

COMM 107 – Oral Communication: Principles and Practices
Fall 2017

Section	Days	Time	Bldg/Room
7501/8301	TuTh	8:00am-9:15am/9:30am-10:45am	PLS 1184

Instructor: Misti Yang (pronouns: she/her/hers)
Office Location: Skinner Building, Room 0107
Office Hours: Tuesday 1-3pm, or by appointment
E-Mail: yangm7@umd.edu

About Your Instructor

Practice. Practice. Practice. Whether it is delivering a compelling presentation in this course or solving a complex mathematical problem in another, I believe that all mastery comes with practice. The good news is that this means I sincerely believe in everyone's capability to excel in this course, but I also have high expectations. I previously taught at University of Nevada, Las Vegas, where I also earned my master's degree in communication. I am currently a PhD student in communication studying the rhetoric of technology.

Course Description

COMM 107 explores the foundations of oral communication. We will focus on preparing for and delivering a variety of presentations, including informative, special occasion, persuasive, and group. Specifically we will discuss topics that aid in effective presentational speaking such as audience analysis, ethics, topic selection, finding and using supporting evidence, listening, and delivery.

Learning Outcomes

- Demonstrate an understanding of the role of oral communication in academic, social, civic, and professional endeavors
- Demonstrate effectiveness in using verbal and nonverbal language appropriate to the goal and the context of the communication
- Demonstrate an ability to listen carefully
- Demonstrate skill in asking and in responding to questions
- Demonstrate competency in planning, preparing, and presenting effective oral presentations
- Use effective presentation techniques including presentation graphics

Course Materials and Resources

- Rothwell, J. D. (2017). *Practically Speaking*. New York: Oxford University Press.
- Additional readings posted on ELMS. ISBN: 9780190457327
- Oral Communication Center (OCC) – The OCC is available to all UMD students to prepare for their presentations/speaking assignments. More information about this campus resource (including specific services offered and scheduling information) can be found at:
<http://umdocc.wixsite.com/blog>

Communication About This Course

Check ELMS regularly! Announcements, additional readings, assignments, grades, etc. will be posted to ELMS/Canvas over the course of the semester, so please be sure to check it regularly. In addition, ELMS/Canvas will be used to communicate any emergency protocol procedures. In the event the university closes due to inclement weather, I will announce changes to the course and/or assignment schedule via ELMS and/or e-mail.

Please note that students are responsible for keeping their email address up to date, and must ensure that forwarding to another address functions properly. Failure to check email and ELMS, errors in forwarding, and returned messages are the responsibility of the student, and do not constitute an excuse for missing announcements or deadlines.

Course Policies

Participation/Attendance Policy

Due to the participatory and activity-based nature of the course, it is recommended that you do not miss class. Attendance will be taken and points assigned to each day's discussion and/or activity component.

- I will follow the University's attendance/absence policy. The full university attendance/absence policy can be found here:
<http://www.ugst.umd.edu/courserelatedpolicies.html>
- Please note that University sanctioned excused absences will not result in decreased grades and include those based on medical necessity and religious observation. Absences stemming from work duties other than military obligation (e.g., unexpected changes in shift assignments) and traffic/transit problems do not typically qualify for excused absence per the University

policy. Students are responsible for meeting with the instructor to discuss appropriate academic accommodation, and are responsible for determining all information and material missed due to absences. Students are expected to inform the instructor in advance of medically necessary absences, and provide documentation of the absence.

Tardy Policy

We will start class on time and will review quiz responses, discuss course content, begin activities, and/or start presentations promptly. It is important that you are not late to class.

- You will not receive daily activity points for the day if you are more than 10 minutes late to class.
- Please notify me before class if you need to leave early for any reason. You will not be able to earn full daily activity points if you leave more than 10 minutes early from class.

Assignment Policy

- You must submit all assignments to ELMS before the stated due date and time.
 - Assignments (not including quizzes or presentation/speeches) will be penalized 10% if they are submitted late and an additional 10% each calendar day that they are missing. The last day to submit an assignment for points will be the last day of classes as indicated on the UMD academic calendar.
 - Quizzes submitted after the due date/time will not be accepted since I will review the answers at the beginning of class.
- There are no makeups allowed for missing a presentation (presentations count as a major scheduled grading event) unless you have appropriate documentation of a university-excused absence (<http://www.ugst.umd.edu/courserelatedpolicies.html>)
- If you must miss class the day that an assignment/quiz/presentation is due, upload the assignment to ELMS before the start time of the class. If you miss class due to an illness and cannot submit the assignment on time, please contact me as soon as possible.
- You must type and double space your assignments, number each page, set the margins to one inch, and use Times New Roman 12 point font. Remember to proofread your assignment before submitting it!
- You must cite your sources by correctly using APA, MLA, or Chicago Style format. If you neglect to cite your sources, you will receive a zero on the

assignment. Also, you must cite your sources orally in your speeches. This policy corresponds to the University's academic integrity policy: <http://www.ugst.umd.edu/courserelatedpolicies.html>.

