

COM 104: Oral Communication (Online Section)

Missouri Western State University

College of Liberal Arts and Sciences

Department of Communication and Journalism

Instructor: Dr. Jordan Atkinson

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Office Hours:

Monday: 1:00 – 2:00 and 3:30 – 6:00

Wednesday: 1:00 – 2:00 and 3:30 – 4:00

Also by appointment

COURSE OBJECTIVES

As a general studies course at Missouri Western State University, all sections of Oral Communication strive to fulfill the following general course objectives:

1. To provide students with an understanding of rhetorical and communication theory, including (a) communication processes; (b) verbal communication; (c) nonverbal communication; and (d) listening
2. To provide students with the ability to engage in critical listening and thinking
3. To provide students with an understanding of social and personal relationships, including the role of communication in the development, maintenance, and transformation of relationships
4. To provide students with an understanding of the social uses and functions of media and technology in everyday life
5. To provide students with an understanding of public discourse and the ability to accomplish the following: (a) analyze audiences; (b) locate, organize, evaluate, and synthesize information from print, electronic, and digital sources; (c) develop effective arguments; (d) develop effective introductions and conclusions; (e) effectively deliver information publically
6. To prepare students to become active, creative, ethical, and culturally-aware citizens

REQUIRED READING

Duck, S. W., & McMahan, D. T. (2018). *Communication in everyday life: The basic course edition with public speaking* (2nd ed.). Thousand Oaks, CA: Sage.

COURSE REQUIREMENTS

1. *Readings.* Complete required reading assignments.
2. *Class Attendance and Classroom Participation.* Class attendance and classroom participation are strongly encouraged. Indeed, for this course to be what it should for you, class attendance and

classroom participation are a minimum condition necessary to benefit from the participatory nature of the classroom discussion and interaction.

3. *Midterm and Final Examination.* The examinations will cover all assigned readings, lecture material, and classroom discussions.
4. *Introduction Speech.* You will deliver a 2-3 minute speech intended to introduce yourself to an audience.
5. *Informative Speech.* You will deliver a 4-6 minute speech intended to inform an audience about a topic or how something is done.
6. *Persuasive Speech.* You will deliver a 4-6 minute speech intended to persuade an audience about a particular side of a topic.
7. *Two Analysis Papers.* You will have two opportunities to conduct an analysis of human interaction using the theory and knowledge gained throughout the semester. Specific details will be provided in class.
8. *Small Assignments.* You will be given at least one small assignment per week. Sometimes, these may be a couple of questions about the reading or asking you to respond to an article that applies, or simply writing a short reflection about a Youtube video. Each of these small assignments will range from 5-10 points.
9. *Discussion Board Postings.* You will be given at least one discussion board posting per week. These will involve questions that are supposed to spark and continue conversations. Be thoughtful in both your posts and in your responses to your classmates. You will need to first make your original post and then comment on 3 other students' posts to receive full credit.

GRADING

Introduction Speech	20 Points
Informative Speech	80 Points
Persuasive Speech	100 Points
Small Assignments	80 Points
Midterm Examination	100 Points
Final Examination	100 Points
Paper 1	30 Points
Paper 2	30 Points
Discussion Board Postings	60 Points

TOTAL: 600 Points

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

POLICIES

1. Students are expected to conform to the normal standards of academic behavior in all classrooms. In addition to normal standards of academic behavior, instructors may establish reasonable additional classroom rules and expectations for conduct in the classroom. Behavior which disrupts the classroom environment or interferes with other students' ability to learn may be grounds or justification for dismissal from the classroom.
2. Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor delegated by this University. Please see the Missouri Western State University Student Handbook for grade appeal process. This handbook is available online at <https://www.missouriwestern.edu/studentaffairs/wp-content/uploads/sites/292/2014/02/handbook.pdf>. The Faculty Senate Academic Regulations & Standards Committee can be located at the following address: <https://www.missouriwestern.edu/facsenate/academic-regulations>.
3. Consistent with its mission, Missouri Western seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and University policy prohibit harassment, discrimination and sexual misconduct. Missouri Western encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to someone from the Campus and Local Resources list found in the Student Handbook (<https://www.missouriwestern.edu/studentaffairs/wp-content/uploads/sites/292/2014/02/handbook.pdf>) about what happened so they can get the support they need and Missouri Western can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Missouri Western is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please visit the following website: <https://www.missouriwestern.edu/titleix/sexual-misconduct-policy>.

Students have received information via email regarding training regarding Title IX. Student employees may have additional required training. Please follow the link in the email sent to your MWSU student account to complete the training. Students who do not complete the training will receive a hold on their account, prohibiting future semester enrollment until the training is complete. These training courses will ensure that all students are appropriately educated about these important regulations.

