

Course Syllabus
FUNDAMENTALS OF SPEECH (SPCM101-16)
Summer 2009

*If all my talents and powers were to be taken from me by some inscrutable Providence,
and I had my choice of keeping but one, I would unhesitatingly ask to be allowed to
keep the Power of Speaking, for through it, I would quickly recover all the rest.*
- Daniel Webster

Course: MTWR 2-4:25 P.M.; UN 2031
Professor: Tatyana Dumova, Ph.D.
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Course Description

This course introduces students to the theoretical and practical requirements of different types of public presentations and helps students develop an understanding and appreciation of the dynamic nature of the communication process. The course focuses on the basic elements of the communication process, listening, communicator and audience characteristics, basic research skills, and message composition and delivery. Students learn about the demands of public presentations in culturally and professionally diverse environments and develop presentation competence and flexibility.

Course Objectives

The course promotes four complimentary objectives:

1. Public communication competence
 - a. Identify, understand and enhance listening skills, message design and delivery skills
2. Awareness of the cultural diversity of an audience
 - a. Learn about audience characteristics that impact the communication process
 - b. Develop sensitivity to cultural diversity in social and professional realms
3. Preparation for professional development and success
 - a. Overcome communication apprehension through practice of oral presentations
 - b. Learn how to enhance presentations through appropriate audiovisual aids
4. Critical thinking and citizenship responsibilities
 - a. Become aware of the ethical responsibilities of public speaking and listening
 - b. Learn to critically evaluate information and arguments

Required Text

O'Hair, D., Stewart, R., & Rubenstein, H. (2007). *A Speaker's Guidebook*. Boston, MA: Bedford/St. Martin's.

Other Useful Resources

Publication Manual of the American Psychological Association (APA Manual) (5th ed.). Washington, DC: American Psychological Association. (Available at the MSU library).

Blackboard Information

All course related information (important announcements, project guidelines, speech evaluation forms, exercise handouts) will be distributed via the campus Blackboard system. You should check our class section's Bb site regularly, print out related handouts and bring them to class on assigned dates. In order to access Blackboard, go to <http://montclair.blackboard.com>. Enter your MSU username and password (your NetID). If you have problems with accessing Bb, please consult the Office of Information Technology (University Hall, 5th floor) as soon as possible.

Department of Communication Studies – Attendance Policy

It is important to understand that you are in charge of your own learning and you share responsibility for your academic achievement and the successful completion of your course. Given the student-driven and collaborative nature of Communication Studies classrooms and the general necessity of in-class presence for effective learning, the Department of Communication Studies maintains a formal attendance policy, which is applied equally by all professors.

Permitted Number of Absences:

Students are allowed to miss one week's worth of classes without penalty: two sessions in a twice-a-week course and one session in a once-a-week course. Each absence beyond the permitted number incurs a grade penalty (unless it falls in the "excused absences category" and proper documentation is provided).

Penalties in twice-a-week courses :

A third absence results in a 5% grade deduction.

A fourth absence results in a 10% grade deduction.

A fifth absence results in automatic course failure.

Penalties in once-a-week courses:

A second full absence results in a 10% course grade deduction.

A third absence results in automatic course failure.

Late arrivals:

Timely arrival at class meetings and appointments is consistent with the workplace expectations that characterize virtually all professions. The Department considers student compliance with this requirement as an indicator of professional commitment and future success. Be aware that three late arrivals to class equal one absence, so timely arrival is very important.

Excused Absences:

It is important to reserve the pre-penalty absences for true emergencies should they arise. In cases when true and unavoidable emergencies prevent attendance, such absences may be excused by the instructor. Such excused absences (when properly documented) will not incur grade penalties. They include:

a. extended illness; b. death in a student's immediate family; c. call to active military or jury duty; d. away or rescheduled athletic events; e. religious holidays.

In such cases, students should be proactive and inform the course instructor as soon as possible. Students should also make appropriate arrangements to submit late required work within a reasonable timeframe determined by the instructor, secure an incomplete grade if the majority of course assignments have been completed (at least 80% of coursework), or withdraw from the course.

