**COMM 102: ELEMENTS OF ORAL COMMUNICATION**

**FALL 2021**

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**Textbook/Required Materials:**

Lucas, Stephen E. *The Art of Public Speaking.* 13th ed. New York: McGraw Hill Education, 2020.

Access to current MLA style manual, notebook, index cards.

ZOOM Pro Account

Blackboard access

**Course Description:**

This course offers students an introduction to the theoretical and practical performance of effective oral communication skills. Students will learn rhetorical strategies and opportunities to aid them in improving their interpersonal, intercultural, public and group communication skills.

**Relationship to College Mission:**  Elements of Oral Communication relates to the Southwestern College mission:

Southwestern College, Winfield, Kansas, is a learning community; Challenges students to search for truth through consistent search for knowledge by analyzing and organizing information for a variety of audiences; Simulating habits of careful reading and listening, clear speaking and writing, critical analysis and creative synthesis; Promoting rigorous intellectual competencies by offering a laboratory for students to practice skills discussed in the formal classroom situation in which students must master the discussed theories and principles; Dedicated to intellectual growth and career preparation by building academic excellence and leadership potential by enhancing communication skills for both the public arena/situation and private interpersonal contexts;

2

Dedicated to lifetime learning and responsible citizenship by promoting active learning through challenging individual thinking about ourselves, society, nation and world; Dedicated to leadership through service in a world without boundaries to recognize and respect issues important to others.

**Relationship to General Education:**

This course fulfills the basic speech skills requirement for Southwestern College’s General Education Program. It provides learning experiences that fulfill general education outcomes #1 which focuses on written and oral communication. This learning reflects the achievement of this outcome by communicating effectively using reading, writing, listening, behavior, media, quantitative data, and technology. For a complete description of the general education program see the Southwestern College Catalog.

**Special Needs:**

Students in this course who have a disability that might prevent them from fully demonstrating their academic abilities should contact Steve Kramer, Disability Services Coordinator as soon as possible to initiate disability verification and discuss accommodations. Mr. Kramer’s office is located in the basement of Christy Administration building, through the double glass doors. He can be reached at 620-229-6307 or at [disability.services@sckansas.edu](mailto:disability.services@sckansas.edu). Please also consult the Disability Services Webpage (<https://www.sckans.edu/student-success-and-retention/disability-services/>).

**Student Success Office:**

Southwestern College has an office specifically designed to help with any issues you may have. This office will help guide students to the help that is needed and offers the expertise to make difficult problems more manageable. Contact [Student.Success@sckans.edu](mailto:Student.Success@sckans.edu). Students can stop by the office in the basement of Christy through the double glass doors. “We are here for your success.”

3

**Safety requirements:**

Face coverings/masks are optional but should be **properly worn** covering the nose and mouth the entire time during in-person/live classes.

COVID-19 precautions will be practiced during in-person/live classes.

**Remote/online/distance learning:**

In the event in-person/live classes are either conducted on or transferred to remote/online/distance learning, class sessions will be held on the same day/time as regularly scheduled on Zoom. Instructor will provide notice and the Zoom link. Students are expected to attend and remain present during the entire Zoom class session; students who leave “early” may be counted absent. Students should be prepared to turn on their cameras at any time during remote classes. Students who participate via remote learning are expected to attend class sessions as well as complete all assignments pursuant to course requirements.

**Objectives:**

This basic course is open to all students and designed to provide the opportunity for improvement in both theoretical understanding and practical performance of oral communication. The course objectives are:

1. to understand basic principles of human oral communication;
2. to become a more effective communicator by adaptation to the diverse cultural, social and psychological backgrounds of audience members. Students will learn to analyze communication situations, audiences, occasions and purposes. They will select topics, research, analyze and organize material that will engage their intended audiences and create dynamic presentations. Students will also develop a critical understanding of good communication skills so they will be better able to evaluate their communication effectiveness both as speakers and listeners;
3. to improve critical thinking skills both as speaker and listener;
4. to understand and practice ethical uses of oral communication and the consequences;

4

1. to understand the importance of and demonstrate good presentational, interpersonal intercultural awareness and group communication skills;
2. to develop effective communication skills appropriate to the audience, situation and context.

**Course Policies:**

Students are expected to attend all class meetings, whether live/in-person/face-to-face or via Zoom. Absences should be utilized in cases of personal or family illness and emergencies. In light of the COVID pandemic students are expected to follow the university health and safety guidelines.

Students who miss class for any reason, whether health or activity related, are still responsible for missed information/assignments and are required to complete those assignments as soon as possible (students will be provided deadlines for completion). Early alerts will be issued to students with excessive or repeated absences and university officials will be advised/informed. Note: **students can fail this course due to excessive absences** **(6).**

Students are expected to remain in class until the end of the class period or dismissed. Students who leave class early without instructor consent will be noted as absent.

**Late Assignments:**

**Unacceptable.** In instances of serious situations, hospitalization, health issues, family death, etc. student may be allowed to submit/late assignments, subject to the instructor’s discretion. Excuses must be in **writing and verifiable**.

**Speeches with outlines are to be presented on the due dates/assigned dates; penalties/consequences (if a late speech is allowed) include a reduction in points for that speech, a below average grade, i.e. D/F, or assigned 0 points. No make-up speeches/assignments accepted the final week of classes/final exam week.**

**Papers/Outlines**

Typed, double spaced, standard margins, proper/appropriate attribution and citations, submitted per instructor direction during class. Submit assignments/papers early, prior to deadline, if you know you will be absent on the due date. **Outlines are due on the time/dates speeches are scheduled (class session)**.

