**School of Communication and Mass Media**

**29-102-10 Fundamentals of Oral Communication (3 hours)**

**Spring 2021**

**Instructor: Dr. Kreizinger Email: jkreizi@nwmissouri.edu**

**Office hours: M/W 10 a.m.-1:30 p.m. or by arrangement Office: Fine Arts 251**

**Phone:** **562-1194**

**Prerequisites:** None

**Textbook and supplementary materials:** O’Hair, D., Weimann, M., Mullin, D. I. (2018). *Real communication: An introduction*. (4th ed.) Boston: Macmillan Publishing.

***The textbook supplement Launchpad is required for this course. A course fee of $20 will be assessed to your student account within 2 weeks of the beginning of the course.***

**Course description:** An overview of the theory and guided practice of the skills utilized in intrapersonal, interpersonal, group and public communication. The student will perform an interview, small group discussion, informative speech and persuasive speech*.*

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| **Student Learning Outcomes (NW Core)** | **Assessment Methods** |
| Northwest students will understand the role of writing and speaking in living and learning. | * Informative Speech * Persuasive Speech |
| Northwest students will engage in disciplined thought to generate and communicate ideas. | * Informative Speech * Persuasive Speech |
| Northwest students will locate, retrieve, organize, store, synthesize, and annotate various forms of information. | * Informative Speech * Persuasive Speech |
| Northwest students will engage in team-based activities and understand the logistics, value, and challenges of effective teamwork. | * Group Speech |

**Instructional methods:** Although the methods of instruction and individual activities may vary by instructor, all sections of this course will include lecture, discussion, multimedia (audio/video), participation activities, and student performances (including at a minimum, presentations and writing assignments related to an interpersonal/small group assignment, group problem-solving, an informative speech, and a persuasive speech). A common textbook will be used in each section and all students will take the same chapter learning curves, midterm, and final examination.

**Graded course requirements:**

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| **Assignments** | **Points** |
| Interpersonal/Small Group Assignment | 50 points |
| Informative Speech | 200 points |
| Persuasive Speech | 200 points |
| Group Speech | 200 points |
| Learning Curve Activities (17 @ 10 points each) | 170 points |
| Midterm Exam (Chapters 1-9) | 50 points |
| Final Exam (Chapters 10-17) | 50 points |
| Daily Assignments (announced or unannounced) | 80 points |
| Total | 1000 points |

**Grading scale:**

1000-900=A

800-899=B

700-799=C

600-699=D

599 and below=F

**Attendance:** Students are expected to attend all classes as specified in the course syllabi for each course. No late work may be accepted in cases of unexcused absence. It is the responsibility of the student to promptly notify his or her instructor when unable to attend class. Please refer to the university policy on attendance at <https://www.nwmissouri.edu/policies/academics/Attendance.pdf>

**Final exams:**  *The final exam will be administered online, per the university policy on Monday May 3rd 2:00 -4:00 PM. You must login to complete the exam during that designated time frame.*

If an emergency occurs that prevents the administration of a course scheduled final examination, the final course grades will be calculated based on the work in the course completed to that point in time and the faculty member’s considered judgment. Final exams will not be rescheduled, and a grade of “I” will not be given as a result of an institutional cancellation of a final examination. This final exam policy does not apply to online courses.

**Administrative drop:** An instructor may request the Office of the Registrar delete a student from a course roster if the student has not met the prerequisite for the course as stated in the catalog, or as a result of non-attendance in the course.

**Academic Administrative withdrawal:** When it is in the best interest of Northwest Missouri State University for a student to withdraw, a student will be given a W, put on administrative hold, and given notice that they are about to be withdrawn. This action will result in removal of all credits associated with courses that have yet to be completed in the semester in question and the student will be administratively withdrawn from the University. An Administrative Withdrawal does not affect the student’s grade point average. Please refer to Northwest Missouri State University’s Academic Administrative Withdrawal Policy at:

<https://www.nwmissouri.edu/policies/academics/Adding-Dropping-Withdrawals.pdf>

**University communications:** Students are expected to use their Northwest student email account for any electronic correspondence within the university. Students are also strongly advised to check their email and CatPAWS accounts on a regular basis.

**Academic integrity policy:** The students, faculty, and staff at Northwest endeavor to sustain an environment that values honesty in academic work, that acknowledges the authorized aid provided by and intellectual contributions of others, and that enables equitable student evaluation. Please refer to Northwest Missouri State University’s Academic Integrity Policy at <http://www.nwmissouri.edu/policies/academics/Academic-Integrity.pdf>

**Communication 102 Specific Policies regarding plagiarism (used with permission from the Department of Language, Literature, and Writing)**

Academic integrity is central to our mission as a university and your success as a student, and it is expected that you will read and become familiar with the Code of Academic Integrity in the *Undergraduate Academic Catalog* and *Northwest Student Handbook*. Academic integrity entails treating the work of others ethically and ethically representing your own work. Plagiarism is defined as using someone else’s language or ideas as your own without appropriately crediting the source, or to such an extent that the writing is no longer representative of your own abilities.

