

CT101: Communication Skills

Fall 2017
M/W/F 2pm

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Catalog description: Study of the theory of speech communication with emphasis on the development of specific skills in the one-on-one and public speaking situations. Four semester weeks spent in speech lab. Required of all students and must be taken during the first three semesters of enrollment.

Course materials:

- **The Art of Public Speaking: Tenth Edition**
- By: Stephen E. Lucas (McGraw Hill)
- You are responsible for having your book, in your possession by the end of the first week of class.

Course objectives: In this course students will have the opportunity to improve their competence as a public speaker and an effective listener. It is a goal that students become more confident ethical speakers.

Measureable Outcomes:

1. Learn the concepts, principles, and theories necessary for understanding public speaking.
2. Understand your ethical responsibilities as a public speaker, and understand how it can be used to promote the common good. A desire for you to use your speech for the well-being of those around you, and develop an ability to discern and analyze ethical issues in public speaking.
3. Develop specific skills related to presenting an effective speech such as: audience analysis, conducting research, organizing material, using language and delivery style elegantly, properly using presentational aides, and more.
4. Develop specific skills related to effective listening such as critical evaluation of content, responding appropriately to the speech, giving constructive feedback, and more.

CMU Mission: Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.

Central Methodist University Creed:

The Central Methodist University community believes in:

- Seeking knowledge, truth, and wisdom;
- Valuing freedom, honesty, civility, and diversity;
- Living lives of service and leadership; and
- Taking responsibility for ourselves and the communities in which we live.

Course assignments:

Introduction Speech (3-5 min)	50 pts.	Midterm exam	100 pts.
Informative Speech (5-7)	100 pts.	Final exam	100 pts.
Impromptu I Speech (1-2)	25 pts.	Assignments	100pts.
Persuasive Speech (7-9)	150 pts.		

ADA policy: Please refer to the “students with disabilities policy” in the University Catalog, which can be found online.

Course policies:

Attendance: Good attendance is a strong predictor of academic success. Therefore, it is to your benefit, academically, to attend every class. If you do miss class, it is your responsibility to find out what was covered from another student. Please do not ask if we are doing anything “important” in class to see if you can miss. Every class period is important and every effort should be made to attend. For every speech day missed without an “excused” absence (i.e. school function or nurse excused) 5 points will be deducted from your overall score in this class. There will be days when you will earn points in class. There will be no opportunity to make these points up.

School Sponsored Activities: Those of you who are members of a school sponsored team or group may need to miss class for legitimate activities. Please let me know prior to the absence so that we may make arrangements for any assignments due on that date.

Make-up exams/assignments: Late work is not accepted, and will result in 0 points for that assignment. Students traveling with school sponsored organizations need to complete work prior to their absence. Absolutely no late work will be accepted after the final exam period. Remember that no in class assignments can be made up no matter the reason.

Academic Misconduct: Plagiarism in any form, including other author’s or students work, is not tolerated in this class or at this university. Proper citations must be given for any written work that was derived from other sources. APA style formatting will be used

in this course. A first offense of academic misconduct, in any form, will result in a zero for the assignment and notification sent to the appropriate university officials. A second offense will result in an F in the course and notification sent to the appropriate university officials. Also: see the University's Academic Misconduct Policy that is fully described within the course catalog.

Classroom conduct: Everyone within the classroom should be treated with respect. Please do not talk while others are presenting or asking questions. No sleeping, doodling, working on other course work, or generally disturbing other students in the classroom. Students engaging in disturbing behavior will be given a verbal warning and may be asked to leave.

Speech Etiquette: On the days of presentations, those individuals performing should not be interrupted by latecomers. Please wait until you hear applause before entering. Additionally, there will be no in-class studying, preparation of notes, etc. during presentations. You will be asked to leave and counted as absent for the day.

Appearance in class: This is a communication class, and a student's appearance in class sends non-verbal messages to others. Therefore no hats or dark glasses are allowed in class. Eyes are an important mode of non-verbal communication. Students caught reading other materials, doing homework for another class, sleeping, or any other behavior that is not related to this class will be asked to leave class and will be counted as absent for that day. Laptops may not be used in class without prior approval.

Cell phones: All electronic devices need to be silenced in class (mobile phones, pagers, and alarms) and put away. If a student uses a cell phone during class (including texting, checking mail, chatting) he or she will be counted absent for the day.

Readings: You are expected to have read the text material as well as any other assigned readings outside of class, before the class lecture over that material begins. Student involvement and discussion over the material make the class more interesting and helps students to comprehend and retain concepts more easily.