5

Note: Guidelines/standards/instructions regarding speech/paper/project assignments will be provided. **Read and follow all guidelines**. Failure to follow **all** guidelines will result in below average grades/reduction in points.

**Cell phone, laptop, communications device policy:**

Only for appropriate classroom subject/topic use. No electronic device use (cell phones, earbuds, headphones, laptops, etc.) for recreational use in class. Inappropriate use of communication devices and/or violations of course policy will result in penalties which may include, but are not limited to, reduction in grades, course participation points, etc. and/or removal from class, referral to university officials.

**Documentation:**

Use MLA style for all bibliographies, works cited sections and citations; complete citations required, **including date of information access**, for all internet sources. Proper attribution/credit is expected during speech presentation.

**Academic Integrity Policy:**

Students are expected to read, understand and abide by the Academic Integrity Policy as listed in the college catalog. Please note the various penalties, restrictions as well as the sanctions regarding cheating and plagiarism. Students in violation may receive failing grades for the assignment/paper/project, or for the course.

**Course Behavior:**

Students are expected to abide by all college policies and regulations; disruptions, bullying, intimidation, harassment, offensive or profane language/behavior, inconsiderate or unprofessional behavior, etc. are all examples of inappropriate and prohibited conduct. Students may be excused, prohibited, or removed from the class, referred to university officials, failed or withdrawn from the course and/or subject to other college procedures/regulations.

6

**Speaking Procedure:**

Speech dates will be assigned in advance and students must speak on the date assigned. Observe time, and all other speech requirements, or speeches will be penalized. Select topics and utilize language appropriate to the audience in a public speaking forum. Free expression of opinion is appropriate but must be supported by facts and reasoning. Please note that bias, prejudice, etc. are not appropriate speaking or persuasive methods. Students utilizing communication devices during speeches of others will face a deduction in points.

Students should also be prepared to present speeches online in real-time via Zoom.

**Note: Do not enter nor exit the classroom during speeches; do not use electronic devices during speeches.**

**Class Decorum:**

As a member of the audience always exercise consideration and respect for the speaker and give the speaker your undivided attention.

As a speaker always:

prepare to the best of your ability;

practice, practice and practice;

speak with integrity, honesty and sincerity;

do not insult, patronize or underestimate your audience;

do not be condescending;

relax;

exercise confidence but not arrogance;

remember mistakes will be made, learn and move on;

respect the opinions and rights of others;

exhibit professional behavior at all times; disruptive, abusive, inconsiderate, obscene, profane, intimidating, bullying, harassing, etc. language/behavior are not appropriate for this classroom. Violations include being excused from the class, withdrawn, deduction of points, grade reduction, referred to appropriate university officials and/or failed for the course, etc. in addition to other college sanctions as specified in college procedures/regulations.

**COMM 102 Speech Requirements (subject to change at any time)**

FALL 2021

**Life Highlight/Event Speech**

Value: 100 points

Length: 4:00 minutes minimum, 6:00 minutes maximum

**Inspirational Person Speech**

Value: 100 points

Length: 5:00 minutes minimum, 7:00 minutes maximum

Two page outline: turned in with source cited/bibliography section

Sources required: 2

**Exam #1**

Value: 100 points

**Informative Speech**

Value: 200 points

Length: 6:00 minutes minimum, 10:00 minutes maximum

Subject: (Instructor approved)

Two page outline: turned in with source cited/bibliography section

Sources required: 4; cite sources in speech

**Persuasive Speech**

Value: 200 points

Length: 8:00 minutes minimum, 12:00 minutes maximum

Subject: (Instructor approved)

Two page outline: turned in with source cited/bibliography section

Sources required: 4; cite sources in speech

**Final Exam**

Value: 200 points

**Class Participation**

Possible: 100 points

In or outside class assignments, discussion contribution, attendance, tardiness, class attitude, decorum/behavior, discussion board questions, communication/electronic device use, observation of class/course/college procedures/regulations, etc.

**Total Points Possible - 1000**

**Course Evaluation:**

Speeches, exams, in/outside course work, other assignments, etc. will carry assigned points. Total accumulative points will determine the student’s grade according to the following scale:

**Grade scale:**

90 – 100 A

80 – 89 B

70 – 79 C

60 – 69 D

59 – F

COMM 102: Elements of Oral Communications

FALL 2021

Reading assignments: (*The Art of Public Speaking;* **subject to change at any time**)

Unit 1

Chapter 1 – Speaking in Public

Chapter 2 – Ethics and Public Speaking

Chapter 4 – Giving Your First Speech

Chapter 19 – Presenting Your Speech Online

Unit 2

Chapter 6 – Analyzing the Audience

Chapter 5 – Selecting a Topic and a Purpose

Chapter 7 – Gathering Materials

Chapter 8 – Supporting Your Ideas

Chapter 9 – Organizing the Body of the Speech

Chapter 10 – Beginning and Ending the Speech

Chapter 11 – Outlining the Speech

Unit 3

Chapter 13 – Delivery

Chapter 15 – Speaking to Inform

Chapter 14 – Using Visual Aids

Chapter 16 – Speaking to Persuade

Chapter 17 – Methods of Persuasion

Chapter 18 – Speaking on Special Occasions

COMM 102

FALL 2021

Major assignment deadlines/due dates **(subject to change at any time)**

Life Highlight/Event Speech August 31

Inspirational Person Speech September 14

Exam #1 October 5

Informative Speech October 19

Persuasive Speech November 9

Final Exam December (see college schedule)