



SYLLABUS

COMM 1003 Fundamentals of Speech Communication Summer Session 1- 2019

Instructor: Kristi Johnson M.S.

Section # and CRN: P07 CRN 32471

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Office Hours: By appointment only

Mode of Instruction: Face to Face

Course Location: Hilliard Hall Room 126

Class Days & Times: MTWR 1:00 PM -3:20 PM

Catalog Description: This course is designed to introduce students to fundamental communication theories, principles and practices. Students will develop public speaking skills, interpersonal skills, and practical applications.

Prerequisites: Unconditional Admission OR ENGL 0131

Co-requisites:

Required Texts: Beebe, William and Beebe, Susan J. *Public Speaking: An Audience- Centered Approach*, Pearson Publishing, 2017.

Recommended Texts: Hacker, Diana. *Pocket Style Manual 5e with 2009 MLA and 2010 APA Updates + Research and Documentation in the Electronic Age 5e*. Bedford/St Martins, 2010.

Student Learning Outcomes:

1. Apply communication concepts and theories.
2. Communicate ideas effectively and with sensitivity to a variety of audiences.
3. Demonstrate effective use of a variety of communication tools and styles.
4. Demonstrate communication proficiency appropriate for meeting personal and professional needs.

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Write clearly, precisely, and in a well-organized manner	1, 2, 3, 4	Communication
2	Demonstrate critical thinking, reading, and viewing skills on required projects	2, 3, 4	Critical Thinking
3	Research, develop, evaluate, and present arguments grounded in research-based knowledge	1, 2, 3, 4	Critical Thinking
4	Apply analytical, precise, and elaborate terms and concepts for talking and writing about communication artifacts and the ways in which they communicate meaning	1, 2, 3, 4	Communication Critical Thinking Social Responsibility
5	Critically conduct, evaluate, and analyze research theories and findings published in various scholarly source materials in the preparation of assignments	1, 3, 4	Communication Critical Thinking
6	Evaluate various communication artifacts and their effects on audiences and society	1, 3, 4	Communication Critical Thinking Social Responsibility

Major Course Requirements

Method of Determining Final Course Grade

Individual Presentations – Students will create their own artifacts which demonstrate their *communication* skills and *social responsibility*.

Group Presentations - Students will create their own artifacts which demonstrate their *communication* and *teamwork* skills and *social responsibility*.

Exams – Students will use *communication* skills to demonstrate knowledge of course material

Projects – Students will submit artifacts demonstrating *communication*, *critical thinking*, and *social responsibility*.

Class Participation – Students' daily attendance and participation in class discussions will demonstrate *communication* and *teamwork*.

Course Grade Requirement	Value	Total
1) Introductory Speech	50	5%
2) Special Occasion Speech & Outline	100	10%
3) Group Speech & Outline	100	10%
4) Informative Speech & Outline	200	20%
5) Persuasive Speech & Outline	200	20%
6) Persuasive Rough Draft (Taskstream)	100	10%
7) Midterm Exam	100	10%
8) Final Exam	100	10%
9) Participation	50	5%
Total:	1000	100%

Grading Criteria and Conversion:

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 599 and below

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
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Introductory Speech	Students will give a 1-2 minute speech introducing themselves to the class. They will need to bring with them three items that they will keep in a concealed bag until they are used for the speech. These items will be three unique things that tell the class something about the speaker. They will also comprise the three main body areas of the speech. Students will be expected to structure their speech around their three bag items. This assignment is worth 50 points.
Special Occasion Speech	This 2-4 minute speech links your subject (a person, event, etc.) with a specific trait, either positive (if praising) or negative (if condemning). You will establish a specific occasion/ceremony (Hall of Fame induction, funeral, tribute, toast, interview, impromptu, dedication of a memorial, etc.). You will elicit an emotional response through careful use of language style while reinforcing beliefs and feelings your audience already holds. (Attempts to change those beliefs and feelings are better suited to Persuasive Speeches.) This assignment is worth 100 points.
Group Speech	This 8-10 minute speech is a group presentation. Possible presentations include (but are not limited to) how-to demonstrations, event planning, etc. Each member must speak for equal amounts of time. This assignment is worth 100 points.
Informative Speech	This 4-6 minute speech provides information new to most of your audience. It may be useful to think of this speech as a teaching opportunity, a short lecture about an important topic or a demonstration ("how-to") speech. You are required to use at least one presentation aid. This assignment is worth 200 points.
Persuasive Speech	This 5-7 minute speech will persuade your audience to perform an action. Through carefully crafted and well-supported arguments, and based upon the information you have given them and the emotional response you have elicited, you must persuade your audience to act on an issue. You are required to use at least one presentation aid (to depict the severity of the social problem, the amount of people it affects, and how your solution will mitigate the problem if implemented, etc.). This assignment is worth 200 points.
Participation	This is a public speaking course. As such, students will be expected to speak publicly. This means that students will be actively encouraged to participate in class discussions, and give their input on course material. This sort of active participation in class is key to any communications class, including this one. Participation will be gauged by your instructor. This assignment is worth 50 points. Students are graded on the quality as well as the quantity of their class participation. Attendance with a few brief comments all semester is average (C) participation. Above average and excellent participation (B or A) includes regular frequent questions, comments, and/or examples that demonstrate an understanding of course material, contribute to the class topic, seek additional knowledge relevant to the class topic.