Additional University Course Procedures and Policies

A full list of course-related policies and relevant links to resources may be found at: <http://www.ugst.umd.edu/courserelatedpolicies.html>

Academic Integrity: The UMD Honor Code prohibits students from cheating on exams, plagiarizing papers, submitting the same paper for credit in two courses without authorization, buying papers, submitting fraudulent documents and forging signatures. Students who engage in academic dishonesty in this course will receive no points for the assignment in question, and will be immediately reported to the Honor Council and Office of Judicial Programs for further action. There will be no warnings. Remember, cheating, plagiarism or other types of fabrication are never worth it. Definitions for plagiarism, fabrication, cheating, etc. can be found at: <http://www.ugst.umd.edu/courserelatedpolicies.html>.

Allegations of academic dishonesty will be reported directly to the Student Honor Council: <http://www.shc.umd.edu>.

University Classroom Climate: The University of Maryland values the diversity of its student body and I am committed to providing a classroom atmosphere that encourages the equitable participation of all students regardless of age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation. Potential devaluation of students in the classroom that can occur by reference to demeaning stereotypes of any group and/or overlooking the contributions of a particular group to the topic under discussion is inappropriate. In this course, we will touch on stereotypes of culture, gender, and sexuality. Please be prepared to discuss these subjects in a manner that does not discourage or devalue your classmates.

You can read the full Statement on Classroom Climate here:

<https://www.faculty.umd.edu/teach/classclimate.html>

Sexual Misconduct: The University of Maryland is committed to providing support and resources, including academic accommodations, for students who experience sexual or relationship violence as defined by the University's Sexual Misconduct Policy. To report an incident and/or obtain an academic accommodation, contact the Office of Civil Rights and Sexual Misconduct at 301-405-1142. If you wish to speak confidentially, contact Campus Advocates

Respond and Educate (CARE) to Stop Violence at 301-741-3555. As ‘responsible university employees’, faculty are required to report any disclosure of sexual misconduct, i.e., they may not hold such disclosures in confidence. For more information: <http://www.umd.edu/ocrsm/>

Diversity: The University of Maryland values the diversity of its student body. Along with the University, I am committed to providing a classroom atmosphere that encourages the equitable participation of all students regardless of age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation. Potential devaluation of students in the classroom that can occur by reference to demeaning stereotypes of any group and/or overlooking the contributions of a particular group to the topic under discussion is inappropriate.

Disability Support: Students with a documented disability should inform the instructors as soon as they are registered with the Accessibility and Disability Services (ADS) office. You are expected to provide your instructor with a copy of the Accommodations Letter and to obtain your instructor’s signature on the Acknowledgement of Student Request form. You and your instructor will plan together how accommodations will be implemented throughout the semester. To obtain the required Accommodation Letter, please contact ADS at 301-314-7682 or <https://www.counseling.umd.edu/ads/>.

Copyright Notice: Class lectures and other materials are copyrighted. They may not be reproduced for anything other than personal use without written permission from the instructor. Copyright infringements may be referred to the Office of Student Conduct.

Assignments and Point Distributions

Informative Presentation I (60 points): The first individual speaking assignment will ask you to speak for 2-3 minutes about one topic/issue you are knowledgeable/passionate about.

The assignment includes (1) an in-class topic workshop (daily activity points), (2) an in-class outline workshop (daily activity points), (3) a presentation outline (10 points), and (4) a presentation (50 points). Details about this assignment can be found under the assignments section of ELMS. I will also review the requirements in class as the assignment approaches.

Informative Presentation II (180 points): This is the second individual speaking assignment. Here you will be asked to build on your first informative presentation in order to speak for 4-5 minutes. You will need to incorporate a visual aid for this assignment.

