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COM 160.01: Oral Communications

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**THE UNIVERSITY OF MONTANA-MISSOULA
COLLEGE OF TECHNOLOGY
APPLIED ARTS AND SCIENCES DEPARTMENT
FALL 2006, COURSE SYLLABUS**

Course Number and Title: Com 160A, Oral Communications (MWF)

Semester Credits: 3

Instructor: Kim Reiser, M.A.

E-mail: Kim.Reiser@mso.umt.edu

I am most easily reached by e-mail. However, if e-mail is not easily accessible to you, it is also possible for you to leave messages for me at 243-7839.

Office Location: Main Faculty Office in HB Building

Office Hours: 9:00-10:00 Monday and Wednesday or By Appointment

COURSE OBJECTIVES

Oral Communication will help you acquire and build the skills needed for effective public presentations.

- ◆ You will learn the process for creating and presenting an effective public speech.
- ◆ You will conduct college level research and use that research to support your ideas.
- ◆ You will learn full-sentence outlining to help you better organize speeches.
- ◆ You will learn how to construct a clear, organized and appropriate oral message.
- ◆ You will have opportunities to practice your speaking/delivery skills in both formal and impromptu situations.
- ◆ You will learn how to give constructive criticism as you critique other students' speeches.
- ◆ You will learn how to use constructive criticism to improve your own speaking skills as others critique your speeches both for content and for delivery.

GRADING

Demonstration Speech – 100 points

Informative Speech & Outline – 150 points

Persuasive Speech & Outline – 200 points

Critiques and Participation – 100 points

Because the speech process includes feedback, you will be graded on the quantity and quality of your communication as a listener in this class. Most of this grade will be based on your peer critiques during speech days. However, it will also include an assessment of efforts in attendance and daily classroom participation.

Final – 50 points

GRADING SCALE 90-100% (A) 80-89% (B) 70-79% (C) 60-69% (D) <60% (F)

Academic Support Center - Students needing assistance with outlining and organization should sign up for writing tutoring in the Academic Support Center.

Disability Student Services - Eligible students with disabilities will receive appropriate accommodations in this course when requested in a **timely** way. Please speak with me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator.

For students planning to request testing accommodations, be sure to bring the DSS testing form to me **in advance of the two-day deadline for scheduling in ASC.**

ATTENDANCE

Plan to attend class every day. Speakers perform better when they have an attentive and responsive audience. Remember, you will be graded on your attendance and participation in this class. On speech days, you will provide other students with constructive criticism about their presentations, both orally and in writing. The speakers are not the only ones who benefit from this arrangement. By critiquing speeches, you will increase your understanding of what makes an effective speech. You will learn from the strengths and weaknesses of others. You will improve your listening skills and develop your critical thinking abilities; and every time you give an oral critique you will be improving your own public speaking skills.

COURSE POLICIES

Academic Misconduct - All Students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>.

Visual Aids - You may use audiovisual aids to support any of your speeches. However, please be advised that the University prohibits use of alcohol, drugs, weapons and flammable or explosive material in the classroom. We discourage using live animals as visual aids. If there is any doubt about the safety or appropriateness of your audiovisual aid, please check with your instructor for approval before hand.

Late Speeches - You will be assigned specific days to present each of your speeches. These times are reserved for you, and your speeches and outlines are due on those days. If you know ahead of time that you will not be able to give your speech on a particular day, inform your instructor and change your assigned date **immediately**. Consider your assignments for other classes too, and reschedule your speech day if you happen to have an exam or a paper due on the same day.

