



SOUTHERN UNIVERSITY – SHREVEPORT, LA
SU College Connect Program

Fall 2019 – Spring 2020 Course Syllabus

FUNDAMENTALS OF SPEECH - COMM 210 SYLLABUS

Instructor: _____

E-mail: _____

Office Location: _____

Phone: _____

Office Hours: _____

SUSLA MISSION STATEMENT:

Southern University at Shreveport, a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

Textbook: **Communicate! 14th Edition** - Rudolph F. Verderber, Kathleen S. Verderber, Deanna D. Sellnow ISBN- 9780840028167

Special Note:

A student companion site is available for this text. The student companion site allows students access to chapter related resources, including flashcards, a glossary, objectives, skill learning activities, web resources and more. You may logon on to www.cengagebrain.com for alternate purchasing options.

Course credit: 3 semester credit hours.

CATALOG DESCRIPTION:

Students will be given an orientation to the functions, theories, principles and types of communication with emphasis on the development of effective communication skills in various settings and for specific purposes related to personal, social, business and professional situations.

Prerequisites: None

COURSE DESCRIPTION/RATIONALE:

This is a fundamentals of communication course students in this course will work on improving their communication skills as both senders and receivers of messages in person-to-person, small group, and public situations. Students are afforded opportunities for practical skill development and application in a host of communication contexts, based on a communication theory, current research, trends and practices. Students will develop skills to be effective communicators in a society, where communication skills are paramount to their individual success. Enjoy!

Student Learning Outcomes (SLO's) for Southern University at Shreveport

The graduate from Southern University at Shreveport will be proficient in:

- 1. Written and Oral Communication**
- 2. Critical Thinking and Quantitative Reasoning**
- 3. Technological Competency**
- 4. Research and Information Literacy**
- 5. Professional Deportment**

The SLOs of SUSLA will be addressed in the following course outcomes and are linked as indicated in parentheses.

- Comprehend and appreciate the role of human communication in the community and the world. (SLOs 2, and 4)
- Engage in face-to-face communication with both individuals and larger audiences utilizing appropriate principles of interpersonal communication and public speaking. (SLOs 1, 2, 4 and 5)
- Create original speeches of various types and critique the speeches of others. (SLOs 1, 2, 3, and 4)
- Communicate effectively in a culturally diverse world. (SLOs 1, 2 and 5)
- Demonstrate effective listening behaviors in a variety of contexts. (SLOs 2, 3, and 4)

OBJECTIVES/OUTCOMES:

At the end of the course the student should

- Understand what communication is, its types, functions, and ethical issues.
- Comprehend how individual perceptions influences communication.
- Communicate more effectively verbally and nonverbally.
- Improve interpersonal communication skills.
- Recognize that listening is a process and actively, objective and critically.
- Prepare for and participate appropriately in an interview.
- Lead and participate in group communication skills.
- Create original speeches of various types and critique the speeches of others.
- To utilize vocal quality, rate, volume, pitch, pausing and stress appropriate to the communication contexts.



- develop confidence when speaking in front of a group;
- improve their use of eye contact, posture, gesture, and voice;
- present spoken information, ideas, and opinions in a coherent and organized way;

METHODS OF INSTRUCTION:

This is an application-oriented course; assigned readings, lectures, discussion boards, chats, online resources (See online resources packaged with the textbook noted above; students will be able to complete many assignments online using CengageNOW), collaboration, and the utilization of audio-visual materials will be utilized. Your ability to apply the information covered will be evaluated through, examinations, oral presentations, and various other activities. Students are responsible for information in the text whether it was covered in class lecture or not.

CLASS ATTENDANCE POLICIES:

Students are required to attend classes regularly and punctually as a minimum academic obligation. Attendance is recorded the first day after a student registers. Failure to observe this policy may seriously jeopardize a student's academic standing. Tardiness and excused absences should be brought to the attention of the instructor(s) by the student. The following class Attendance policies apply:

- Any student who acquires **SIX (6) UNEXCUSED ABSENTEES** will receive the grade of "F" in the course for the semester.
- A student required to be absent from class because of illness or other unavoidable circumstances should promptly report the reasons to the instructor **IN WRITING**. This is considered to be an EXCUSED ABSENCE.
- All excuses or explanations must be submitted **IN WRITING** to the student's INSTRUCTOR within three school days after the student returns to classes.
- Forms of **WRITTEN EXCUSES** accepted by the *SU College Connect Program* are as follows:
 - 1) Signed doctor's excuses
 - 2) Signed letters/statements from the student's parent or legal guardian with the parent's contact telephone number included in the excuse
 - 3) Signed letters/statements from a student's lawyer or legal representative
 - 4) Signed letters/statements from a judge or court appointee
 - 5) Signed letters/statements from the student's landlord or approved appointee
 - 6) Signed letters/statements from the student's mechanic or approved appointee
 - 7) Other **WRITTEN EXCUSES** as deemed acceptable by the INSTRUCTOR or the Coordinator for the SU College Connect Program on your host campus.
- Excuses for participation in university-sponsored activities will be initiated by the sponsoring unit and approved by either the Coordinator for the SU College Connect Program on your campus OR the Director for the SU College Connect Program.

