**Contact Information**

Instructor: Brandon Straight

Office Location: S-248

Office hours: Monday 11:30am-12:30pm (Online)

Tuesday 10:30am-1pm (S-248), 2:30pm-3:00pm (Online/F2F S-111)

Wednesday 12pm-1pm (Online)  
 Thursday 10:30am-1pm (S-248), 2:30pm-3:00pm (Online/F2F S-111)

Or by appointment

Email: brandonstraight@delta.edu

Email is the best way to reach me. I will not be actively checking emails past 8:00 PM or as frequently on the weekend.

**Course Description:**

Offers skill development in the fundamental processes of public speaking. Practices the basic principles, components, and skills for the development and delivery of presentations in specific communication situations.

**Required Textbook:**

Tucker, B., Barton, K., Burger, A., Drye, J., & Hunsicker, C. (2019). Exploring public speaking: 4th Ed. Galileo, University System of Georgia.

**(PROVIDED ON D2L!!!!)**

**Welcome to COM 112W!**

Too able to communicate is one of the most basic functions that we have in our life. As COM 112W students you are going to learn how to take the communication skills you already have in life and apply them to the real world. This will be done in the way of giving speeches, group discussions, and simply engaging in-class activities. This is going to be a great semester and I hope I can make learning communication as fun for you as it is for me.

**Purpose Statement**

COM 112W, Fundamentals of Oral Communication, is designed to provide students with theory and practice in organizing, researching, and presenting informational and persuasive messages in a variety of public communication contexts. This performance-based course is intended to accomplish three general goals: (1) to introduce students to the planning, research, and presentation of meaningful messages for a variety of contexts; (2) to develop students’ skills in research, critical thinking, and basic argumentation; and (3) to improve student competency and confidence in using both verbal and nonverbal communication.

**COURSE GOALS AND OBJECTIVES**

Successful completion of COM 112W should enable students to:

1. Demonstrate an understanding of the communication process.
   1. Distinguish the elements in the communication process.
   2. Describe diversity and the need to adapt to diverse communication styles.
   3. Distinguish the differences between various speech presentations.
      1. Informative
      2. Persuasive
      3. Manuscript
      4. Impromptu
      5. Extemporaneous
   4. Differentiate the lines of communication.
      1. Intrapersonal
      2. Interpersonal
      3. Group
      4. Public
      5. Mass communication
2. Apply research principles to informative and persuasive speeches.
   1. Assess knowledge of the topic and the suitability of the topic for the speaking occasion.
   2. Analyze audience demographics, interests, attitudes, and knowledge of topic.
   3. Develop research strategy.
   4. Access research information from a variety of credible sources.
   5. Evaluate research information.
   6. Organize information.
3. Demonstrate outlining techniques in speeches, including informative and persuasive research speeches.
   1. Arrange the outline using appropriate format.
   2. Organize the introduction.
   3. Organize the body.
   4. Cite research sources within the outline.
   5. Organize the conclusion.
   6. Arrange the bibliography using appropriate format.
   7. Demonstrate outlining in multiple speeches, including informative and persuasive research speeches.
4. Employ presentation delivery techniques in multiple speeches, including informative and persuasive.
   1. Demonstrate use of language.
   2. Demonstrate use of verbal source citations.
   3. Demonstrate use of voice.
   4. Demonstrate use of eye contact.
   5. Demonstrate facial expressions and gestures.
   6. Demonstrate use of posture.
   7. Demonstrate use of visual aids to illustrate and reinforce message.
   8. Demonstrate delivery techniques in multiple speeches, including informative and persuasive speeches.
5. Demonstrate an understanding of the listening process.
   1. Describe the listening process.
   2. Examine listening obstacles from both speaker and listener perspective.
   3. Employ listening skills and speaker strategies to promote listening.
   4. Demonstrate ability to listen to and respond to audience feedback.
6. Use writing to promote learning of all of the above Outcomes and Objectives.

