



# MONTCLAIR STATE UNIVERSITY

## SCHOOL OF COMMUNICATION & MEDIA FUNDAMENTALS OF SPEECH • CMST101\_23 • COURSE SYLLABUS School of Communication and Media • Moorehead Hall Room 116 • 973-655-7471

*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*

Professor: Vanessa Domine, Ph.D.

Office Hours: Tues, Wed, and Fri by appt (Skype office hours also available)

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### Course Description

This course will introduce you to the theoretical and practical requirements of different types of public presentations and help you become a more dynamic communicator. The course focuses on the basic elements of the communication process, listening, communicator and audience characteristics, basic research skills, and message composition and delivery. You will learn how to prepare for presentations in culturally and professionally diverse environments and develop competence and flexibility as a presenter.

### Course Objectives

In this course you will hone a number of your communication skills:

1. Public communication **competence**: You will become a better listener and learn how to design and deliver compelling messages.
2. Awareness of the **cultural diversity** of an audience: You will learn to analyze your audience and customize your message accordingly.
3. Preparation for professional development and success: You will overcome any communication apprehension and gain **confidence** in your ability to present yourself and your ideas.
4. **Critical thinking and citizenship** responsibilities: You will learn to be an ethical communicator who can critically evaluate information and arguments.

### Required Text

O'Hair, D., Stewart, R., & Rubenstein, H. (2012). *A Speaker's Guidebook* (5<sup>th</sup> ed.). Boston, MA: Bedford/St. Martin's.

### Other Useful Resources

Publication Manual of the American Psychological Association (APA Manual) (6<sup>th</sup> ed.). Washington, DC: American Psychological Association. (Available at the MSU library).

### Canvas Information

All course related information and resources (important announcements, project guidelines, speech evaluation forms, exercise handouts) will be distributed via the campus Canvas system. You should check our class section's Canvas site regularly, print out related handouts and bring them to class on assigned dates. In order

to access Canvas, go to the MSU web site, click on Quick Links and select Canvas. Enter your MSU username and password (your NetID). If you have problems with accessing Canvas, please consult the Office of Information Technology (University Hall, 5<sup>th</sup> floor) as soon as possible.

### **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 classrooms and the general necessity of in-class presence for effective learning, the Fundamentals of Speech program 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. We consider 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, we recommend that 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. 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 the instructor 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.
- The use of electronic devices in the classroom is strictly limited to course-related activities. Turn your mobile phones to silent and do not use them during class. If you are using a laptop for note-taking, do not surf the web, access social networking sites, or e-mail accounts.
- 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. Please consult MSU's official policies at <http://www.montclair.edu/deanstudents/studentconduct/codeofconduct.html#academicdishonesty> to clearly understand behaviors (e.g. plagiarism, cheating) that violate the code of conduct.
- Any student with a documented physical, sensory, psychological, or learning disability requiring academic accommodations should make arrangements through the **Disability Resource Center** (Morehead Hall 305, 973.655.5431).

## 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](mailto:lemesianoc@mail.montclair.edu)

## Grading

Speech of Introduction	5%
Informative Speech & Outline	15%
Persuasive Speech & Outline	20%
Group Presentation & Handout	20%
Other Mini Presentations/Exercises	10%
Exam	15%
Speech Critique Paper	10%
Canvas Use & Class Participation	5%

## Grade Conversion

A (93-100 Points); A- (90-92.9 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).

