

Carl Albert State College

Division of Communications and Fine Arts

Course: Speech 1113 Introduction to Communication MWF

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I. **Course Description:** Speech 1113: Introduction to Speech Communication. Principles and techniques of preparing for and participating in communication behavior in interpersonal, interview, group discussion, public speaking. This course is offered during the spring, fall and summer sessions both day and evening. It is also offered as an accelerated class in the spring and fall. Prerequisite: None

II. Course Objectives:

1. Introduce communication theory.
2. Provide a method for research, organization, techniques of delivery, and practice in communication situations.
3. Aid in development of communication skills, confidence, poise and self-awareness.
4. Provide orientation to communication situations including: conversation, interview, group discussion, and public speaking.
5. Provide practice through interviewing, group discussions, informative speaking, persuasive speaking demonstrative speaking and fielding questions.
6. Provide an elective course in general education curriculum or to provide a course in the speech/theatre major area of specialization.

III. **Teaching Format:** Orientation to communication situations including; conversation, interview, group discussion, and public speaking. Practice through interviewing, group discussion, informative speaking, persuasive speaking and demonstrative speaking.

IV. The course will be organized as follows:

Week 1-2 Interpersonal Communication

Week 3-4 Listening Skills

Week 5 Group Problem Solving

Week 6 Group Decision Making

Week 7-8 Interviewing

Week 9-10 Public Speaking Overview
Week 11 Informative Speaking
Week 12 Demonstrative Speaking
Week 13 Persuasive Speaking
Week 14 Impromptu Speaking
Week 15 Conference/Q & A Speaking
Finals

V. PERFORMANCE ASSESSMENT:

1. Students will be evaluated on a 100 point scale for preparation and performance of each speaking assignment.
2. Students will be given credit for class participation and attendance.
3. There will be 850 points possible determined as follows: Attendance- 100, interviewing – 100, story-telling – 50, informative speaking – 100, persuasive speaking -100, demonstrative speaking-100, impromptu speaking – 100, final - 200

Grade scale:

765-850	90% and above	A
680-764	80% and above	B
595-679	70% and above	C
510-594	60% and above	D
000-509	59% and below	F

Attendance Policy: Regular attendance is expected. Students earn 100 attendance points for perfect attendance. **Students are allowed to miss one week of class before losing any attendance points.** After one week of absences, a student will lose 20 points for the fourth absence. For every consecutive absence the total point loss will increase by 5 points. I.e. the fifth absence would cost a student an additional 25 points, the sixth, 30, and the seventh 35 points and so on. The loss of points includes earned credit. Three absences in addition to the “free” absences will cost the student approximately one letter grade. After missing three weeks of class it is not possible to pass the class. Tardiness is unacceptable. Three tardies will equal one absence. There is no such thing as a campus 10 minute, 15 minute, or 20 minute rule -

leaving the class without confirming that class has been cancelled will result in an absence.

VI. **Makeup Assignments/Exams:**

Communication assignments must be made up in order to receive a passing for the class. For every class day the assignment is late, a letter grade will be deducted. All speaking assignments must be completed in order to pass the class. Quizzes or homework may not be made up. No extra credit work will be given.

STUDENTS WITH DISABILITIES:

Carl Albert State College complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with Disabilities who need special accommodations should make their request in the following ways:

- Talk with your instructor after class or during office hours about your special needs related to work in class.
- Complete the Request for Special Accommodations Form with the Coordinator/ADA Coordinator in the Student Affairs Office (HH112).

Under certain circumstances, the instructor may choose to administratively withdraw a student.

It is the responsibility of the student to attend class and submit assignments as specified in the course syllabus. Students who fail to comply with the course requirements *may* be administratively dropped from the course by the instructor. It is still the responsibility of the student to drop classes.

Classroom Expectations:

Class participation is expected and required.

Use of personal electronics/Cell phone /texting/iPod/etc. is prohibited! Turn off all electronic upon entering the classroom.

No sleeping in class or putting head on desk

Disruptive, Disrespectful/rude behavior will not be tolerated

Unpleasant attitudes are of no use

Poor hygiene falls under the category of Disruptive and Disrespectful

Respect and Common Courtesy will be maintained at all times for students and instructor.

The Golden Rule is to be used as the basic operating principle in the classroom.

Academic Integrity and Plagiarism

Carl Albert State College as an academic community considers all forms of academic misconduct and dishonesty serious matters which warrant serious attention. **Academic dishonesty includes, but is not limited to, cases of cheating and plagiarism, and is, at the very least, subject to disciplinary action by the instructor of record. More serious infractions will warrant disciplinary actions by the college.**

Cheating is considered to be a serious infraction of academic integrity and as such is not tolerated at CASC. Specifically, cheating includes, but is not limited to, instances where work is turned in that is not one's own, copying others' answers in exams and/or papers, infiltration of grading systems, use of deception in acquisition of answers in course requirements, and/or instances of forgery.

Plagiarism is considered an unacceptable and prohibited practice and incompatible with the educational mission of Carl Albert State College. Since plagiarism always carries with it consequences, all students are expected to be familiar, at a functional level, with the rules for avoiding plagiarism.

Intentional plagiarism is a deliberate act of academic dishonesty in which an individual knowingly represents the work or knowledge of another person as one's own, knowingly incorporates into one's work the words or ideas of another person without clear attribution, fails to acknowledge clearly the partial or full authorship of someone else when submitting a work, and/or consistently fails to cite or quote textual resources properly.

Faculty Complaint Protocol

A student who feels he or she has serious grounds and evidence to demonstrate unfair treatment by a faculty member may file a formal written complaint with the division chair. First, however, the student is encouraged to visit with the faculty member on an informal basis to discuss the situation. If, after that visit, the student still wishes to file a formal complaint, the division chair will call a meeting between the student and the faculty member to discuss the complaint and any further action. If the issue still remains unresolved, the division chair, faculty member, and student will meet with the Vice President of Academic Affairs.

Grade Protest

Students may challenge a final grade, provided a solution cannot be reached through proper academic channels. Students should first contact their instructor and then the Division Chair if resolution is not satisfactory. Appeals for the purpose of challenging a final grade must be made to the Academic Affairs Committee within 90 days after the grade in question appears on the permanent record. Information concerning

procedures to be followed is available from the Office of Admissions and Records.
(CASC Catalog, p. 74)