

Syllabus for Comm 105 – Monday Lab
Survey of Human Communication – FALL 2009
Linda Moerschell, Instructor

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Required Course Text: You will refer to your text from Dr. Youngblood's Lecture.

Course Overview: This is a companion course to COMM 105 Lecture. It is designed to introduce the student to several styles of individual and group presentations; develop public speaking techniques and overcome anxiety associated with public speaking. This course will be creative and fast paced and will facilitate the development of quick thinking and public performance.

Course Objectives: Upon successful completion of the course, you will have:

- Developed a higher sense of critical thinking and listening skills
- Built confidence through technique in individual and group presentations
- Overcome fear and anxiety associated with public speaking
- Developed the ability to research topics and correctly utilize information
- Effectively written and delivered informational and persuasive speeches
- Developed the ability to holistically analyze your own and your peers' presentations

What YOU will need to successfully complete this course:

- Deliver 2 researched speeches with presentation outlines
- Participate and prepare for 6 in-class assignments
- Complete 2 sets of Peer Evaluations
- Complete one final Self Evaluation Paper
- Show up for every class and do the work
- Purchase a MINI DVD +RW for use on your speech days

Graded Work:

• Informative (biographical) researched speech with outline	15%
• Persuasive researched speech with outline	25%
• 6 In Class Assignments (6 points each)	36%
• Peer evaluations (2 sets)	9%
• Research homework	10%
• <u>Final Self Evaluation</u>	5%
100 total points	

Extra Points

You can gain extra points toward your final grade by:

- Attending Speaker Presentations outside of Class time. This can be at an off campus event or an on campus special guest speaker. It has to be a live

speaker and cannot include a SUNY Potsdam professor. A one page (DS / 1" margins) analysis of the speaker's performance is required to get credit. The brief must include non-verbal and verbal delivery analysis, and analysis of the three areas of content. (introduction, body, conclusion). Worth 2 percentage points for each complete write up and proof of attendance. Proof of attendance would be a ticket stub, handout, etc...

- Extra consideration will be given to students who show continuous improvement throughout the semester.

Lost Points

- You will loose points in this class if you don't show up – see below.

Grade Scale: 100-point system will be applied to each assignment and midterm. The points will be converted to the 4-point system at the end of the semester. This is a 1 Credit Course.

Grading Scale in points:

92-100	= A	= 4.0	76-78	= C+	= 2.3
89-91	= A-	= 3.7	72-75	= C	= 2.0
86-88	= B+	= 3.3	69-71	= C-	= 1.7
82-85	= B	= 3.0	66-68	= D+	= 1.3
79-81	= B-	= 2.7	62-65	= D	= 1.0
			0-61	= F	= 0.0

Attendance Policy: PLEASE READ AND REMEMBER

You won't get much out of this course unless you show up; therefore, **attendance is mandatory.** *You are allowed only 1 unexcused absence. Your second and third unexcused absences will result in a 5 point drop in your grade for each absence. Your fourth unexcused absence will result in a zero for the course.* If you know you cannot attend a class for what I consider to be a legitimate reason, please let me know in advance and I will try to work with you.

Please be on time! If you are late you will miss important instructions. 3 late arrivals will count as one absence.

A reminder about Plagiarism:

You are here to think and write in your own words. To plagiarize is "To steal and use the ideas or writings of another as one's own". (*The American Heritage Dictionary of the English Language*). If you have a question about this please see me. The penalties for plagiarism are severe.

WEEK	SCHEDULE FOR MONDAY'S LAB	NOTES
8/31/09	Syllabus - Overview <i>Overcoming anxiety.</i>	Log into BlackBoard for details and updates on all assignments Download and print your syllabus. Cut off the Agreement box, sign and return to me.
9/7	Worst speech activity (1) Speech presentation overview Informative speech assignment given	Preparation details on Blackboard Watch news and current events to prepare for upcoming assignments
9/14	Library research day	Meet in the lobby of the Crumb Library – this is needed for FS credit.
9/21	<u>Outlines due- informative speech</u> Listening/ audience evaluation skills	SEE ME IF YOU NEED HELP WITH YOUR SPEECH TOPICS
9/28	Think on your feet (2) Artifact box (3)	All Revised outlines are due when your speech is presented.
10/5	Tips and Tricks in public speaking Bad examples and research blunders	Information given today to increase your confidence, skills, and techniques.
10/12	FALL RECESS	
10/19	<i>Informative Speeches</i>	Peer Reviews are part of the assignments You get points for being present.
10/26	<i>Informative Speeches</i> Interview characters assigned	--Make revisions to your outline and hand them in when you present your speech
11/2	Interviews - (4) Research homework given	See me if you need suggestions with your research and next speech
11/9	Persuasive speaking technique OUTLINES DUE!	Don't miss this lecture!
11/16	Imitate Your Favorite Speaker or speech (5)	Be sure to review your performance on DVD and write your self analysis by the next class period after you present your speech
11/23	Persuasive Speeches begin	RESEARCH HOMEWORK IS DUE WHEN YOUR SPEECH IS PRESENTED
11/30	Persuasive Speeches	Let your creativity flow – Remember to analyze your audience for a better speech presentation.
12/7	Team Building –(6)	Involves chocolate!
12/14	Speech make ups/ final papers due	Time and place to be announced.

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HELPFUL GRADE CHECKLIST

KEEP TRACK OF YOUR POINTS DURING THE SEMESTER WITH THIS WORKSHEET. THAT WAY YOU WILL KNOW HOW YOUR GRADE IS SHAPING UP AS YOU GO THROUGH THE SEMESTER.

Assignment	Points available	Points earned
Worst speech	6	
Informative speech	15	
Artifact box	6	
Imitation speech	6	
Interviews	6	
Think on your feet	6	
Team building	6	
Persuasive speech	25	
Peer evaluations (2 sets)	9	
Research Homework	5	
Final self eval	5	
Participation and preparation	5	
Extra credit to analyze guest speaker	2 points for each	
Points lost due to absence		
TOTAL POINTS	100+	

Student Agreement for Comm 105 Survey of Human Communication – labs

"I have read and understood all of the information contained on this syllabus and agree to follow the guidelines to the best of my ability."

Signature: _____

Print name:_____

Date:_____