

As a Boilermaker pursuing academic excellence, I pledge to be honest and true
in all that I do. Accountable together – We are Purdue.

COM 114

Fundamentals of Speech Communication Welcome to Communication Learning Community Fall 2019

"Having knowledge but lacking the power to clearly express it is no better than never
having any ideas at all." –Pericles

Professor Information:

Josh Boyd, Ph.D.
Professor and Director of Undergraduate Studies
Brian Lamb School of Communication
BRNG 2274E
boyd@purdue.edu
Office phone: 765.494.3333

Text and Materials:

1. Morgan, M., Hall, J., & Anderson, L. (2019). *Presentations that matter*. Cincinnati, OH: Van-Griner Publishing.
2. Index Cards

Learning Outcomes:

At the end of COM 114, students will be able to:

- Employ effective verbal and nonverbal delivery techniques while delivering a presentation.
- Conduct an audience analysis and use the information to adapt messages delivered during a formal presentation.
- Utilize effective organizational strategies for informational and persuasive presentations by drafting and delivering presentations.
- Find and incorporate supporting evidence to increase the effectiveness and credibility of the messages delivered in informational and persuasive presentations.

Course Objectives:

1. As a result of classroom learning and speaking experience, you will be expected to demonstrate knowledge and skill in the following areas:
 - ❖ Audience analysis
 - ❖ Topic analysis
 - ❖ Organizational skills

As a Boilermaker pursuing academic excellence, I pledge to be honest and true
in all that I do. Accountable together – We are Purdue.

- ❖ Support and evidence
- ❖ Persuasive and informative strategies
- ❖ Verbal and non-verbal delivery skills
- ❖ Group communication skills

2. When creating and delivering a presentation, you should be able to:

- ❖ select an appropriate topic
- ❖ outline a presentation
- ❖ provide appropriate transitions and summaries
- ❖ develop effective introductions and conclusions
- ❖ use an appropriate organizational pattern
- ❖ use supporting material properly and effectively
- ❖ create effective presentational aids
- ❖ use presentational aids effectively
- ❖ display appropriate verbal and nonverbal behaviors
- ❖ create effective asynchronous and synchronous presentations
- ❖ tell a story extemporaneously

Course Standards and Philosophy

Students will be held to a high standard of performance in all sections. To receive an "A" in this course, your presentations must be significantly better than that which passes for acceptable work. More precisely, an "A" presentation is one that shows originality, careful research, tight reasoning, well thought out persuasive appeals, and skillful delivery.

Purdue Presentation Center

To aid you, the Purdue Presentation Center is available to assist you in every aspect of your COM 114 work, from choosing topics, to finding credible sources, to writing outlines and frameworks, to delivering your presentation. Information on the Help Center, including a frequently asked questions handout, a schedule of hours, and information on how to make an appointment, can be found on the COM 114 class Blackboard page. The Help Center is open from the 2nd week of class to the last. You are also welcome to use the Help Center to prepare for presentations in any of your other classes.

Course Policies

As a Boilermaker pursuing academic excellence, I pledge to be honest and true
in all that I do. Accountable together – We are Purdue.

Attendance: Attendance in this class is vital. A student can miss three classes without penalty. In cases where you are representing the university, as in an intercollegiate athletic event or a PMO concert, your absence won't count as one of the three absences. After the three absences, 10 points will be deducted from your total points for each additional absence. These absences are for you to use wisely for times when you are ill, have appointments, etc.

If you must be absent because of extenuating circumstances (e.g., extended illness, family emergency, etc.) you must notify your instructor in advance of your absence when possible by sending an e-mail. You are responsible for obtaining the material that you miss. It is not the responsibility of your instructor to see that you are caught up. The attendance sheets passed around at the start of class are the FINAL arbitrator on whether you were absent or not. Make sure you sign the attendance sheet.

In addition, signing in an absent classmate or otherwise falsifying the attendance is considered a form of academic dishonesty. Anyone caught doing this will be referred to the Dean of Students.

Adding or changing sections: COM 114 does not allow students to add the course or change sections after Week 1.

Late Work: Late quizzes and class activities are not accepted. If you miss an assigned speech day, you can arrange with your instructor to deliver your presentation for half credit.

