

**Fundamentals of Oral Communication**  
**COMS 100—Section 08**  
**TuTh 12:30 - 13:45, Dusable Hall 482**

**Instructor:** Jin Chen

**Email:** jchen4@niu.edu

**Office:** 229 Watson Hall

**Office Hours:** M/W 2:30-3:30 p.m. or by Appointment

**Required materials:**

1. The Art of Public Speaking by Stephen Lucas, 12<sup>TH</sup> Edition. (Please be noted that previous edition is not acceptable because there are major changes in both content and sequences.)
2. COMS 100 Course Manual, Spring 2019

**Course Objective:**

This course will focus on the development of public speaking and listening skills required for effective communication in a variety of contexts. Improvement of these skills will help you process and evaluate messages as well as adapt your communication to diverse audiences and settings. Students are expected to show increased skill development and to better understand varying perspectives from assignment and assignment.

**Welcome to COMS 100!** I want you to be successful in my class. If you want the same thing, here's what you are going to do:

1. **Attend class regularly.** Attendance is required in this class. You are allowed **3 class absences** without penalty. However, this exemption doesn't apply to speech, test, and quiz days. **Students forfeit any points offered on a day that they are late for class, leave early from class, or are absent from the class.** Each absence beyond 3 will result in points deduction from your grade (**10 points/absence**). In case of unexpected absence, the student is responsible for obtaining any material and information presented on the days that was missed from a classmate.
2. **Present speeches on assigned days.** It is not possible to make up missed speeches or peer evaluations. **If you fail to show up on the day that you are assigned to give a speech, expect a ZERO!** If you are late, you may still get the chance to give the speech if the schedule allows, but expect **50% grade deduction**. If you are seriously ill or have a personal emergency (death of a family member, dorm fire, etc.), I will work with you to make up the speeches, but you **MUST** let me know in advance and present **official documentation** of your absence immediately upon your return to class. After that, your grade on the assignment will be **ZERO**.
3. **Complete assignments on time.** All assignments are due by the start of class on the date specified on the syllabus. **Assignments must be submitted via Blackboard using the procedure discussed in class. LATE ASSIGNMENTS ARE NOT**

**ACCEPTED.** Electronic mail attachments of assignments or drafts are **NOT** accepted. If you find that you experience an emergency (e.g., death in the family) or technological problems beyond your control, you need to contact the professor immediately and provide **official documentation** of the issue. If you need writing guidance on the assignments, please visit the *NIU Writing Center* (call 815-753-6636 to schedule an appointment).

4. **Participate actively in class.** We highly encourage you to actively share your thoughts and insights with the whole class in discussions and activities, which will help both you and your classmates succeed in the class. **Students will be awarded with academic points for active participation in class.**
5. **Do your own work.** Presenting someone else's work as your own, or allowing someone else to use your work is considered plagiarism. **Plagiarism is a serious academic misconduct.** All involved parties will minimally receive a zero on the assignment, and may also be reported to the NIU Office of Community Standards and Student Conduct for further sanctions. Plagiarism isn't worth the risk! So create your own work, and I know you can do it on your own, if you need more guidance, don't hesitate to visit me at office hours. Refer to this in Course Manual.
6. **Be respectful of yourself, your classmates and the instructor at all times.** Please do not allow your cell phone or laptop to create distractions for you or your classmates. I know it's hard to disconnect from your devices, but it will help you stay focused and improve your academic performance. Please do not talk, eat, sleep, text message etc. during class or while someone is giving a speech. Let's create a learning environment that is free from distractions!

**If you're running late on a speech day, please do not enter the classroom in the middle of someone's speech.** It may make it hard for them to deliver their speech. Wait until the speech is over, then slip into the classroom quietly and take your seat.

