Course Outline for CMST 101: Intro to Oral Comm

Instructor Contact Information

See *Course Overview* in *D2L* for instructor *office hours* and *contact info*. See syllabus for more detailed assignment and grading information.

Course Schedule

Important: The following schedule highlights major assignments. Video quizzes, online engagement, and graded review of others' speeches are not listed. Follow the module instructions in D2L to complete all course tasks. Note: engagement in D2L, including lecture videos, is tracked. Failure to watch videos and complete embedded activities will result in a reduced participation grade.

Unit	Topic	Reading	Major Assignments (D2L Calendar Lists Due Dates)	Due Date*	Return Date**
1.1	*Public Speaking Success*	Chap 1 (all) & Chap 2 (pp. 45–52)	• Pre-Course Assessment 1 (Activity) • Chapter 1 Quiz • **Speech 1: "Introduce Yourself" (2 min)**	• Wed 8/21 • Sun 8/25 • Sun 8/25	• Sat 8/24 • Fri 8/30 • Sun 8/25
1.2	*Basics of Outlining & Pitching*	Chap 6 (all)	• Subordination/Coordination Activity • Discussion Board Post #1 (Activity)	• Wed 8/28 • Wed 8/28	• Sat 8/31 • Sat 8/31
1.3	*Research & Invention*	Chap 4 (all)	• Choose Speech Topic (Assignment) • Chapter 4 Quiz • **Speech 2: Topical Arrangement (5 min)**	• Wed 9/4 • Sun 9/8 • Sun 9/8	• Sun 9/8 • Sun 9/8 • Fri 9/13
2.1	*Informative Speech*	Chap 10 (all)	• Discussion Board Post #2 (Activity) • Chapter 10 Quiz	• Wed 9/11 • Sun 9/15	• Sat 9/14 • Sun 9/15
2.2	*Organization & Delivery*	Sections of Chaps. 5 & 8 (See D2L)	• Chapter 5 Quiz • Chapter 8 Quiz	• Sun 9/22 • Sun 9/22	• Sun 9/22 • Sun 9/22
3.1	*Canon of Style*	Chap 12 (all)	• **Speech 3: Informative Speech (8 min)** • Chapter 12 Quiz	• Sun 9/22 • Sun 9/29	• Sat 9/28 • Sun 9/29
3.2	*Persuasive Speech*	Chap 11 (all)	• Chapter 11 Quiz • Argument Assessment (Assignment)	• Sun 10/6 • Sun 10/6	• Sun 10/6 • Sun 10/6
3.3	*Persuasive Speech & Wrap-up*	No textbook reading	• **Speech 4: Persuasive Speech (11 min)** • Post-Course Assessment 2 (Activity)	• Thrs 10/10 • Sun 10/13	• Tues 10/15 • Tues 10/15

Unit 1: Basics of Speech Writing & Invention
Unit 2: Informative Speech & Arrangement Unit 3: Persuasive Speech & Style
***All assignments are due 11:59 p.m. CST via D2L unless otherwise specified.**
****To hold us accountable to you.**

CMST 101: INTRODUCTION TO ORAL COMMUNICATION: SPEECH, SELF, AND SOCIETY
Online Course Syllabus

MODERATOR/CONTACT DETAILS
See D2L Overview

OFFICE HOURS
See D2L Overview Tab

REQUIRED TEXTBOOK

1) Introduction to the Speechmaking Process 14edition EBOOK, Leonard and Ross ($26.99). Use link https://www.bvtstudents.com/4552

In addition to the above course materials, you will need to own or have regular access to the internet (preferably speeds of 3Mbps or higher), a computer with Microsoft Word, a video recording device (e.g., camcorder or smart phone)

COURSE DESCRIPTION

This course provides theory and practical application relevant to students' development of basic oral communication competencies appropriate to a variety of contexts as situated in a culturally diverse world.

COURSE GOALS

Give students tools to …
- understand and interpret public communication processes
- develop inventional, organizational, and expressive skills
- develop understanding and acceptance of communication ethics
- articulate the functions of power, identity, and positionality as constitutive of communication
- develop critical skills appropriate for responsible receivership of messages
- gain understanding of relationships between self, message, and others in public communication interactions
- embody/enact communication behaviors that reflect each of the goals listed above

COURSE REQUIREMENTS (ASSIGNMENTS)
- **Four public speeches** designed to increase your skill in creating, organizing, delivering, and interpreting informative and persuasive messages
- **Participation and engagement**, including online activities, video viewing and video quizzes, and regular check-ins to course shell. This is largely determined by "course progress" reports in D2L.
- **Graded activities and assignments** are designed to increase engagement in the online class and help you practice materials covered in videos and readings
- **Evaluation and discussion of** assigned cohort members' **speeches** using YouSeeU in D2L. (At least two per speech.)

