Body (11-point). For formal papers, use APA style and formatting (<https://apastyle.apa.org/>), including a cover page, running header, and page numbers (subheadings may be used but are not required). All sources must be properly cited within the body of your paper, including the reference page. A cover page and running header are not necessary for homework assignments unless otherwise stated. Outlines should follow standard Alphanumeric or Full-Sentence formats, which will be reviewed in class. Notes for your speeches do not need to follow the APA format.

Prized Possession Speech

Each student will present an individual narrative speech (3-4 min). Visual aid is required for this speech. You will choose any object that has some personal meaning or story and explain its importance to you. Topics must be approved by the instructor. This unit will focus on the process of storytelling, descriptive writing, and organization.

Informative Speech

Each student will present an individual informative speech (6-8 min). Visual aids and three outside scholarly sources are required for this speech. You will be educating and informing your audience on a given topic. You must provide an outline (an example can be found on Canvas), including a reference page, before the speeches begin. Topics must be approved by the instructor. All outlines require a reference sheet in APA formatting. This unit will focus on research, media literacy, and informative writing.

Impromptu Speech

Each student will present a speech on a random topic received in class (2-3 min). Students will have a minute to prepare after choosing their topic. You may use a combination of narrative and informative techniques. This will be the only speech where you are not required to have an outline or reference sheet. Although visual aids are welcome, they are not required. This mini unit will focus on techniques to expand topics and discussion, as well as segueing and transitioning to other topics.

Interview

Each student will interview a person of their choice (7-10 min). Outside sources are not required for this speech, but you must provide a minimum of 10 potential discussion questions before turning in the final interview. The interview will be recorded in video or podcast format for final submission. This mini-unit will focus on discussion and interpersonal communication techniques.

Persuasive Speech

Each student will present a persuasive speech on an approved topic of their choosing (5-7 min). Students are to choose a cause or organization that is important to them and persuade their audience to participate in or support it. This speech should attempt to influence the audience and support your point of view. You will have an outline, including a reference page of sources, due before your speech. A visual aid and four credible sources are required for this speech. You may work in pairs or by yourself; the minimum/maximum time is the same regardless. The outline and reference sheet must be in APA formatting. This unit will focus on persuasive techniques and rhetoric.

Debate

Students will work in pairs and complete a formal Lincoln-Douglas debate (20 min per group/40 min total). Affirmative and Negative groups will agree to a pre-approved topic and stance, then research and defend their case. Each group must provide one outline, a minimum of five sources, and a reference page before the start of your debate. When you submit your syllabus quiz, include a candy you like in the last box. Thanks for reading the syllabus carefully! The outline and reference sheet must be in APA formatting. All group members are required to speak and participate equally to receive a grade for the presentation. This unit will be a combination of prior units as part of a final assessment.

Homework

Homework and in-class assignments will be given weekly to supplement the content covered in the textbooks and discussed in class. Other than research & outlines, homework will not be given on presentation days. Students will be aware of in-class participation assignments in advance.

Quizzes

Quizzes will be given throughout the semester, one over each unit. They are to ensure that you have read and understood the chapters and content being covered in class.

Exams

One midterm and one final exam will be given based on readings, lectures, and class discussions. More information regarding the format of the exam will be provided before the exam dates.

Grading Scale:

Grade	Percentage	Straight Scale	Tier 2 Scale
A+	98 – 100	4.333	5.000
A	93 – 97	4.000	4.667
A-	90 – 92	3.667	4.333
B+	87 - 89	3.333	4.000
B	83 - 86	3.000	3.667
B-	80 - 82	2.667	3.333
C+	77 - 79	2.333	3.000
C	73 - 76	2.000	2.667
C-	70 - 72	1.667	2.333
D+	67 - 69	1.333	2.000
D	63 - 66	1.000	1.667
D-	60 - 62	0.667	1.333
F	0 - 59	0.000	0.000

Course Evaluation:

Students will be provided a link through their email and the LMS system, Canvas. This link will be to a form created and managed by the Collegiate Connection office; all data collected is anonymous and will be shared with instructors and their departments at the end of the school year.

Academic Misconduct / Plagiarism / AI:

Academic Misconduct, including plagiarism (using other people's ideas/words and not giving them credit, thus implying the work is your original work) or using your work from a previous course without the express permission of the instructor, is taken very seriously at any learning institution. It is taken very seriously in this class. Please be aware of what behaviors constitute academic misconduct (See Bulletin, Code of Students Rights, Responsibilities and Conduct Part II.. A.) If caught cheating or plagiarizing, a student may receive no credit on the assignment, which may result in an F for the course. Any instances of academic dishonesty will be reported to the Office of Student Conduct and Care and your Department Chair and may result in expulsion from the University. Additional potential consequences can be found under: potential consequences (See Bulletin, Code of Students Rights, Responsibilities and Conduct, Part III. A.: i.e., failure of the assignment, failure of the course, and/or dismissal from the university) of such behavior.

– *Refer to the student handbook for the full explanation of policies.*

Lying / Dishonesty – To deliberately speak what is known to be untrue or to take the work of another and call it one's own diminishes both one's honesty and tarnishes the quality of one's integrity. Therefore, dishonesty, including lying, cheating, plagiarism, copying work, impersonating another person, or falsifying documents or attendance information, is unacceptable. Students/parents who do not comply with the statement of honesty can expect disciplinary consequences, up to and including possible expulsion. Making statements that are dishonest is a major violation.

In addition to disciplinary consequences, students in violation of these standards will be ineligible for senior privilege, NHS, Top 10, and/or Valedictorian/Salutatorian.

