

COMM 110 Fundamentals of Public Speaking
Policies, Procedures, and Calendar of Assignments

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Course Description

The theory and practice of public speaking with emphasis on content, organization, language, delivery, and critical evaluation of messages.

Prerequisite

There is no prerequisite for this course.

Required Text

Hamilton, Gregory. *Public Speaking for College and Career*, 9th ed. Boston: McGraw-Hill, 2008

COMM 110 Learning Objectives

Develop and enhance listening skills.

Learn nonverbal communication skills and display ability to use these appropriately.

Develop techniques for creating and presenting speeches of different kinds

Learn techniques for effective communications in small group situations.

Late Policy

In all communication situations-- professional, workplace, and academic--writers and speakers must meet deadlines. In this class, late work is not accepted. Any student who knows in advance he or she will not be able to speak on the day appointed or take a test on the day appointed should send the instructor an email informing him of the class to be missed. Once that is completed, the student and the instructor can work together on arrangements to hand in the work. However, since the weather, illness, or personal business can make advance notice impossible some days, each student has "sick leave" of three class periods that can be used to be absent from class with no effect on the ten percent of the final grade earned through participating in class.

Some extra credit is offered occasionally during the semester so students who have missed class can make up some points missed. Late work earns half credit.

Components of final grade	
Introducing yourself	05%
Fact Check	10%
Reading for Delivery	05%
Explaining a Concept	10%
Speech to Motivate Action: Monroe Motivated Sequence	10%
Speech to Influence Thinking: Persuasion	20%
Chapter Quizzes	20%
Class participation	10%
Total	100%

Policy on Devices and Class Participation

Students who have electronic devices visible or generating audio or video will not earn participation points and will fail this class. Students should turn electronic devices off and put them away. Students earn points for class participation, and the instructor assumes students are not participating if they have cell phones, ipods, and other media delivery devices on display. Students need to bring the required books with them in class to earn participation points. Other behaviors like conversations not addressed to the class do not earn participation points. Entering class after it starts does not earn participation points, and exiting class before it ends does not earn participation points. Any behavior that interferes with other students' learning does not earn participation points.

Statement on Non-Discrimination

Alternative viewpoints are welcome in this classroom. There will be no discrimination in this class, no discrimination based on race, color, age, religion, national origin, sexual orientation, sex, marital status, disability, status as U.S. military or US veteran, or on any other basis not listed above.

Accommodation Statement

Any student with special needs, or who needs special accommodations, should discuss those issues with the instructor at the beginning of the semester or as soon as each student becomes aware of his or her needs.