Absence for death of family member: In March 2011, Purdue University instituted a Grief Absence Policy for Students. Please note that this policy requires you to contact the Office of the Dean of Students to request that a notice of your leave be sent to instructors. You then must provide documentation to ODOS, after which ODOS will request the instructor excuse you and provide an opportunity to earn equivalent credit. Your COM114 instructor WILL NOT excuse a grief absence if you do not first request a notice from the ODOS AND provide ODOS with documentation. Purdue's new Grief Absence Policy for Students is available online at

http://www.purdue.edu/studentregulations/regulations_procedures/classes.html

Tardiness: You are expected to show up for class on time and stay the entire period.

Academic Dishonesty: Academic Dishonesty will not be tolerated in this course. Purdue has strong policies against academic dishonesty. Anyone engaging in academic dishonesty will be reprimanded and subject to disciplinary action which can result in a minimum of a **ZERO** on an assignment but may include failure of the course or expulsion from the university. *Academic dishonesty includes, but is not limited to the following:*

Plagiarism

As a Boilermaker pursuing academic excellence, I pledge to be honest and true
in all that I do. Accountable together – We are Purdue.

1. Copying someone else's work and claiming it as your own.
2. Paraphrasing someone else's work and claiming it as your own.
3. Collaborating with another person and claiming the work solely as your own.
4. Using one's own work from another course or from a previous semester. For example, you may not reuse papers from another course and turn them into a speech or use speeches you have written in COM 114 from previous semesters. The work must be original to this course and this semester.

Other forms of academic dishonesty

- ❖ Signing attendance sheets for other students.
- ❖ Cheating on a quiz.
- ❖ Padding a reference page.

All cases of academic dishonesty, as described above, will be reported to the Office of the Dean of Students.

Disabilities: It is the policy and practice of the University to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement such as: time limited exams, or use of non-captioned videos; please simultaneously notify the instructor and the Disability Resource Center as soon as possible. The DRC can be contacted by phone: 765-494-1247 or by email at: drc@purdue.edu.

CAPS Information: Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, such individuals should contact Counseling and Psychological Services (CAPS) at (765)494-6995 and <http://www.purdue.edu/caps/> during and after hours, on weekends and holidays, or through its counselors physically located in the Purdue University Student Health Center (PUSH) during business hours.

Grading: You must wait 24 hours after receiving a grade to discuss it with your instructor. In addition, you have two weeks after a presentation is returned to voice concerns with your instructor about the grade. Instructors will not entertain questions about grades on assignments past this date.

You will receive the final grade for the number of points you earned. The final grading scale will be strictly enforced. COM 114 grades are on a point system, not a percentage system, so there is no "rounding up."

Course Requirements

As a Boilermaker pursuing academic excellence, I pledge to be honest and true
in all that I do. Accountable together – We are Purdue.

1. **Presentations:** You will deliver three individual presentations, create one asynchronous presentation and participate in one group presentation (a total of 5 major presentation assignments). You are expected to deliver your presentation on your assigned day. If you fail to deliver your presentation on the assigned day, the most points you can earn are half of the original value of the assignment. If you fail to submit your asynchronous presentation by the deadline, the same penalty applies. That is the same as missing your presentation time.
2. **Topic Forms, Outlines and Frameworks:** All presentation topics must be approved in writing by your instructor. Additionally, all presentations must be accompanied by an outline or a framework. If you fail to receive written approval from your instructor for your presentation topic, you will lose the opportunity to present. If you fail to submit a complete outline or framework prior to your assigned speaking time, you will lose the opportunity to present your presentation. Your instructor has the right to reject any presentation topic. Additionally, your instructor has the right to stop you during a presentation if you speak about something other than what has been approved.
3. **Quizzes:** Reading quizzes will be given throughout the course of the semester. These are designed to ensure that you are keeping up with the material so you can participate in in-class activities and are on the right track. **Quizzes are online only, and you will need the access code that accompanies your textbook in order to take quizzes.** There will be ten quizzes given during the course of the semester. To avoid experiencing technical difficulties, please make sure you: use Firefox; take the quiz from a strong, secure connection (like a campus lab) and avoid Wi-Fi hotspots. Do not attempt to take the quiz on your smartphone or on a tablet.
4. **Activities:** Activities in COM 114 are made up of things like website exercises, short projects, group activities, exercises, impromptu speeches, peer critiques, and self-critiques. There are 90 activity points available during the semester. If you miss a day when an activity is completed for points, you cannot make up that activity.
5. **Self-Reflections:** For two of your individual presentations you will write a one-two page reflection on your performance.
6. **Outside Communication Activity: You are required to participate in one of the following outside communication activities during the semester.**
 - **Option One:** Participate in a research study that is administered through the Lamb School of Communication's Research Participation System. This activity allows you the ability to participate in an ongoing research project here at Purdue. The assignment allows you to see how we develop the communication theories that underlie the principles and advice this course advocates. The sessions usually last between 30 minutes and one hour. For information about times and dates of specific studies visit the Brian Lamb School of Communication's Research Participation's website at <http://purdue-comm.sona-systems.com/>. The website will allow you to register for the study of your choice. Please note that if you sign up to participate in a study and fail to show up without canceling your appointment in advance (up to 2 hours before the study), you will be automatically restricted from signing up for any studies for 30 days.