7. **Notify me if you need an accommodation for this class.** Support Services are available by the University's Disability Resource Center (DRC). DRC will assist you when you provide documentation of disability. The DRC office is located on the 4<sup>th</sup> floor of the Health Services Building, and can be reached at 815-753-1303. **Please get the paperwork done as soon as possible. This is important because it will allow me to make necessary accommodations for you.**
8. **Enjoy yourself.** Public speaking can be a fun class, and you will be thrilled by the progress you can make at the end of the semester. Let's have fun.

**Grading Summary:**

Self-Introductory Speech	50 pts
Commemorative Speech	100 pts
Informative Speech	150 pts
Persuasive Speech	200 pts
Self-introduction Self-Assessment	15 pts
Persuasive Self-Assessment	15 pts
Commemorative Peer Assessment	30 pts
Informative Peer Assessment	30 pts
Persuasive Peer Assessment	40 pts
Instructor Points	
mid-term	100 pts
quizzes	70 pts
Attendance	30 pts
Videotaping	20 pts
Final Exam (comprehensive)	150 pts
<b>Total</b>	<b>1000 pts</b>

**Grading Scale:**

1000-900 pts = A  
899-800 pts = B  
799-700 pts = C  
699-600 pts = D  
599 or below = F

**Note:** As stated in the Course manual, 200 points are deemed “instructor points”. In this class, 100 of those points will be for midterm exam, 70 points for quizzes, and other 30 points for attendance.

Students may earn academic points; these points are awarded for contributions to class discussion, which reflect the mastery of course content, as well as for the efforts devoted to this course.

I will orally announce any changes to the schedule or assignment in class. If necessary, I will use Blackboard and email to send announcement to notify you of unplanned or unexpected changes (ex: class cancellation). I will reply your emails as quickly as possible, but remember that I am not always in front of computer. If you send emails requests to me after 7:00 pm, do not expect a response until the next day. If you have questions about an assignment, please contact me before the due date.

### Tentative Schedule for Lecture and Readings

WEEK/DATE	TOPIC	READINGS	ASSIGNMENT DUE
1. January 15 & January 17	Course overview (syllabus) Basic principles of Speech communication	Chapter 1	
2. January 22 & January 24	Planning your first speech Ethics and public speaking	Chapter 2 Chapter 4	
3. January 29 & January 31	<b>Self-intro speech</b> Listening to speeches & commemorative speaking	Chapter 3&18	<b>Speech outline</b> <b>Self-assessment</b>
4. February 5 & February 7	Audience Analysis <b>No Class!</b>	Chapter 6	
5. February 12 & February 14	Organizing the Body of speech Introductions & conclusions & outlining	Chapter 9 Chapter 10-11	<b>Quiz 1</b>
6. February 19 & February 21	Using language effectively Delivery	Chapter 12 Chapter 13	<b>Quiz 2</b> <b>Quiz 3</b>
7. February 26 & February 28	<b>Commemorative speech</b> <b>Commemorative speech</b>		<b>Speech outline</b>
8. March 5 & March 7	<b>Mid-term</b> Speaking to inform & choosing topic & purposes	Chapter 5 &15	<b>Quiz 4 &amp; Peer assessment</b>
9. March 12 & March 14	<b>Spring Break</b> <b>Spring Break</b>		
10. March 19 & March 21	Gathering materials Using supporting materials and visual aids	Chapter 7 Chapter 8 &14	<b>Quiz 5</b>

11. March 26 & March 28	<b>Informative speech</b> <b>Informative speech</b>		<b>Speech outline</b>
12. April 2& April 4	<b>Informative speech</b> Introduction to persuasive speaking	Chapter 16	<b>Quiz 6 &amp; Peer assessment</b>
13. April 9& April 11	Methods of persuasion Workshop	Chapter 17	<b>Quiz 7</b> <b>Speech outline</b>
14. April 16& April 18	<b>Persuasive speech</b> <b>Persuasive speech</b>		
15. April 23& April 25	<b>Persuasive speech</b> <b>Persuasive speech</b>		
16. April 30 & May 2	<b>Review</b> <b>No Class!</b>		<b>Self &amp; peer assessment</b>