Unexcused Absences

The following occurrences **DO NOT** constitute valid excused absences:

Late registration; common illness such as cold or flu; scheduled court appearance; traffic or parking problems; car trouble; participation in home games or athletic training; job interviews; doctor's appointment; family events and celebrations; vacations.

Extreme Life Circumstances

In cases of extreme life circumstances, the Department of Communication Studies recommends students withdraw from courses so that they may focus their immediate attention on their personal well-being. Doing so will ensure that coursework is conducted at a time when full attention may be devoted to the learning experience.

Other Course Policies

- All papers/assignments must be typed and handed in at the beginning of the class session. Please consult the course schedule for due dates. No late assignments will be accepted unless prior arrangements have been made with me. Please keep a copy of all submitted work.
- No make-up exams will be given unless previous arrangements are made or documentation is provided.
- The classroom is a place of civility. There will be presentations of lectures by myself and fellow students, viewing of relevant videos, posing of questions, and exploration of public speaking cases that allow us to examine the theories and practice of oral presentations. Your active participation is highly encouraged. Material from presentations, videos and issues brought up in class will be covered on the exam.
- You will get more out of the course if you consistently keep up with the readings. Waiting to do the readings before exams invariably results in poor exam grades. Being unprepared to discuss the issues of the class meeting also results in poor participation grades.
- Academic integrity standards will be strictly enforced. Plagiarism or cheating on exams will result in a failing grade for the course. Please consult MSU's official policies at www.montclair.edu/pages/deanstudents/regulations1

Important Note

Please be advised that for purposes of overall program assessment, your speeches may be taped during the semester and your written papers may be collected. If you have any questions regarding this policy, please contact the Fundamentals of Speech Program Coordinator, Dr. Christine A. Lemesianou at 973/655-5193 or at lemesianoc@mail.montclair.edu

Grading

Informative Speech & Outline	15%
Persuasive Speech & Outline	20%
Group Presentation & Outline	20%
Alternative Presentation (Introductory, Impromptu, Ceremonial)	5%
Exam	15%
Written Assignment	10%
Class Participation	15%

Grade Conversion

A (92-100 Points); A- (90-91.9 Points);
B+ (87-89.9 Points); B (83-86.9 Points); B- (80-82.9 Points);
C+ (77-79.9 Points); C (73-76.9 Points); C- (70-72.9 Points);
D+ (67-69.9 Points); D (63-66.9 Points);
D- (60-62.9 Points); F (0-59.9 Points)

Course Schedule

Week	Day	Class Content	Assignment
1	6/15	Introduction and Orientation	Syllabus, ch. 1, 2
	6/16	Effective Listeners and Speakers, Managing Speech Anxiety	Ch. 3, 5
	6/17	Audience Analysis, Topic Selection, Ethical Public Speaking	Ch. 6, 7, 4
	6/18	The Use of Language, Figures of Speech	Ch. 16
2	6/22	The Informative Speech	Ch. 23, 14, 15
	6/23	Developing an Informative Speech, Organizing, and Outlining	Ch. 11, 12, 13
	6/24	Supporting Materials, Presentation Aids	Ch. 8-10, 20-22
	6/25	INFORMATIVE SPEECHES, Presentations and Critique	Outline & Evaluation
3	6/29	Message Delivery, Nonverbal Communication	Ch. 17, 18, 19
	6/30	Understanding Persuasion and Organizing Arguments	Written Assignment Ch. 24, 25
	7/1	Structuring and Outlining the Persuasive Speech	Ch. 26
	7/2	PERSUASIVE SPEECHES, Presentations and Critique	Outline & Evaluation
4	7/6	Organizing and Supporting the Group Presentation	Ch. 28, 29
	7/7	Preparing the Group Presentation	Ch. 30
	7/8	GROUP SPEECHES, Presentations and Critique	Outline & Evaluation
	7/9	GROUP SPEECHES (cont.), Final Examination	Outline & Evaluation

Note: This schedule is subject to change.