We have very limited time in this class and only a certain number of days are set aside for speeches. **Think of your speaking date the same way you think of a scheduled exam - if you miss it, you may not be allowed to make it up.** We understand that students sometimes encounter events that make it impossible to complete class assignments. If the following conditions are met, you will be given an opportunity to make up your speech:

1. You must be in good standing in the class. This means fewer than three absences, no late assignments and passing grades on all completed assignments.
2. You must notify your instructor prior to missing the speech that you will be unable to present, and provide an explanation for your absence. Personal illness, family emergencies and unexpected events are acceptable reasons for rescheduling a speech. The instructor may ask for documentation of verification of your excuse.
3. You must hand in your speech outline **by the following class period.**
4. Within a week of missing your speech you must schedule the make up time.
5. You will be asked to present your speech in front of an audience. If an audience is not available, you may be given an incomplete and asked to present your speech the following semester.

*The classroom setting is much like a professional setting. Employers and coworkers who schedule time in a workday to attend a presentation tend to be forgiving when there is a cancellation IF:

The presenter canceling has proven to be dependable prior to the cancellation, notifies attendees prior to the presentation, and has a reasonable excuse for canceling. However, if the previous conditions are not met, the presenter will not only damage his or her reputation, but could lose the job.

Make-ups are not allowed on assignments. There will be 10 points deducted for each day an outline or written assignment is late.

Drop policy - "Beginning the thirty-first day of the semester through the last day of instruction before scheduled final exams, **documented justification is required for dropping courses by petition.** Some examples of documented circumstances that may merit approval are: registration errors, accident or illness, family emergency, change in work schedule, no assessment of performance in class until after the deadline, or other circumstances beyond the student's control" (UM Catalogue). Failing is not an acceptable reason to drop the course.

*COURSE POLICIES ARE APPLIED AT THE DISCRETION OF THE INSTRUCTOR.

ADDITIONAL COURSE “DO’S”

1. DO set personal goals for yourself as a speaker. Every speaker has their own unique style. Start with who you are and where you are -- set appropriate goals for yourself.
2. If you encounter any difficulties with the material in this course, please DO take time to talk to me.
3. DO take time to talk to your fellow class members about speech topic ideas or each other's speeches -- speech is a communication event between speakers and audiences. It is this communication that makes it fun.
4. DO be empowered by the fact that you are taking this course and improving your personal communication skills. There is nothing more empowering than seeing the influence your communication has on those around you.

TEXT

We will use *A Speaker's Guidebook* (3rd ed.) by O'Hair, Stewart, and Rubenstein as our textbook and reference guide. In addition, I will be posting electronic reserve material as we progress through the course; this material will be required for your speeches.

COURSE CALENDAR

Reading assignments are to be completed for the day they are listed.

August

- 28 Introductions
30 Introduction to Public Speaking, Chapter 1

September

- 1 Speaking Ethics, Chapter 4
4 LABOR DAY HOLIDAY, NO CLASSES
6 Analyzing Your Audience and Selecting a Topic and Purpose, Chapters 6 and 7
8 Organizing, Chapters 11 and 12
11 Outlining, Chapter 13
13 Creating Intros and Conclusions, Chapters 14 and 15
15 Managing Anxiety, Chapter 5
18 Critiques
20-29 DEMONSTRATION SPEECHES

October

- 2 The Informative Speech, Chapter 23
4 Library and Database Instruction
6 Support, Chapters 8 and 10
9 Citing Research
11 Using Presentation Aids, Chapter 20
13 Listeners and Speakers, Chapter 3
16-27 INFORMATIVE SPEECHES
30 The Persuasive Speech, Chapter 24

November

- 1 Developing Arguments, Chapter 25
3 Organizing the Persuasive Speech, Chapter 26
6 Developing Pathos
8 Developing Ethos
10 VETERANS' DAY HOLIDAY, NO CLASSES
13 Framing and Perception
15 Motivating Change/Rhetoric
17 Final Prep
20 Final Prep
22-24 THANKSGIVING HOLIDAY, NO CLASSES

27-December 8 PERSUASIVE SPEECHES

Finals Week – December 11th-15th – WE WILL BE MEETING FOR THE FINAL DURING OUR
PRESCRIBED FINAL TIME