**CORE COMPETENCY AREAS**

COM 112W is a performance based introductory course composed of a balanced overview in each of the following areas:

* Argumentation/Reasoning,
* Supporting Material,
* Audience Analysis,
* Organization/Outlining,
* Language,
* Delivery, and
* Presentational Aids

**TECHNOLOGY REQUIREMENTS**

**Internet Access**

* This course requires submitting online, so students must have consistent, reliable access to the Internet throughout the semester to succeed in the course. The instructor is not responsible for your technological difficulties contact IT for support their contact information is provided below.
* **Office of Information Technology**  
  B119  
  [help@delta.edu](mailto:help@delta.edu)  
  989-686-9575
* **Hours (Updated Winter 2025)**  
  Monday – Thursday, 7am – 7pm  
  Friday, 7am – 5pm

**Delta Email Account**

* Students should use their Delta email account to correspond with the instructor. Emails sent from other email service providers (e.g., Gmail Yahoo, iCloud, etc.) or other personal email accounts will be ignored due to automatic filtering. To stay up-to-date with the course students should check their Delta email accounts at least twice per week along with D2L.

**D2L Access**

* Course materials and assignments will be available on the course’s D2L site
* Students will need to check D2L for updates at least twice weekly and submit by the specified deadlines. A PDF viewer may be necessary to view some course materials on D2L.

**Microsoft Office**

* Written assignments must be submitted to D2L in Microsoft Word (.doc or .docx) or PDF. format. **A free version of Microsoft Word is available through your Delta student email account.** https://www.delta.edu/students/tech-services/software.html

**Academic Misconduct**

Academic misconduct is carefully monitored in this course. Cheating on examinations or assignments, turning in material that are not a student’s own, using someone else's material without proper citation, and collaborating with others on assignments, presentations, papers, etc. (except where provided for) will result in the immediate failure of this course. Academic misconduct will be reported to Delta College and additional sanctions may be recommended.

Students enrolled in this course are required to follow the Delta College guidelines for academic honesty which are reviewed in the Student Handbook under Integrity of Academic Work

(https://sites.delta.edu/collegeinfo/ThingsToDo/Shared%20Documents/Student%20Handbook.pdf)

**Artificial Intelligence (AI) Policy**

I do not want you using AI or similar technology to write your homework,

answer essay test items or respond to discussion boards in this class. (Other

instructors may have different policies. Check with them.) Students doing this here

are violating the academic integrity policy of the college. If caught utilizing AI for assignments, papers, discussion posts, exams, etc. you will receive a 0 and can be reported for academic misconduct.

**Student Attendance and Participation**

Delta College asks that I keep track of attendance. For those students who do not attend class, I am asked to process an instructor withdrawal. I will be dropping students who do not complete the first week’s assignments or who are inactive in the course for two weeks. Inactive means not fulfilling course assignments. The tentative schedule is at the end of this document. Please note due dates. Weekly announcement posts on eLearning will indicate due dates, but it is your responsibility to make sure that you finish course assignments on time.

**Disabled Students**

If a student has a disability that will affect their performance in Fundamentals of Oral Communication (COM 112W), they are responsible for notifying the instructor during the *first week of class* regarding any need for accommodations. Please contact the Disability Resources at phone 686-9322, or e-mail: disabilityresources@delta.edu as soon as possible (don’t wait until it is too late). After registration, make arrangements with me as soon as possible to discuss your accommodations.

**eLearning Support (Learning Management System)**

Questions regarding the use of the eLearning software/D2L can be sent to the eLearning Office via e-mail at elearning@delta.edu or phone (989) 686-9401. Students are responsible for having the technical resources to complete their coursework. The students MUST resolve any hardware or personal software problem. Neither the Office of Information Technology nor the eLearning Office have the responsibility to fix students' computers. Students must be capable to identify computer crashes, browser updates, and operating system updates that might interfere with their access to email or the eLearning course site.

**Classroom Conduct**

* Treat everyone as you would want to be treated and be respectful of people’s views.
* **No cell phones, headphones, tablets, or laptops**
* Speech topics will have to be approved by me to make sure they are class-appropriate.
* If you do cause a disturbance in class, you will be asked to leave and will not receive credit for any activities that day.

**Religious Observation**

Students are responsible for contacting their instructor during the *first week of class* regarding the need to schedule or reschedule the assignment dates.

**Communication Protocols**

Email messages sent to the instructor (and other classmates) are expected to be professionally written, meaning they must use appropriate language, grammar, and punctuation and contain both a proper greeting and a pleasant salutation. The instructor will respond to *professionally written* emails within a respectable time frame.

**Written Work**

* All written assignments for this course must be completed using a word processor and uploaded to D2L. Assignments must be submitted in the format required by the instructor (.doc, .docx, .pdf, or .ppt).
* Assignments will be typed, double-spaced, 1 in margins, 12-point Times New Roman Font. APA Style is required for citations. Grammar, spelling, and punctuation will also be graded.