The assignment includes (1) an in-class outline workshop (daily activity points), (2) a preparation outline (40 points), (3) a presentation outline (10 points), (4) a presentation (90 points), (5) a completed evaluation form (20 points) and (6) a self-reflection (20 points). Details about this assignment can be found under the assignments section of ELMS. I will also review the requirements in class as the assignment approaches.

Special Occasion Presentation (50 points): This is a creative individual presentation that allows you to practice giving “everyday” presentations (e.g., wedding toasts, speeches of introductions, acceptance speeches). Your instructor will determine the specific occasion and you will develop a brief presentation (1-2 minutes) that coincides with the occasion.

The assignment includes (1) an in-class topic workshop (daily activity points), (2) an in-class outline workshop (daily activity points), (3) a presentation outline (20 points), and (4) a presentation (30 points). Details about this assignment can be found under the assignments section of ELMS. I will also review the requirements in class as the assignment approaches.

Persuasive Presentation (200 points): This is the final individual presentation, during which you will attempt to persuade your classmates to adopt/quit a behavior (e.g., adopt meatless Mondays or always take your shoes off when entering your home) or address a policy (e.g., support for/against the Purple Line or reasons for/against online Gen Ed courses at UMD). You will be asked to speak for 6-7 minutes and will need to incorporate a visual aid.

The assignment includes (1) an in-class topic workshop (daily activity points), (2) an in-class outline workshop (daily activity points), (3) a preparation outline (50 points), (4) a presentation outline (10 points), (5) a presentation (120 points), and (6) critical listening assessment (20 points). Details about this assignment can be found under the assignments section of ELMS. I will also review the requirements in class as the assignment approaches.

Group Presentation (250 points): This is a group assignment that will ask you to work with a team of your classmates to identify a problem in your local community and to develop three solutions to this problem. You will have 20-25 minutes to present. After you present, there will be a 15-minute question and answer session that will seek to choose the best solution for the stated problem.

The assignment includes (1) an in-class topic workshop (daily activity points), (2) an in-class outline workshop (daily activity points), (3) informant interviews (30 points – 2 interviews per group), (4) written group preparation outline (30 points), (5) an individual presentation outline (10 points), (6) a presentation (125 points – includes responses to the questions), (7) a completed group feedback form and the average from your group members (30 points), and (8) evaluation as question asker (25 points – date to be assigned by instructor). Details about this assignment can be found under the assignments section of ELMS. I will also review the requirements in class as the assignment approaches.

Reading Quizzes (100 points): Over the course of the semester, I will administer 12 quizzes. These quizzes will consist of 5 questions each worth 2 points. Quizzes will be due by the start of class on the assigned day (e.g., Wednesday by 8am). I will count your highest 10 quiz scores and drop your two lowest scores (please see sample below).

If a student received the following scores, then they will earn a 90 for their final quiz grade (dropped Q3 for 0 points and quiz 5 for 4 points).

Q1=10, Q2=10, Q3=0, Q4=8, Q5=4, Q6=10, Q7=10, Q8=6, Q9=8, Q10=10, Q11=8, Q12=10

- Please note that no late quizzes will be accepted since answers will be reviewed in class.
- There are no makeups for quizzes unless you are absent due to a university-excused absence or miss the quiz before you enroll in the section during the drop/add period.

Final Exam (50 points): I will administer an online final exam that comprehensively assesses the learning gains you made over the course of the semester. It will be an essay format that asks you to reflect on your growth as a communicator. Instructions can be found under the assignments section in ELMS.

- Please note that the question will be locked until the university designated final exam time.
- Your final exam will take place according to the schedule listed on the Office of the Registrar's website:

<http://www.registrar.umd.edu/current/registration/exam%20tables%20spring.html#common>

- A student may seek to reschedule final examinations so that they have no more than three (3) examinations on any given day. It is the responsibility of the student to initiate the rescheduling or be responsible for taking the examination as originally scheduled.

Daily Activity Points (60 points): Points will be allocated for each day of the semester. Students receive points for participating in the day's in-class activities—including the topic and outline workshops. I will keep track of the points and will update the ELMS grade book with these points weekly.

- Please note that I will prorate your daily activity score if you miss a class due to an excused absence.

Speaking and Listening Assessment (40 points): You will give a non-graded impromptu presentation and participate in a listening activity at the beginning and end of the semester to measure learning gains in the course. You will receive 10 points for completing each component (speaking 1, speaking 2, listening 1 and listening 2). The data will be aggregated and will not impact your grade or your instructor's evaluations.

