

Required Tools + Resources

In order to succeed in CMST 101 @ SIUC, you'll need the following tools, equipment, books, subscriptions, and venues. When you enroll in this course and remain an active participant, you're confirming that you own or have regular access to the following required resources. Assignment submissions deadlines will not be changed to accommodate your equipment-related issues.

TOOLS/EQUIPMENT

- [] Computer
- [] Internet, preferably with 12Mbps download, 3Mbps upload (3Mbps/1Mbps minimum)
- [] Video camera with audio, preferably a camcorder (check with a local library or friends)
-or- Smartphone (we use YouSeeU >> <https://craige.link/2xDtX34>)
- [] Tripod or spider mount for mounting video camera or smartphone
Recommended: <https://amzn.to/2svj5PD>
- [] Microsoft Word
- [] Microsoft PowerPoint
- [] Adobe Acrobat Reader

BOOKS/SUBSCRIPTIONS

- [] *Intro to the Speechmaking Process* >> <https://www.bvtstudents.com/1139> (\$38.99)

VENUES/CROWD

- [] Access to a venue deemed an appropriate setting for public speaking (e.g., workplace or community venue. Your home is *not* an appropriate setting).
- [] Access to a crowd of at least 8 individuals, aged 16 and over, who are willing to be visible on camera.

NOTES/RECOMMENDATIONS

- It is recommended that you use Microsoft Word. If you use another program, such as Google docs, functions you need to use will be limited. You must submit all assignment documents in Word format (.docx) or Rich Text Format (.rtf) when requested. SIUC students have access to Office 365 products (free), which include Word and PowerPoint: <https://oit.siu.edu/salukitech/software>
- You can get the latest version of Adobe Acrobat Reader here: <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>
- You can probably get by recording on a top-of-the line iPhone or Android phone if you have the proper tripod. **The best option is to record speeches with a camcorder.**
- All quizzes and exams will be open book, open note. For optimal performance, you will need to read the book *and* watch the lectures.
- Complete the optional activities and assignments and use the templates and guides to ensure effective completion of all activities.
- Recommended places to get a quick audience: Library, Office, Coworkers, Friends, City Hall, Party, Class **(Invite friends/neighbors to house; although not professional setting, we will accept a home recording so long as you are standing and against a “blank wall”)**
- **Access to the proper technology, venue, and crowd is a state of Illinois requirement.** Here's what the Illinois Board of Higher Education has to say about this:

The face-to-face performance of the three substantial speeches with the class and the instructor serving as an in-class audience is the preferred method of instruction. Institutions that need to accommodate students who cannot attend on campus courses may offer online sections or courses of to supplement their face-to-face offerings. This accommodation requires that a fully online course meet all IAI oral communication guidelines and must also meet or exceed the following criteria:

VENUE: Face-to-face performances (speaker and audience) are required of the **three substantial speeches in an appropriate setting for a public speech, such as a workplace or community venue.**

AUDIENCE: **At least 8 individuals, aged 16 and over, must be present for the entire presentation and must be seen on camera for each performance.** Audience members must be aware that they will be recorded or streamed live. Video will be viewed by the instructor and the online class. Students must define their audience (demographics and psychographics).

TECHNOLOGY: Technology requirements must be clearly explained to students at the beginning of the course. Students taking the fully online course are expected to utilize appropriate technology despite the challenges of access. The quality of the recording must permit clear sound and video. Speeches may not be edited. Student privacy must be protected by the institution.

Read more: <http://itransfer.org/IAI/gened/Default.aspx?section=students&p=c>