Instructor: Tom Reynolds
Office: Liberal Arts North #261
Office hours: (11am-12:30pm, MTWR.)
E-mail: reynoldst1@d2l.sfasu.edu
Phone - #2303

**Required Materials**
One standard spiral-ring notebook
Pen or Pencil
One GREEN 882 Scantron for final exam
NO TEXTBOOK

**Course Description:** Theory and practice in oral communication. Analysis of communication as a function of public address.

**Assignments:**
- Speech 1: Declamation Speech 100 points
- Speech 2: Research Speech 200 points
- Speech 3: Informative Speech 200 points
- Speech 4: Persuasive Speech 300 points
- Final exam 200 points

**Total** 1000 points

**General Requirements for All Speeches:**
- In order to receive a passing grade in this class, you must deliver **all four speeches.** This does not mean that delivering all four speeches guarantees you a passing grade in the class.
- Speaking order will be determined in advance. If you are absent the day you are scheduled to give a speech or take an exam, **you will receive a zero**, no exceptions unless you supply official written confirmation of a medical or family emergency.
- Students cannot use Wikipedia for a citation on outlines. Wikipedia is not a credible source.
- Speech and manuscripts outlines must be **typed and a reference list must accompany the outline** of speeches that require sources. No reference list will result in a 20% point reduction for your outline.
All speech outlines must be uploaded to the designated folder in the D2L Dropbox by the first day of speeches, even if you’re not scheduled to speak that day. Outlines uploaded late will result in deduction of your speech grade.

MLA or APA format will be used for Works Cited lists.

A 5% time penalty will be deducted for every 15 seconds under or over time. You may be stopped if your time violation is excessive.

Attendance Policy: Because a significant portion of the learning in this class is based on participation and observation, part of your grade for the course will be determined by your attendance and active participation in class. As this class is two hours a day, four days a week, only TWO absences will be allowed. After that, each additional absence will result in one letter grade deduction from the final grade. Five or more absences is an automatic F.

Course Policies
- Turn off all cell phones and other digital devices and remove ear pieces before class begins. Do not use your cell phones for text messaging or checking messages during class. If you’re seen using a cell phone during another student’s speech, you will receive a zero.
- Promptness is expected. Consistent tardiness or leaving early will adversely affect your grade. If you arrive late on a speech day, please wait outside the door until the student speaking is finished.
- If you miss a class day it is your responsibility to contact a reliable classmate to get that day’s notes and assignments before you come to me with questions.
- In keeping with university regulations, food and drink are not allowed in the classroom. The exception is bottled water, which is permitted.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics and Assignments Due</th>
<th>Materials Due</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuesday 7/10</td>
<td>Introduction to public speaking. Steps to developing a speech-audience, topic, purpose, central idea, main ideas</td>
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<td>Wednesday 7/11</td>
<td>Speaking with confidence/ethically Listening to Speeches</td>
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<td>Thursday 7/12</td>
<td>Developing your speech – Analyzing audience, topic selection, speech purpose, creating central idea, main ideas. <em>Speech #1 – prep</em></td>
<td><em>Speech #1 – declamation source due</em></td>
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<td>2</td>
<td>Monday 7/16</td>
<td><em>Speech #1 – declamation</em> Research/using secondary sources MLA works cited lists</td>
<td><em>Speech #1</em></td>
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<td></td>
<td>Tuesday 7/17</td>
<td>Gathering/using supporting material Organizing your speech – Chronological, Topical, Spatial</td>
<td><em>Speech #2 – Research – speech topics assigned</em></td>
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<td>Wednesday 7/18</td>
<td>Introductions/Conclusions Methods of delivery</td>
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<td>Thursday 7/19</td>
<td>Presentation Aids – Using tech <em>Speech #2 – prep</em></td>
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<td>3</td>
<td>Monday 7/23</td>
<td><em>Speech #2 – Research</em></td>
<td><em>Speech #2 – manuscript/media due (uploaded)</em></td>
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<td>Tuesday 7/24</td>
<td><em>Speech #2 – Research (conc.)</em></td>
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<td>Wednesday 7/25</td>
<td>Informative Speaking</td>
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<td>Thursday 7/26</td>
<td>Informative Speaking cont’d. Language/Style. <em>Speech #3 – prep</em></td>
<td><em>Speech #3 – Informative topics due</em></td>
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<td>4</td>
<td>Monday 7/30</td>
<td><em>Speech #3 – Informative</em></td>
<td><em>Speech outlines due (uploaded)</em></td>
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<td>Tuesday 7/31</td>
<td><em>Speech #3 – Informative (conc.)</em></td>
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<td>Wednesday 8/1</td>
<td>Persuasive Speeches - persuasion</td>
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<td>Thursday 8/2</td>
<td>Persuasive Strategies <em>Speech #4 – prep</em></td>
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<td>5</td>
<td>Monday 8/6</td>
<td><em>Speech #4 – Persuasive</em></td>
<td><em>Speech outlines due (uploaded)</em></td>
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<td>Tuesday 8/7</td>
<td><em>Speech #4 – Persuasive (conc.)</em></td>
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<td>Wednesday 8/8</td>
<td>Review for Test #2</td>
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<td>Thursday 8/9</td>
<td><em>Test #2</em></td>
<td><em>END OF TERM</em></td>
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Division of Languages, Culture and Communications • Stephen F. Austin State University
Course Objectives/Student Learning Outcomes
After completing COM 111 students should be able to:
• Understand and demonstrate speaking processes through invention, organization, drafting, revision, editing, and presentation.
• Understand the importance of specifying audience and purpose and to select appropriate communication choices.
• Understand and appropriately apply modes of expression.
• Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
• Understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
• Develop the ability to research and write an oral presentation.

Academic Integrity: Students in this class are expected to read and abide by the university policy on academic integrity. If a student is found in violation of this policy, he/she will be subject to receiving a failing grade for this course, and the violation will be reported to the proper university authorities.

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Withheld Grades Semester Grades Policy (A-54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.
Students with Disabilities
To obtain disability-related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate or inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.