To avoid plagiarism, those who use words or ideas (including spoken, printed, electronically retrieved, or recorded sources) from another person's work must document the source.

To document a direct quotation in APA style, writers must:

1. Include quotation marks around the material or indent it within the text to indicate their use of the source;

2. Provide parenthetical notation indicating the date (required), page number (if available); and

3. Include the name of the author (if available) or the title (if no author is given) either in the introduction to the quotation or within the parenthetical citation.

**To document a direct quotation in an oral presentation, speakers must:**

1. Say the word "quote" to verbally replace written quotation marks; and

2. Include the name of the publication and date before or after the quotation; and

3. Outline oral presentations consistent with the above rules for written material.

Instead of quoting writers or speakers, you may paraphrase the facts and ideas of others by fully digesting the concepts, then stating them in your own words and sentence structure; but you must still credit the sources as in the above notes.

**Other forms of academic dishonesty include**

* Using a speech from another student from a previous course (both students are charged with academic dishonesty)
* Lying about an excuse for an absence
* Publishing exam questions on any public forum such as a website
* Sharing screenshots or photos of exam questions in any public forum such as a website
* Using published exam questions, screenshots, or photos of exam questions to complete an assessment
* Sharing passwords to midterm or final exams with students who are not present in the classroom

**Learning or Living Accommodations Request Process:** Northwest Missouri State University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 [ADA] and the ADA Amendments Act of 2008 [ADAAA]. If a student has a documented disability that qualifies under the ADA/ADAAA and requests accommodations, they should review the Accessibility and Accommodations webpage at https://www.nwmissouri.edu/titleixequity/accessibility/index.htm for guidance, including the accommodations application and supporting documentation requirements. Contact ada@nwmissouri.edu or 660.562.1873 for further assistance. For the university policy on disability accommodation refer to <http://www.nwmissouri.edu/policies/student/Disability-Accommodation.pdf>

**Non-discrimination and anti-harassment policy:** Northwest Missouri State University is committed to maintaining an environment for all faculty, staff, students, and third parties that is free of illegal discrimination and harassment. Please refer to the Non-Discrimination and Anti-Harassment Policy at <http://www.nwmissouri.edu/diversity/titlevi.htm>

**Family Education Rights and Privacy Act (FERPA) policy:** Family Educational Rights and Privacy Act of 1974, as amended (commonly known as the Buckley Amendment), is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. Please refer to the Family Educational Rights and Privacy Act (FERPA) Policy at <http://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-Privacy-Act.pdf>

**COVID-19 Classroom Mitigation:** Northwest is committed to the health and safety of the University community and has therefore adopted COVID-19 mitigation policies:

* Every student must wear a face covering (such as a cloth facemask, bandana, scarf, neck gaiter, or medical mask) over their nose and mouth at all times in all academic building spaces, including classrooms (unless directed not to by the instructor), offices, hallways, and restrooms. Face coverings (**mouth and nose must always be fully covered in this class and social distancing observed**.)
* Face shields may be worn in addition to, but not in place of, a face covering.
* Students without face coverings will not be allowed in the classroom until they comply with expectations.
* Students must also follow directions regarding entries, exits and furniture, and maintain at least 6 feet of social distancing whenever possible.
* Northwest further asks all students to practice good hygiene and not enter academic buildings or attend face-to-face classes when they feel sick or have been instructed to quarantine/isolate; students who miss class should communicate with their instructors.
* Students who do not comply with these requirements will be subject to standard disciplinary procedures according to the Northwest Student Code of Conduct (i.e. verbal and written warnings followed by a hearing, if necessary). We thank you for doing your part to maintain our learning environment and to protect the health of fellow Bearcats.

**Change in Course Delivery:** It is our goal as a University to continue all courses as planned on campus. However, due to unforeseeable impacts of COVID-19, faculty and students must be prepared to move all courses to a remote/online learning format anytime during the semester, either permanently or for a short term. The type of format (synchronous or asynchronous) will be at the discretion of each faculty member. The University and faculty will communicate with students in the event such action is deemed necessary to preserve the health and safety of students and employees.

**Midterm Exam:** The Midterm exam will also be delivered online. Your instructor will have it open all day February 22. Class will not meet that day. You will have 55 minutes to complete the exam. It will require Lockdown Browser.

**Course outline/major topics studied:** *See course schedule.*

**Note:** Course schedule is subject to change with instructor notification and students will be responsible for abiding by these changes.