As a Boilermaker pursuing academic excellence, I pledge to be honest and true
in all that I do. Accountable together – We are Purdue.

- **Option Two:** The second option allows you to provide feedback as an audience member to an international teaching assistant through Purdue University's Oral English Proficiency Program. You will actually observe a classroom presentation. In these presentations, international teaching assistants practice teaching a class. To make this exercise as realistic and beneficial as possible, the Oral English Proficiency Program asks undergraduates to come, observe, and play the part of the "class." In some instances, you will participate by asking questions of the Teaching Assistant. Students observe 2 or 3 presentations in a 50-minute class period, and complete a brief written evaluation for each presentation, stating what was good, and where improvement is still needed. Dates for spring presentations are available at <http://www.purdue.edu/oepp/volunteer/undergrad.html>. This website will also allow you to register for a specific presentation date.
 - **Option Three:** Make and attend an appointment in the Purdue Presentation Center to receive assistance with one of your individual presentation assignments. Your group can certainly take advantage of the Presentation Center's resources, but it will not count for the outside communication activity. You must have your appointment prior to delivering or submitting your presentation. In order to effectively utilize your time during your appointment, you need to have a clear purpose for your appointment such as practicing your presentation, getting help with constructing your framework for an assignment, or getting feedback on your visual aids. After attending your appointment, you will need to fill out the brief form found on the Blackboard page. Remember that appointments in the Presentation Center are available on a first booked, first served basis. You will want to plan ahead and book an appointment, as walk-in times are limited.
 - **Option Four:** Attend the finals of the Fraser Speaking Competition and send an emailed reflection to me (200-300 words). Date and time will be announced.
7. **Extra Credit:** There are two extra credit opportunities in COM 114. If you participate in a second outside communication activity, you will receive 4 extra credit points. Please note, in order to earn the extra credit you must chose a different option than the activity you completed for the required outside communication activity.

You can also earn 4 extra credit points by entering the Fraser Speaking Competition by filling out the linked survey in your Blackboard Section.

Grading Breakdown

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Information about changes in this course can be found on the course Blackboard page, by emailing me, or by calling me at home.

Assignment	Points	Your grade
------------	--------	------------

As a Boilermaker pursuing academic excellence, I pledge to be honest and true
in all that I do. Accountable together – We are Purdue.

Narrative Presentation	50	
Explanation Presentation	100	
Asynchronous Presentation	75	
Persuasive Presentation	125	
Outside Communication Activity	10	
Group Presentation	150	
Quizzes	110	
Activity Points	90	
Self-Reflections	40	
Total	750	

Final Grading Scale: This scale is based on a point system and not a percentage; therefore, grades will not be rounded up. If a student earns 674 points, that student receives a “B” in the course, not an “A.” All grades are final unless a miscalculation has occurred. Other than the two options listed above, there is no extra credit offered in COM 114.

Grade	Points
A	750-675
B	674-600
C	599-525
D	524-450
F	449 and below