GRADING POLICIES

Assignment Categories (Weighted)
- *Four public speeches* = 45% of course grade
- *Participation and engagement* = 15% of course grade
- *Graded activities and assignments* = 20% of course grade
- *Quizzes* = 10% of course grade
- *Evaluation and discussion of speeches (at least two per speech)* = 10% of course grade

Evaluation

All assignments are given the same raw score of 0–10 where 0 is an incomplete and 10 is an A with superior distinction. In D2L, your grade will show up as a letter grade with the corresponding raw score from the chart below. For example, if your grade reads "B" than you have an 8.5 raw score (you completed "good work" but it does not merit distinction). Let's say you earn a B on speech 1, a C+ on speech 2, and A- on speech three, your average score would be (8.5+7.8+9.2)/3 = 8.5, or B. For fairness and consistency, any grade that receives an F will receive the exact raw score. For example, if a student earns 45% on an exam, the raw score will be 4.5. If this is confusing, do not worry! D2L is doing all the math for you; you just need to pay attention to your final calculated grade column.

Grade	Raw Score	Grade	Raw Score
A (superior distinction)	10	C	7.5
A	9.5	C-	7.2
A-	9.2	D+	6.8
B+	8.8	D	6.5
B	8.5	D-	6
B-	8.2	F	0.1–5.9 (cal. score)
C+	7.8	Incomplete	0

Grade Interpretation

A and A-
represents work whose superior quality indicates a full mastery of the subject and, in the case of A, work of extraordinary distinction.

B+, B, and B–
represents work of good to very good quality; however, it does not merit special distinction.

C+, C, and C–
grades designate an average command of the material and average quality.

D+ and D
grades indicate work that shows a deficiency in knowledge of the material.

F is a failing grade representing work that deserves little credit.

COURSE POLICIES & INFORMATION

Participation and Assignment Submission
You are required to regularly check into the course. If you fail to check in at least two times per week, your final grade may be reduced by up to one full letter grade (this is based on instructor discretion). With the exception of permissible excuses provided in SIUC's student handbook (e.g., serious illness, religious observances, or sponsored programs like athletics) or technical issues on the SIUC side (e.g., D2L is down for maintenance), no assignment in this online course will be accepted after the due date and time. In most cases, D2L will block your submission if you attempt to submit after the assignment deadline. So plan ahead. If, for example, you are to observe a religious holiday on the due date of the assignment, submit in advance. If you feel that advance submission presents a significant conflict or creates an undue burden on you, please make arrangements with the instructor *in advance* for alternative submission options. In this instance, you will need an official letter that proves you are unable to complete the assignment due to a permissible excuse. Note that the specific deadlines and due dates and times are set at the beginning of the semester and available for view in the course calendar and printable course outline. It is very important that you complete all activities and assignments by the due dates noted. You are strongly encouraged to use the Office of Transitional Programs (618) 453-7041 (SSB 0251) to notify your instructors when a serious circumstance prevents you from attending classes, including online classes, for a significant period of time.

Online Code of Conduct
By joining this online community, you agree to abide by the "Online Code of Conduct and Etiquette Expectations for Discussion and Collaborative Work." This document, as well as a link to the SIUC Student Handbook, is available through this course's D2L homepage.

Writing
Even though this class focuses on oral and embodied communication, many assignments require you to write outlines, comment on your and others' communication in a written format, write short posts in the discussion boards, and write an analysis paper. For this reason, the quality of your writing matters and is part of the content of this course. For major assignments, such as speeches, your grade will be partly determined by the quality of writing in your outline. Please also be aware that writing includes the format and content of your emails and comments to others' work. Your emails and commentary should be written professionally.
Failure to write quality emails and commentary will impact your online activity grade and speech evaluation grade.