FALL 2014 COURSE SCHEDULE

Date		Topics	Readings/ Assignments
<b>Module 1: Introduction to Communication and Public Speaking</b> [Speakers' Guidebook Chapters 1-5, 18] <b>SPEECH OF INTRODUCTION</b>			
WK1	Wed 9/3	Introductions & Orientation	
	Fri 9/5	<b>The Relevance of Public Speaking</b> <ul style="list-style-type: none"> <li>• Becoming a Public Speaker</li> <li>• Preparing Your First Speech</li> </ul>	Chapter 1 Chapter 2
WK2	Wed 9/10	<b>Managing Fear &amp; the Listening Process</b> <ul style="list-style-type: none"> <li>• Managing Speech Anxiety</li> <li>• Listeners &amp; Speakers</li> </ul>	Chapter 3 Chapter 4
	Fri 9/12	<b>Ethical Communication &amp; Methods of Delivery</b>	Chapter 5 and 18
WK3	Wed 9/17	<b>SPEECHES OF INTRODUCTION</b>	Outline & Evaluation Rubric
	Fri 9/19	<b>SPEECHES OF INTRODUCTION</b>	Outline & Evaluation Rubric
<b>Module 2: Informative Speaking</b> [Speakers' Guidebook Chapters 6-16 and 21-24] <b>INFORMATIVE SPEECH</b>			
WK4	Wed 9/24	<b>Developing an Informative Speech</b> <ul style="list-style-type: none"> <li>• The Informative Speech</li> <li>• Audience Analysis</li> <li>• Topic Selection</li> </ul>	Chapter 24 Chapter 6 Chapter 7
	Fri 9/26	<ul style="list-style-type: none"> <li>• Developing Supporting Material</li> <li>• Organizing &amp; Outlining</li> </ul>	Chapters 8 through 14
WK5	Wed 10/1	<ul style="list-style-type: none"> <li>• Developing an Introduction &amp; Conclusion</li> <li>• Presentation Aids</li> </ul>	Chapters 15-16 Chapters 21-23
	Fri 10/3	<b>INFORMATIVE SPEECHES</b>	Outline & Evaluation Rubric
WK6	Wed 10/8	<b>INFORMATIVE SPEECHES</b>	Outline & Evaluation Rubric
	Fri 10/10	<b>INFORMATIVE SPEECHES</b>	Outline & Evaluation Rubric
WK7	Wed 10/15	<b>INFORMATIVE SPEECHES</b>	Outline & Evaluation Rubric
	Fri 10/17	<b>INFORMATIVE SPEECHES</b>	Outline & Evaluation Rubric
<b>Module 3: Persuasive Speaking</b> [Speakers' Guidebook Chapters 17, 19-23, 25-27] <b>PERSUASIVE SPEECH</b> <b>SPEECH CRITIQUE PAPER</b>			
WK8	Wed 10/22	<b>Communication Codes &amp; Message Delivery</b> <ul style="list-style-type: none"> <li>• Language &amp; Nonverbal Communication</li> </ul>	Chapters 17, 19-20
	Fri 10/24	<b>Developing a Persuasive Speech</b> <ul style="list-style-type: none"> <li>• Understanding Persuasion</li> <li>• Organizing Arguments</li> <li>• Analyzing &amp; Engaging the Audience</li> </ul>	Chapters 25-27

WK 9	Wed 10/29	<b>Preparing the Persuasive Speech</b> <ul style="list-style-type: none"> <li>Codes &amp; Audiovisual Aids</li> </ul>	Chapters 21-23
	Fri 10/31	<b>PERSUASIVE SPEECHES</b>	Outline & Evaluation Rubric
WK 10	Wed 11/5	<b>PERSUASIVE SPEECHES</b>	Outline & Evaluation Rubric
	Fri 11/7	<b>PERSUASIVE SPEECHES</b>	Outline & Evaluation Rubric
WK 11	Wed 11/12	<b>PERSUASIVE SPEECHES</b>	Outline & Evaluation Rubric
	Fri 11/14	<b>PERSUASIVE SPEECHES</b>	Outline & Evaluation Rubric <b>SPEECH CRITIQUE PAPER DUE</b>
<b>Module 4: Group &amp; Other Presentations</b> [Speakers' Guidebook Chapters 28-32] <b>1. SPECIAL OCCASION SPEECH</b> <b>2. GROUP PRESENTATION</b>			
WK 12	Wed 11/19	<b>Public Speaking &amp; Teamwork</b> <ul style="list-style-type: none"> <li>Communicating in Groups</li> <li>Professional &amp; Classroom Presentations</li> </ul>	Chapter 30 Chapter 32
	Fri 11/21	<b>Alternative Public Presentations</b> <ul style="list-style-type: none"> <li>Special Occasion Speeches</li> <li>Exploring all Presentational Formats</li> </ul>	Chapter 28
WK 13	Wed 11/26	<b>SPECIAL OCCASION SPEECH</b>	Outline & Evaluation Rubric
	Fri 11/28	<i>Thanksgiving Holiday (no class)</i>	
WK 14	Wed 12/3	<b>Alternative Public Presentations</b> <ul style="list-style-type: none"> <li>The Digital World &amp; Presentations</li> </ul>	Chapter 29
	Fri 12/5	<b>GROUP PRESENTATIONS</b>	Outline & Evaluation Rubric
WK 15	Wed 12/10	<b>GROUP PRESENTATIONS</b>	Outline & Evaluation Rubric
	<i>Check the Final Exam Schedule</i>	<b>PLEASE NOTE:</b> The final exam session is mandatory and includes a formal examination. Specific dates/times are announced on the University Final Exam Schedule.	