AI Usage Policy

AI tools such as ChatGPT are permitted for *learning purposes only* in this course, with prior approval from the teacher. For example, students can use AI tools to brainstorm ideas, get feedback on clarity, engage in simulated conversation or dialogue for language acquisition, and prepare for quizzes/exams by using AI-generated questions. However, students are not to use AI tools in their work submissions. The purpose of this course is to improve writing, reading, and speaking skills, which cannot be done if students do not use their work for teacher feedback.

Student Support Services

Purdue University Fort Wayne is committed to your academic and personal success. Visit the [Student Support Services](#) page for a list of student support services, including academic services, technology services, health and wellness, and support from administrative offices. For help with technology, including Brightspace, visit the [IT Services Student Technology Support](#) page.

If you observe and/or are made aware of student behavior that leaves you feeling concerned, worried, and/or alarmed, trust your instincts and say something. The CARE Team can assist with the student of concern, whether that's you or someone you are referring. Report the concern through the online CARE referral form. Please note that this form is not for emergencies. If you know of a student who is injured, is injuring themselves or others, or is threatening injuries to themselves or others, please call 911 immediately.

Your emotional wellness and mental health are important. If you have a mental health disorder, are struggling with your mental health, your stress overwhelms your ability to cope with it, or you find yourself needing emotional support, please talk to someone. If you or someone you know is in a mental health crisis, call 911 or go to the local emergency room. Otherwise, please reach out to our Center for Student Counseling (CSC). All currently enrolled PFW and IUFW students have access to free counseling at the center. To make an appointment to talk with a counselor, call 260-481-6200 or email csc@pfw.edu.

Course Schedule

Unit 1 – Ch. 1-2 + Appendix

- What is communication?
- What is the history and context of different communication studies?

Unit 2 – 3-6

- How do I prepare a speech?
- How do I perform a speech?
- What skills are used in effective communication?
- Prized Possession Speech

Unit 3 – Ch. 7-11

- How do we communicate with others in various situations?
- Impromptu Speech
- Written Assignment
- Midterm Exam

Unit 4 – Ch. 12 & 14

- How do we research accurately and effectively for presentations?

- Interview
- Informative speech

Unit 5 – Ch. 13

- What are the methods of persuasion?
- How is persuasion effective and/or ineffective?
- Persuasive Speech
- Debate
- Final Comprehensive Exam

Additional Information:

Teaching Philosophy

My classroom policies and practices are to prepare you for the rigor of college and career expectations. Each one is considered carefully and pedagogically, yet I understand the importance of considering them from a realistic position for my students, too. As such, I encourage you to question them if you want further explanation for their inclusion or feel a better solution exists. While I hold high academic standards for my students, I believe personal growth is equal—if not more crucial—than a student’s academic success. As communication is in everything we do, it is vital to understand how to better ourselves as individual communicators—and ultimately as a group—to work towards improvement. With this idea in mind, my goal is to challenge students to push against their comfort zones respectfully and healthily. This will require practice, patience, and grace as a community, and so I promise to make this course a space to do so.

Classroom Climate

Manners maketh man (i.e., treat others with respect in actions and words, even those not in this classroom). The classroom should be an enjoyable space where ideas are welcomed and where discussion and healthy debate are encouraged by all. We may not always agree with each other, but instead of criticizing, we can make it an opportunity to learn more about the topic, and each other, and find a path toward answers and resolving conflict. Disrespect will not be tolerated; this behavior will warrant a referral, and consequences will apply according to the student handbook.

Late Policy

Missed quizzes and exams will be placed in the Testing Center to be made up within a week of a student’s return to school. If not made up after one week, the missing quiz or exam will result in a zero. Homework assignments or in-class activities will not be accepted after the due date.

Attendance

Over the next sixteen weeks, life will happen. While I understand that this class is not your only obligation, it is still an obligation. To fully own your education, you must be present for it. Therefore, you are allowed absences based on the guidelines, but it is your responsibility to inform me **before class** that you will not be joining us. **An absence on the day of an assignment or speech is not an automatic extension.** You are still expected to complete the task by the scheduled time unless previously discussed with me, or to not receive a penalty. This includes if you miss multiple days. You are still expected to check Canvas for any missed work. Documentation may need to be provided for any exceptions. **Your participation grade will be affected if you are absent on days we complete in-class activities for a grade; however, you will be notified in advance when these activities will be completed to plan accordingly. If you have unexcused absences and are unable to complete feedback for other speeches, your participation grade may be affected.** Be aware that being tardy

also hinders your education and is generally not acceptable in the workforce. Please be in your seat when the bell rings, unless previously discussed with me, or you will be counted as tardy. I will only allow students to use the bathroom during the passing period or if we have time at the end of class. Passes will not be distributed otherwise for safety reasons. Additionally, if you leave the room at any time, you are responsible for making up the missed work or notes. Please contact me, review Canvas, or ask a classmate.

E-Learning

Per the student handbook, assignments will be open the day of learning (or earlier) and will be due the next content day at 8 a.m. All assignments will be posted to Canvas, but some assignments may not require the use of a computer. However, all students will be asked to submit some form of assignment via Canvas. If submission issues via Canvas arise, please email the instructor a copy of the completed assignment or email the instructor as soon as possible to work towards a solution. It is your responsibility to complete the assignment on time. Technology issues do not guarantee an extension.

Technology Use

Cell phones and smart watches are prohibited in the classroom per the student handbook. Exceptions made with the teacher's approval before use will be considered based on technology issues or use during speeches. Students may not receive a warning beforehand if in violation of this rule. As for laptops, they may be used for note-taking and during work time, but if they become a distraction to you and/or others, this may result in a referral. Please reduce laptop usage during presentation time.