4. A student's academic honesty is a fundamental assumption of the course. Plagiarism and other forms of dishonesty will not be tolerated. Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the university. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms. Please see the Missouri Western State University Student Handbook for specific activities identified as violations of this policy and the student due process procedure. This handbook is available online at <https://www.missouriwestern.edu/studentaffairs/wp-content/uploads/sites/292/2014/02/handbook.pdf>.

5. It is the responsibility of the students to arrive to class on time, and tardiness will not be tolerated. Attendance will be taken at the beginning of each class, after which time the classroom door will be closed. Students arriving after the door has been closed will not be allowed in the classroom. Please see the Missouri

Western State University Student Handbook for university policies regarding attendance. This handbook is available online at <https://www.missouriwestern.edu/studentaffairs/wp-content/uploads/sites/292/2014/02/handbook.pdf>.

6. The content of any lecture/class presentation remains the intellectual property of the person delivering the session. Students may make audio or video recordings of course activity only with permission of the faculty member conducting the course. If the student believes it is necessary to record sessions due to a disability or needs additional assistance, the student must first contact Missouri Western's Accessibility Resource Center to establish such need. By virtue of this policy, all students and attendees in any classroom setting or university presentation are placed on notice that they may be recorded or taped, both photographically or audio based. Any and all recordings of lectures or class presentations are authorized solely for the purpose of the student's individual or group study with other students enrolled in the same class. Such recordings may not be reproduced or uploaded to publically accessible web environments. Recordings of classes or course material may not be exchanged or distributed for commercial purposes, for compensation or for any other purpose other than study by students enrolled in the present class. Students must delete all recordings and tapes at the end of the course.

7. In the event of a university closing due to weather or some other issue, students will receive an email from the instructor providing them with an assignment to complete in lieu of any cancelled classes.

8. All mobile phones and other electronic devices (unless approved) are to be turned on silent while in the classroom. Failure to comply with this policy may result in dismissal from the classroom.

9. Students are expected to read all assigned material and participate in class discussions.

10. All assignments are to be completed on time. No late assignments will be accepted.

11. Any student who has a disability that prevents the fullest expression of abilities should contact me personally as soon as possible so that we can discuss class requirements.

Course Schedule

<u>Date</u>	<u>Topic</u>	<u>Assignments</u>
Due Sunday, Sep. 1, at 11:59pm	Course Introduction and Syllabus Chapter 1: An Overview of Communication	Discussion 1 Assignment 1
Due Sunday, Sep. 8, at 11:59pm	Chapter 2: Histories and Contexts of Communication Introduction Speech (2-3 minutes)	Discussion 2 Assignment 2 Introduction Speech
Due Sunday, Sep. 15, at 11:59pm	Chapter 4: Verbal Communication	Discussion 3 Assignment 3
Due Sunday, Sep. 22, at 11:59pm	Chapter 5: Nonverbal Communication Paper 1 (2-3 pages)	Discussion 4 Assignment 4 Paper 1
Due Sunday, Sep. 29, at 11:59pm	Chapter 7: Listening Chapter 14: Developing a Presentation	Discussion 5 Assignment 5
Due Sunday, Oct. 6, at 11:59pm	Chapter 15 (part 1): Giving Informative Talks Informative Speech and Outline (4-6 minutes)	Discussion 6 Informative Speech and Outline
Due Sunday, Oct. 13, at 11:59pm	Midterm Examination over Chapters 1, 2, 4, 5, 7, 14, and 15 (part 1)	Midterm Examination
Due Sunday, Oct. 20, at 11:59pm	Chapter 15 (part 2): Giving Persuasive Talks	Discussion 7 Assignment 6
Due Sunday, Oct. 27, at 11:59pm	Chapter 15 (part 2): Giving Persuasive Talks Chapter 16: Delivering a Presentation	Discussion 8 Assignment 7
Due Sunday, Nov. 3, at 11:59pm	Persuasive Speech and Outline (4-6 minutes)	Persuasive Speech and Outline
Due Sunday, Nov. 10, at 11:59pm	Chapter 3: Identities, Perceptions, and Comm	Discussion 9 Assignment 8

Due Sunday, Nov. 17, at 11:59pm	Chapter 6: Culture and Communication	Discussion 10 Assignment 9
Due Sunday, Nov. 24, at 11:59pm	Chapter 8: Personal Relationships	Discussion 11 Paper 2
Sunday, Dec. 1 – Nothing Due (Fall Break)	No Class and No Assignments Due – Fall Break	
Due Sunday, Dec 8, at 11:59pm	Chapter 11: Technology and Media in Everyday Life	Discussion 12 Assignment 10
Due Friday, Dec 13, at 11:59pm	Final Examination over Chapters 15 (part 2), 16, 3, 6, 8, and 11	Final Examination