

CMM 121: Fundamentals of Speech Communication

College of Lake County – Fall 2009 – Honors Section (121-650)

Instructor: Kari M. Proft

Phone: 847-543-2977 (office)

847-917-8174 (cell)

Email: kproft@clcollinois.edu

Office: V210 – Southlake (Vernon Hills)

Required Text/Materials:

Lucas, Stephen. The Art of Public Speaking. 10th edition. New York: McGraw-Hill 2010.

Personal technology to record required speeches for self reflection/evaluation

Course Description:

This course combines a theoretical basis with practical verbal and nonverbal skills to enhance public speaking effectiveness. Focus is on techniques and skills to develop, research, organize, adapt, deliver, and critique public speaking messages. Students are offered ways to increase learning outcomes through:

- Reading of the text
- Lecture-discussion sessions
- Public speaking performance
- Evaluations by self, peers and instructor

Course Objectives and Learning Outcomes:

As a result of completing this course, students will be able to:

- Define the theoretical communication process and factors influencing it.
- Extend the process of listening and ways to reduce common listening problems.
- Identify content focus of a public address message.
- Apply appropriate organizational functions and structure for a defined public communication event.
- Adapt verbal and nonverbal communication to the audience in a public address message.
- Identify and incorporate credible supporting research into public address messages.
- Examine fallacies in reasoning and demonstrate use of evidence and motivational appeals in persuasive public address.
- Demonstrate basic oral delivery skills.
- Prepare and present visual aids.
- Complete preparatory outlines with proper symbolization and indentation.
- Experiment with methods of controlling physiological effects of speech anxiety through nondistracting means.
- Interpret areas of strength and weakness of a performed public address.
- Illustrate time management and organization skills.

Course Attendance/Requirements:

Attendance is required and taken at all sessions. **Please note that there are no excused absences.** Poor attendance will result in the reduction of your final grade. **After 4.5 hours of missed class time, you will receive a 25 point reduction of your overall course points** which is equivalent to one half letter grade. Tardiness is also disruptive and discouraged; consistent tardiness will add up to class time missed and affect your grade in equivalence. **If you arrive to class while a peer is presenting an assignment, enter the room after they have finished.**

Students are expected to constructively participate in class discussions. Out of mutual respect for your peers, the use of cell phones, text messaging, working on assignments for other courses, reading outside course materials, sleeping and/or swearing are not acceptable classroom behaviors. **A zero-tolerance policy is applied during official class time in that identification of each occurrence of the aforementioned behaviors will result in an automatic deduction of 10 points towards the student's course total.**

Class Preparation:

Students are expected to read assigned material prior to class. They should be prepared to answer questions related to the material in text and may be called on to do so. Students should also be prepared to ask questions about issues of interest or for clarification of concepts during class. **No assignment will be accepted beyond one week past the due date without prior written consent from the instructor.** No assignments will be accepted after the final exam.

Examinations:

A midterm and a final examination will be given. The final will not be comprehensive. Exams will consist of multiple-choice and minimal short answer questions. Material for examinations will be taken from text, lecture material, and classroom discussions. **Make-up examinations are strongly discouraged and will be in essay form.**

Outlines:

Outlines are **required** for the second, third, and fourth graded speech assignments. Due dates are assigned. Feedback cannot be guaranteed for outlines that are turned in late.

Speech Assignments:

Speeches are to be individually developed. Using another's speech or using large verbatim sections of information from the work of another will be considered cheating and will result in a failing grade.

Make-up Speeches:

Being unprepared to deliver your speech or missing class on the day you are scheduled, will result in your **speech grade being lowered by one letter grade every day** until you make up the speech. **Please note that there are no excused absences.**

Grading:

The instructor will maintain student grades for course completion based on a provided scale. However, students are expected to track their grade achievement throughout the semester to identify their level of achievement at any given time. Grades are determined by numerical grades received for achievement on the following:

Academic Accountability:

If you are a student with a documented disability and may need academic accommodations such as extended time for exams and/or an in-class note taker, please present documentation to the Office for Students with Disabilities in L112 at the Grayslake campus. To schedule an appointment, call (847) 543-2055. If you have already contacted the Office for Students with Disabilities and have completed the Instructor Notification Form, please schedule a time to meet with me and discuss your needs.

The College of Lake County has adopted the Students Rights and Responsibilities Policy (#403) and a Statement of Student Academic Integrity. These may be found in the Student Handbook. Among the violations of academic integrity listed and defined are: cheating, plagiarism, falsification and fabrications, abuse of academic materials, personal misrepresentation and proxy, and bribes/favors and/or threats. **It is the student's responsibility to be aware of behaviors that contribute to academic dishonesty. Exhibition of such behaviors will result in academic discipline per the standards established by the college.**

If you plan to discontinue attending class anytime during the semester, it is strongly recommended that you take responsibility for dropping the class. Grades of W will only be assigned to students who drop themselves. Instructors are required to report noticeable non-attendance of students. If you discontinue attending class and are dropped by the institution, the following grades will be assigned:

WN – Withdrawal, student never attended – *no impact on g.p.a.*

WS – Withdrawal of students who stop attending – *no impact on g.p.a.*

WF – Withdrawal of student who stop attending after the official withdrawal deadline (68%) and instructor deems failing - *impact on g.p.a. is equivalent to a grade of F.*

Crisis Counseling: The College of Lake County Counseling Center offers professional counseling for students who are in crisis or are having personal problems which, as a result, may affect their academic and career goals. The services of professional counselors are available to you at three locations: Grayslake Campus, C110, (847) 543-2060, Lakeshore Campus in Waukegan, N211, (847) 543-2186, and at the Southlake Campus in Vernon Hills, R211, and (847) 543-6501.

FERPA: The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. Refer to the CLC catalog for complete details.