**Late Work**

Late work will not be accepted in this course. Makeup examinations are allowed only when a student supplies written, verifiable, and acceptable proof of a medical, family, or work-related emergency. This policy applies to all exams, presentations, and other course assignments. Only when a student supplies written, verifiable, and acceptable proof of a medical, family, or work-related emergency may late work be accepted. Otherwise, presentations, written work, and exams must be completed and submitted by the deadline that is specified by the instructor.

**Specifically**:

* Written Work: All written work must be uploaded to D2L by the time and date it is due. Because the Dropbox automatically closes at that time, it is not possible to submit written work after the time it is due. *Work that is not submitted on time in the Dropbox will receive a score of zero. Please do not send late documents to the instructor as an email attachment.* ***Technology failures (computer crashing, loss of Internet, etc.) are not valid reasons for late assignments, so be sure to submit your assignment well before the deadline, save early and often, back up your computer, etc.***
* Exams: All exam dates are indicated in the syllabus. The exam period will begin promptly at the designated start time. Students must complete the exam by the designated completion time to receive credit.

**Missing Class Policy**

* If you miss the first day of class, you will be automatically dropped because you will have missed key information and assignments that cannot be made up.
* If you miss a class, you need to look at the course schedule to see the work that you missed. Contact a classmate if you need to know what happened in class.

**COVID Policy**

* CURRENTLY, There is no mask policy, but we will continue to monitor the ongoing pandemic and adjust according to campus policies.

**Procedure for Assignment Grade Appeals**

* If a student disagrees with the grade they received on an assignment, they may reach out to the instructor.
* Discussion of grades on assignments must take place before 1 week has elapsed from receiving the grade.
* After this, students are free to contact the instructor for clarification about a grade, but all numeric scores for assignments are final and will not be modified.

**Grading Philosophy**

* Grades are awarded based on how successfully the assigned task is completed.
* If your work does not meet the minimum requirements for the task, then you should expect a grade less than 70% (C-) of that task’s value.
* If your work not only meets but clearly exceeds the minimum requirements, you should expect a grade higher than 70%.
* Merely completing an assigned task is not a guarantee of earning 100% of the available points.
* Note that many of the assigned tasks for this course have multiple components to them, and the grade earned for that task is based upon an overall consideration of performance on all the components.

**Withdrawal Policy**

* If you wish to withdraw from this course, go to Student Planning. Make sure you are in the current semester and click the drop button under the course(s) you want to withdraw from. You should see a text box appear across the top of the page with a link to the *"Request to withdraw from a class"* form. Fill out the form and keep an eye on your Delta email for updates. The form will be routed to various departments to evaluate what, if any, implications would occur as a result of withdrawing from the course. You will receive an email with the findings and if you do not act within 48 hours of when you receive the confirmation request, the withdrawal will be processed as requested.
* For dates and details see the withdrawal policy in the [Delta College Catalog](http://www.delta.edu/academics/catalog.html): <http://www.delta.edu/academics/catalog.html> Note: *Financial aid awards are contingent upon continued enrollment and attendance in each class upon which your financial aid eligibility was calculated*. If you drop any class before completion or make class changes after the semester has started, your financial aid eligibility may decrease, and some or all of the financial aid awarded to you may be revoked. If financial aid award recalculations result in a balance owed to the College, you are responsible to pay such balance.

**Pass/No Credit, Incomplete, and Leave of Absence**

* For students facing unexpected life circumstances or barriers to their academic success, the College provides a variety of remedies, including taking the course as [Pass/No Credit](https://www.delta.edu/students/records-registration/pass-no-credit.html), taking an [Incomplete](https://catalog.delta.edu/content.php?catoid=12&navoid=1542&hl=%22incomplete%22&returnto=search#i-incomplete) in the course, or applying for a [Leave of Absence](https://www.delta.edu/employees/board-approved-policies/8.013.html) (which must be approved by The Office of the Dean of Student Success). If you find yourself in extenuating circumstances or with a concern for your ability to attend and/or be successful in the course, please contact Advising for more information about your options: Office D102, email at [advising@delta.edu](mailto:advising@delta.edu), or call 989-686-9330. If you are experiencing a mental health challenge, please also consider reaching out to Delta College’s counselors for support: Office D102, email at [confidentialcounsel@delta.edu](mailto:confidentialcounsel@delta.edu), or call 989-686-9330. Emergency/crisis assistance information by county can be found on our website at <https://www.delta.edu/students/counseling/index.html>