You are not expected, of course, to be a perfect writer; however, your writing is evaluated and should improve as the semester progresses. Evaluation of your writing includes assessments of organization, sentence structure, accurate word choice, typographical mistakes, spelling, and basic grammar errors. If you feel or if we discover that you have trouble writing up to the standards required for this course, you will be required to seek the assistance of the SIU Writing Center (Morris Library, Room 236, Ph. # 618-453-1231). It may be easiest to visit the website (write.siu.edu) and make an appointment online. All students should draw upon the information available on Purdue Online Writing Lab–OWL: owl.english.purdue.edu/owl.

COURSE POLICIES & INFORMATION, CONTINUED

Accessibility
The Department of Communication Studies strives to be conscious of and sensitive to disability issues. In the spirit of the Americans with Disabilities Act (ADA), we wish to make this course as accessible as possible to students with disabilities, temporary medical conditions, or mental or emotional health issues that may affect any aspect of course assignments or participation. We invite you to communicate with your instructor at the start of this course or at your discretion about any accommodations that will improve your experience of or access to the course. We can create an agreement to document reasonable accommodations.

The Disability Support Services (DSS) office provides support (Woody B-150) and various services for students with disabilities and can be reached at (618) 453-5738 or DSSsiu@siu.edu. (disabilityservices.siu.edu) To best serve the student population, DSS requests that students contact the office at the beginning of the semester or at their earliest convenience. The Achieve Program (achieve.siu.edu) also offers support (for a fee) to students with learning disabilities and can be reached at 618-453-6155 or achieve@siu.edu.

Academic Dishonesty
You should know that presenting another's work as your own, even if by accident, is a serious violation of the *Student Conduct Code*. The *Student Conduct Code* identifies the following as acts of academic dishonesty:

> *"Plagiarism, representing the work of another as one's own work; preparing work for another that is to be used as that person's own work; cheating by any method or means; …soliciting, aiding, abetting, concealing, or attempting conduct in violation of this code" (p. 18).*

Whether quoting or paraphrasing (or even summarizing) someone else's work, you should cite your sources; failure to do so constitutes an act of plagiarism. This policy applies to papers and speeches. Buying a paper online, copying text from several web sites, and turning in someone else's paper (even with a few words changed) are all examples of plagiarism when you claim such work as your own. (Note: As services selling such papers have increased in number, so have services that track plagiarism using sources from the internet.) Suspected cases of plagiarism will be investigated following Article V of the *Student Conduct Code*; if we do find that you have plagiarized or engaged in any other act of academic dishonesty, you may face failing the assignment, failing the course, disciplinary censure, and/or suspension from the university, depending on the details of the case (see Article III of the *Student Conduct Code*).

A good rule to follow: *when in doubt, cite where the information is coming from. If you are uncertain whether you are citing sources sufficiently and appropriately enough to avoid plagiarism, please consult your instructor or a tutor at the Writing Center.*

COURSE POLICIES & INFORMATION, CONTINUED

Saluki Cares
The purpose of Saluki Cares is to develop, facilitate, and coordinate a university-wide program of care and support for you if you experience any type of distress—emotional, physical, financial, or personal. By working closely with faculty, staff, you, and your family, SIU will continue to display a culture of care and demonstrate to you and your family that you are an important part of the community. For information on Saluki Cares, call (618) 453-1492, email siucares@siu.edu, or visit http://salukicares.siu.edu

Incomplete
Incompletes will only be granted under extreme circumstances, given reasonable justification. To receive credit for this course, you must complete the assignments and participate sufficiently in the required activities. A combination of Departmental policy and University policy mandate that you meet several conditions before you can request an incomplete:
- You must have completed at least 60% of your CMST 101 course with a passing grade at the time you are requesting an Incomplete;
- You must provide justification in writing as to why an Incomplete is warranted;
- That justification must include an outline of the unavoidable circumstances that have led you to not be able to complete the course after the official date of withdrawal.

In consultation with the Introductory Course Director, I will notify you as to whether or not we have granted your request. In the case where we have granted your request, all three of us will need to sign an Incomplete agreement that outlines a timeline for your completion of the course requirements. NOTE: As per the university guidelines, an Incomplete that has not been completed by the end of the following semester will automatically turn into a grade of "F."

Appeals
Concerns about grades, policies, or other issues with this course should *first* be discussed with your instructor/course moderator. If you are unsatisfied with the outcomes of your discussion with your instructor, you should contact the Introductory Course Director for the Department of Communication Studies:

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618-203-1997