ACADEMIC CONDUCT POLICY

Central Methodist University believes that adhering to acceptable professional practices throughout life is a significant foundation of character and personal integrity. The University's Academic Conduct Policy applies to all forms of academic work, including but not limited to quizzes and examinations, essays and papers, lab reports, oral presentations, surveys, take-home tests, etc. Every student is responsible for understanding this policy. By registering at the University, every student accepts the obligation to abide by this policy. Students also are responsible for understanding the particular policy applications required by each of their instructors and to ask instructors to clarify any areas of uncertainty.

Academic Conduct requires that each person accept the obligation to uphold professional standards in all academic endeavors. Any conduct that unprofessionally represents a student's academic performance violates CMU's Academic Conduct Policy. Unprofessional practices include but are not limited to the following:

- a. **CHEATING** in any form (e.g., ghost-written papers; cheat sheets or notes; copying during exams, quizzes, or other graded class work; allowing anyone access to your courseware account to misrepresent their coursework as yours, or your coursework as theirs, etc.);
- b. **UNAUTHORIZED COLLABORATION** with others on work to be presented in ways contrary to the stated rules of the course or the specifications of a particular assignment;
- c. **STEALING** or having unauthorized access to examination or course materials;
- d. **FALSIFYING INFORMATION** (records, or laboratory or other data);
- e. **SUBMITTING WORK PREVIOUSLY PRESENTED IN ANOTHER COURSE** without the advance consent of the second instructor;
- f. **ASSISTING ACADEMIC MISCONDUCT (intentionally or unintentionally)**— This includes allowing any other student to use or submit your academic work or performance, or other academic work supplied by you, under a name different from the author of the work; and
- g. **PLAGIARISM**. Plagiarism includes but is not limited to (1) representing as your own work a paper, speech, or report written in whole or in part by someone else (from the un-credited use of significant phrases to the un-credited use of larger portions of material), including material found on the internet, (2) failing to provide appropriate recognition of the sources of borrowed material through the proper use of quotation marks, proper attribution of paraphrases, and proper reference citations. Always provide appropriate recognition of all borrowed materials and sources.

The University will discipline students for infractions of the Academic Conduct Policy with various sanctions which it deems appropriate, up to and including suspension or expulsion from the University. Penalties internal to a course, including grades and expulsion from the course, are at the discretion of the instructor. Students can appeal instructors' internal course penalties to the Committee on Academic Standards and Admissions, whose decision is final. Instructors must report all penalties which they impose for academic misconduct, with a brief account of the offense, to the Dean, so that

all violations are recorded. For serious or repeated offenses, the Dean may impose further penalties beyond the course penalty. These penalties include but are not limited to notations in the student's file, notations on the student's transcript, probation, suspension, and expulsion. A decision by the Dean can be appealed to the Faculty Committee on Academic Standards and Admissions, whose decision is final.

Your instructor's policy is to give a zero on the first assignment that shows signs of academic misconduct. She will also notify the University as well as the student's principal. A second charge of academic misconduct will result in an F for the course.

NONDISCRIMINATORY POLICY

Central Methodist University does not discriminate on the basis of race, color, religion, sex, national origin, age, or federally defined disability in its recruitment, admission, and retention of students.

Tentative Course Schedule

Week 1 Aug 23-25

Syllabus/Chapter 1
Biography Due Aug 25

Week 2 Aug 28-Sep 1

Chapter 2 & 3
APA Due Sep 1

Week 3 Sep 4-8

No Class Sep 4
Chapter 4 & 5
Intro Speech Due Sep 8

Week 4 Sep 11-15

Intro Speeches

Week 5 Sep 18-22

Chapter 5, 6 & 7

Week 6 Sep 25-29

Chapter 8 & 9
Speech Critique Due Sep 29

Week 7 Oct 2-6

No Class Oct 6
Chapter 10, 11 & 12

Week 8 Oct 9-13

No Class Oct 9
Midterm Exam Due Oct 11
Chapter 13

Week 9 Oct 16-20

Chapter 14
Research
Prezi Due

Week 10 Oct 23-27

Informative Speeches

Week 11 Oct 30- Nov3

Informative Speeches
Impromptu Speeches

Week 12 Nov 6-10

Impromptu Speeches

Week 13 Nov 13-17

Chapter 15 & 16
Persuasive Report Due

Week 14 Nov 27-Dec 1

Persuasive Speech

Week 15 Dec 4-8

Persuasive Speech

Week 16 Dec 11-15

Persuasive Speech
Final