**Basic Needs**

* It can be challenging to do your best in class if you have trouble meeting basic needs like safe shelter, sleep, and nutrition. If you have difficulty affording groceries or accessing sufficient food to eat every day, or lack a safe and stable place to live, I encourage you to visit the [Services and Support](https://www.delta.edu/services-support/index.html) for resources available on-campus: <https://www.delta.edu/services-support/index.html>. In addition, you can dial 2-1-1 from any phone or visit <https://www.211.org/> for a 24/7 connection to local community resources

**MAJOR ASSIGNMENTS**

**Introduction Speech.........................................................................................................85 points**

Students are required to create and present a 2-4 minute presentation about yourself. This may seem simple in nature but what you have to do is identify one object/person/symbol/etc. in your life that has shaped you and make that the main focus for the presentation. A 25-point speech outline will also be required the details of the assignment are located on D2L.

**Informative Speech.........................................................................................................140 points**

Students will prepare and present a 5-8minute presentation sharing their research on a variety of different content areas. Think of what you are interested in and after gaining approval for the speech topic a research activity will be administered. The purpose of the research activity is to help everyone understand the ways to do research and ways to evaluate if a source is reputable (15 Points). Each person must be responsible for their own timekeeping. This speech topic will need to be approved by the instructor prior to the speech. A 25-point speech outline will also be required the details of the assignment are located on D2L.

**Persuasive Speech (2 Speeches) ....................................................................................310 points**

**Persuasive Speech 1 (140 points)**

Students will prepare and present a 5-8minute presentation sharing their research. Each person must be responsible for their own timekeeping. A 25-point speech outline will also be required for each speech the details of the assignment are located on D2L. This speech topic will need to be approved by the instructor prior to the speech. You will also complete a peer review of another outline for (15 points).

**Persuasive Debate (170 points)**

Students will prepare and present their research as a group. An outline will also be required for each speech the details of the assignment are located on D2L. This speech topic will need to be approved by the instructor prior to the speech. A persuasive debate focuses on if something is deemed good or bad, moral or immoral, etc. The breakdown of points is as follows: The actual debate (100 points), debate info sheet (30 points), debate peer review (15 points), and debate outline (25 points).

**Quizzes …………………………………………………………………………..……...70 Points**

There are 8 quizzes in this course all worth 10 points each. Quizzes will be timed (20 minutes) Of the 8 quizzes, your best 7 will count toward your grade. If you miss a quiz, plan to drop that quiz.

**After Speech Reflections……………………………………………………………..100 Points**

After each speech you will need to complete an after-speech reflection there are 4 in total one for each speech, and each one is worth 25 points the details of the assignment are located on D2L.

**Other Assignments…………………………………………………………………..45 Points**

There will be two draft outlines one for the introduction speech and one for the informative speech (15 Points each). There will be an audience analysis activity more details can be found on D2L (15 Points).

**Examinations ................................................................................................................ 200 points**

There will be 2 exams the midterm exam **(100 points)** and the final examination **(100 points)** consisting of true/false, and multiple-choice questions. The final exam will be cumulative. All examinations must be taken on the scheduled date and time. Makeup examinations are allowed only when a student supplies written, verifiable, and acceptable proof of a medical, family, or work-related emergency. If such an emergency occurs, students must talk directly with the instructor within 24 hours of the scheduled examination to make arrangements for a makeup examination. All makeup examinations must be taken within 48 hours of the regularly scheduled examination. Before a makeup examination is taken, students must provide written, verifiable proof of their medical, family, or work-related emergency.

**Attendance........................................................................................................................50 points**

COM 112W is an interactive course; therefore, students are expected to participate. Participation enables students to learn by communicating and observing others communicate. That is why attendance counts for 5% of your total grade. This grade is based on physical attendance and engagement. If you cannot physically attend the course due to medical or personal reasons simply provide a doctor’s note for the days missed.