Outside Communication Activity (10 points): You will receive 5 points for each outside communication activity that you participate in (up to 10 points). Outside communication activities include: one hour of SONA research participation or one visit to the OCC (Note: only one OCC visit will count toward the outside communication activity).

- You can find SONA opportunities online at <http://umcommunication.sona-systems.com>. These opportunities are available on a first come, first served basis.
- More information about the OCC can be found here: <http://umdocc.wixsite.com/blog>

Below is a summary of the major projects/assignments/exams.

Assignment	Points
Informative Presentation I	60 points
Informative Presentation II	180 points

Special Occasion Presentation	50 points
Persuasive Presentation	200 points
Group Presentation	250 points
Reading Quizzes	100 points
Final Exam	50 points
Daily Activity Points	60 points
Speaking and Listening Assessment	40 points
Outside Communication Activity	10 points

Semester Evaluation and Final Letter Grades: Grading will be on a 1,000-point system, so the following grades will be given for the following total points at end of the semester:

Letter Grade	Point Scale
A+	1000-970
A	969-940
A-	939-900
B+	899-870
B	869-840
B-	839-800
C+	799-770
C	769-740
C-	739-700

D+	699-670
D	669-640
D-	639-600
F	599-0

Please note that there is no “rounding” of final scores since this is a point-based system. For example, if you receive 895 points you will receive a final letter grade of B+.

COMM 107 Schedule – Fall 2017

This schedule is subject to minor revisions.

Tuesday		Thursday	
Aug 29	Welcome to COMM 107! Communication and Presentational Speaking Chapter 1	Aug 31	Quiz 1: Syllabus Speech Anxiety and Informative Speaking Chapter 2 and 14
Sept. 5	Quiz 2: Ch 3 Audience Analysis and Topic Selection Chapter 3	Sept 6	Topic Workshop Informative I – Part I
Sept 12	Quiz 3 : Ch 7 and 8 Topic Workshop Informative – Part II Organizing Chapters 7 and 8 (skim chapter 6)	Sept 14	Quiz 4: Ch 4 and 5 Supporting Evidence Chapters 4 and 5
Sept. 19	Quiz 5: Ch 10 Outline Workshop Informative I Delivery Chapter 10	Sept 21	Informative I Presentations - Turn in Presentation Outline

Sept 26	Informative I Presentations (Continued) - Turn in Presentation Outline Language Chapter 9	Sept 28	Quiz 6 : Listening Readings Listening ELMS Reading Outline Workshop Informative II
Oct 3	Quiz 7: Ch 11 Outline Workshop Informative II – Continued Visual Aids Chapter 11	Oct 5	Informative II Presentations - Turn in Presentation and Preparation Outlines (Guest Instructor will record presentations for me to grade.)
Oct 10	Informative II Presentations (Continued) - Turn in Presentation Outline	Oct 12	Quiz 8: Ch 17 Turn in Informative II Self-Reflection Special Occasion Speaking Chapter 17
Oct 17	Topic and Framework Workshop	Oct 19	Special Occasion Presentations - Turn in Presentation Outline Foundations of Persuasion Chapter 15
Oct 24	Quiz 9: Ch. 16 Persuasive Speaking Strategies Chapter 16	Oct 26	Quiz 10: Ch 13 Group Contract Day Argumentation, Reasoning and Evidence Chapter 13
Oct 31	Topic Workshop Persuasive	Nov 2	Quiz 11: Ch 12 Critical Thinking Speakers and Listeners Chapter 12 Outline Workshop Persuasive

Nov 7	Turn in Persuasive Preparation Outline Topic Workshop Group Presentation	Nov 9	Persuasive Presentations - Turn in Presentation Outline Group Communication ELMS Reading and Interviews as supporting evidence pp. 72-74
Nov 14	Persuasive Presentations - Turn in Presentation Outline	Nov 16	Persuasive Presentations - Turn in Presentation Outline
Nov 21	Quiz 12: Q&A Readings Outline Workshop Group Presentation Q&A Sessions ELMS Reading	Nov 22	Thanksgiving Break !
Nov 28	Group Workday - Turn in Informant Interview Write Up and Question Session Leader Speaking and Listening Assessments	Nov 30	Group Presentations - Turn in Presentation and Preparation Outlines
Dec 5	Group Presentations - Turn in Presentation Outline	Dec 7	Group Presentations - Turn in Presentation Outline Course Wrap-Up

Online Cumulative Final Exam

Refer to <http://www.registrar.umd.edu/current/registration/exam%20tables%20spring.html> for day and time of exam.