Course Procedures or Additional Instructor Policies

Speech Sign-Up: In this class students will sign-up for their speeches. Speech sign-up will consist of picking both a day and order to speak in. Students are expected to adhere to the time that they have signed up for. This is a contract between a speaker and an audience, promising that they will be there to share their words at a specific time. If a student does not attend class to speak at the proper time and cannot produce **documented** evidence to prove their absence, then they will receive a **ZERO (0)** for their speech grade. This is in adherence to the LCOM Student Expectation that **NO** late work is accepted in this class.

Respect On Speech Days: There are a few things that students need to keep in mind during speech days. These guidelines **must** be followed and will help to create a respectful environment for all speakers. They are as follows:

- 1.) Phones - On speech days phones need to be completely silenced and put away. There is nothing more demoralizing to a speaker than seeing their audience looking down at their cell phones rather than paying attention to their speech.
- 2.) Entering the Class - If you are late to class on a speech day the door will be closed. You will need to listen at the door and if you hear someone talking, **DO NOT** enter the room. This is highly disrespectful and can distract the speaker. Instead, wait until you hear applause, and then quietly make your entrance into the classroom.
- 3.) Listening - Each of you will speak multiple times throughout the semester, and you will want your audience to be attentive to your words. For that very reason, you should do the same for your fellow students. Listen carefully, and be a good audience member to the speaker. They will return the favor when it is your turn.

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments is **REQUIRED** to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

Instructor Policies

Attendance: Attendance is an important part of this class. Students will be expected to attend class on all of the prescribed days in order to get the most out of this class. Students who fail to attend class will receive five (5) unexcused absences before penalties will go into effect. For every unexcused absence after the fifth students will lose one letter grade on their final average. This is not negotiable.

Make-up and Late Work: NO LATE ASSIGNMENTS, PERFORMANCES, SCRIPTS, DISCUSSIONS, OR EXAMS WILL BE ACCEPTED. **I do not accept late WORK unless you have a university-approved absence and provide university-approved documentation to me within one week (7 days) of your absence.** This cannot be stressed enough. I will not accept late assignments, presentations, exams, or discussions under any circumstance. You are expected to come to each and every class on time and prepared. Finally, I will not accept late assignments, presentations or exams under any circumstance. **I do not accept any assignments via email.**

Grade Concerns: I am happy to discuss your work and performance with you. Keep in mind that I will protect your privacy in discussing your work. This means not discussing your grade in the presence of other students, faculty or staff before, during or after class sessions and or office hours. If others are present at the time that you attempt to engage in a conversation about your grades I will ask them to leave or instruct you to wait until such time as your privacy can be maintained.

In general, I require a 24-hour reflection period before discussing grading concerns. After the reflection period has passed, you may submit your concerns in writing.

COURSE SCHEDULE

Week (5)	Topic	Reading	Exercises
1 – 6/3-6/6	Welcome/Course Syllabus & Presenting your First Speech	Chapter 1,2	None
	Introductory Speeches & Analyzing Your Audience	Chapter 5	Thursday Begin Introductory Speeches
	Speaking Freely & Ethically	Chapter 3	Continue Introductory Speeches
	Listening to Speeches	Chapter 4	None
Week 2- 6/10-6/13	Interviewing/Creating a resume	Interviewing	None
	Developing Speech/Gathering Materials	Ch.6,7	Mock Interview/Thursday
	Organizing Speech/Intro & Conclusion	Ch. 8&9	Thursday – Mock Interviews
Week 3-6/17-6/20	Using Words Well/Delivering Speech	Ch.10 & 11	Tuesday – Midterm Wed - Group Speeches begin
	Group Speeches		Continue Group Speeches
	Informative Speaking	Chapter 12/13	Tuesday - Informative Speeches begin
	Informative Speeches	Chapter 12/13	Continue Informative Speeches
WEEK 4 6/24-6/27	Principles of Persuasive Speaking & Using Persuasive Strategies	Chapter 14 & 15	none
	Persuasive Speeches		Begin Persuasive Speeches
	Persuasive Speeches		Continue Persuasive Speeches
WEEK 5 6/2-6/5	Final Review and Final Class Day		Mon - Final Review No class July 4th
	FINAL Exam		Final Exam Period

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. <https://www.pvamu.edu/library/>
Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination,

and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.