**FINAL GRADES**

Your final letter grade is determined using the sum of the points you earned for each graded course assignment (raw score). A letter grade of ‘C’ represents an average student’s performance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter Grade** | **Points** | **Letter Grade** | **Points** |
| A | 925-1000 | C | 695-764 |
| A- | 895-924 | D+ | 665-694 |
| B+ | 865-894 | D | 625-664 |
| B | 825-864 | D- | 595-624 |
| B- | 795-824 | F | 0-595 |
| C+ | 765-794 |  |  |

**POINT VALUES**

|  |  |
| --- | --- |
| Introduction Speech | 85 Points |
| Introduction Speech | 60 Points |
| Introduction Speech Outline | 25 Points |
| Informative Speech | **140 Points** |
| Research Assignment | 15 Points |
| Informative Speech | 100 Points |
| Informative Speech Outline | 25 Points |
| Persuasive Speeches | **310 Points** |
| Persuasive Speech | 100 Points |
| Persuasive Peer Review | 15 Points |
| Persuasive Speech Outline | 25 Points |
| Persuasive Debate | 130 Points |
| Persuasive Debate Peer Review | 15 Points |
| Persuasive Debate Outline | 25 Points |
| Quizzes | **70 Points** |
| After Speech Reflections (4X25) | **100 Points** |
| Other Assignments | **45 Points** |
| Examinations | **200 Points** |
| Midterm | 100 Points |
| Final Exam | 100 Points |
| Attendance | **50 Points** |
| TOTAL | **1000** |

Course Schedule

|  |  |  |
| --- | --- | --- |
| Dates | What we will do in class | What you should do this week |
| W1: 8/25-8/31 | Syllabus, Icebreakers, Ch 1 (Intro to Public Speaking) Ch 4 (Speech Topics) | Syllabus Quiz Due 8/31 at 11:59 pm.  Quiz 1 Due 8/31 at 11:59 pm. Intro Topics Due Thursday |
| W2: 9/1-9/7  NO CLASS on Tuesday but we have class on Thursday | Ch 6 (Outlining)  Intro Draft Speech Outline Due Next Tuesday in class | Quiz 2 Due 9/7 at 11:59 pm. |
| W3: 9/8-9/14 | Ch 2 (Audience analysis)  Audience Analysis Activity | Intro Draft Speech Outline Due Tuesday in class printed out.  Audience Analysis Activity Due in Class  Introduction Speech Outline Due 9/14 at 11:59 pm. |
| W4: 9/15-9/21 | Introduction Speech  Ch 2 (Listening) | After Speech Reflection Due 9/21 at 11:59 pm  Quiz 3 Due 9/21 at 11:59 pm. |
| W5: 9/22-9/28 | Ch 5 (Research), Ch 7 (Supp Materials), Ch 12 (Informative) Research Activity, Informative Speech topics DUE Tuesday | Research Activity Due 9/25 at 11:59 pm.  Quiz 4 Due 9/28 at 11:59 pm. |
| W6: 9/29-10/5 | Ch 8 (Intro/Conclusion), Ch 9 (Pres Aids) Ch 11 (Delivery) | Speech Outline Draft Due Tuesday Printed Out!  Study for the Exam! |
| W7: 10/6-10/12 | Exam 1 Review Monday  Exam 1 Wednesday | Informative Speech Outline Due 10/12 at 11:59 pm. PowerPoint is due 10/12 to the drop box on D2L at 11:59pm. |
| W8: 10/13-10/19 | Informative Speeches | PowerPoint needs to be uploaded in ppt. format not PDF! After Speech Reflection Assignment Due 10/19 at 11:59 pm. |
| W9: 10/20-10/26 | Ch 13 (Persuasion), Ch 14 (Reasoning) | Persuasive Speech Topics Due Tuesday  Quiz 5 Due 10/26 at 11:59 pm. |
| W10: 10/27-11/2 | Ch 15 (Special Occasion)  Ch Small Group \*Not in book\* | Quiz 6 Due 11/2 at 11:59 pm.  Outline Peer Review Due 10/30 in class. Persuasive Speech Outline Due 11/2 at 11:59 pm. PowerPoint Due 11/2 at 11:59 pm. |
| W11: 11/3-11/9 | Persuasive Speeches | Quiz 7 Due 11/9 at 11:59 pm. After Speech Reflections Due 11/9 at 11:59 pm. |
| W12: 11/10-11/16 | Debate discussion, Debate research | Work on Debate Info Sheet |
| W13: 11/17-11/23 | Debate Work Finalization time for the Info Sheet Tuesday and then Outline work time on Thursday | Debate Info Sheet Due 11/19 WEDNESDAY at 11:59 pm. |
| W14: 11/24-11/30  Thanksgiving | Debate Peer Review | Debate Peer Review Due in Class. Debate Outline Due 12/1 at 11:59 pm. |
| W15: 12/1-12/7 | Debates | After Debate Reflections Due 12/7 at 11:59 pm. |
| W16: 12/8-12/11 | Exam Review Tuesday & Final Exam Thursday | Final Exam |