- Students who wish to be absent from classes for reasons not covered by these regulations **must** apply to either the Coordinator for the SU College Connect Program on your campus OR the Director for the SU College Connect Program for a leave of absence.

NOTE: Financial aid students who receive all F's due to non-attendance or suspension will be considered "unofficial withdrawals" for the semester. If the student does not take a final exam or complete more than 67% of the course load, he/she may owe money to SUSLA and the Title IV federal aid program(s).

TARDY POLICY:

A student is considered tardy if he/she is later than fifteen (15) minutes arriving to class. Three tardies constitute one absence.

INCLEMENT WEATHER POLICY:

In the event of inclement weather, the Chancellor on the HOST campus may cancel classes. Students are advised to listen to the TV or radio for an announcement or check the university website. Absence without an official school closure is treated as an unexcused absence unless there is danger for the student to travel.

STUDENTS CALLED TO ACTIVE DUTY:

Any student called to active military duty that has **completed at least ¾ of the semester and is in good academic standing** within the course or institution has the following options:

- Receive course grades for the current semester for each enrolled course with the grade earned at the date he or she was called into active duty.
- Receive incompletes for all courses **if approved** by instructors.
- Withdraw from all current semester courses.

Steps to follow when leaving the University for Active Military Duty

- Provide a copy of military orders to the Registrar's Office. If one chooses to complete the semester courses via an incomplete and if time permits, please follow the appropriate procedures for course completion. If the professor approves an incomplete grade, the student and professor should complete an Incomplete Grade Form, which is available in the Registrar's Office. The incomplete grade form must be initiated by the instructor, and the reason stated for the incomplete grade(s), as follows: –called to Active Military Duty.
- In the event that the military obligation does not permit adequate time to finalize grades or withdrawal, please contact the Registrar's Office. They will act on the student's behalf to inform the appropriate persons and/or departments of call to active military duty, and assist to finalize grades or withdrawal. Any grading options and planning for course completion, as agreed upon by instructors, will be

documented. The student will be asked to advise the Registrar's Office whether he wishes to accept the grading option available.

- If administrative drops or a withdrawal are to be processed, the SU College Connect Coordinator on the HOST campus should initiate them. Reasons for withdrawal/administrative drop should clearly state –called to Active Military Duty.

Departments to contact in the event of call to Active Military Duty.

- Registrar's Office on the SUSLA campus - to communicate military call up, overall assistance, and issues related to VA benefits.
- Coordinator for the SU College Connect Program on your HOST campus OR the Director for the SU College Connect Program - in cases of a military call up.
- Financial Aid Office - if receiving financial aid.

OTHER POLICIES/PROCEDURES:

- Assignments are to be submitted on the date due in the specified method/format. Do not expect professors to ask for assignment(s) on due dates. It is the student's responsibility to submit assignment on specified dates due.
- You are responsible for all posted assignments and or activities.
- Late assignments will be penalized as much as a letter grade for each day late.
- **All assignments that require submission to the Digital Drop Box must be typed using Microsoft Word, size 12 font, double-spaced.** The title of the assignment must be placed in the name field of the digital drop box. Do not place your name in the name field; your name is automatically placed with every submission to the drop box. However, be sure to place the following heading on your assignment document.
 - a. Students' full name
 - b. Course Reference Number (CRN) the number put in the system to registrar for the course (ex. 12345)
 - c. Date
 - d. Title of Assignment (The title should be taken from the List of Assignments (example: Perception Checking or SLA 2.6

NOTE: If you do not have Microsoft Word it is your responsibility to convert your document to a word document. In programs such as Works this can be easily done with the Compatibility Mode (Save As Function, use the drop down to change the document from the format used to a word document). **Any assignment submitted in anything other than Micro Soft Word will receive a grade of Zero.**

- **Written assignments should be written using Standard American English. Points will be deducted from written assignments that have poorly written sentences (typographical, noun/verb agreement, or spelling errors and if ideas are not expressed in a clear and concise manner). Instant messaging/texting language MUST NOT be used in written assignments. Also, rules for typing/word processing must be followed (ex. Two spaces after a period that ends a sentence and capital letters used when appropriate).**
- **UNDER NO** circumstances should a written assignment be typed in all **CAPITAL LETTERS** any submitted in that manner will earn the submitter a grade of **ZERO**.
- Cell phones use or text messaging is not permitted. Cell phones must be disabled prior to entering class. A ten-point deduction will be made from any individual total accumulated points for each cell phone disruption.
- When communicating with an instructor via email please use your last name, course number, and class meeting time as the subject, i.e. Instructor's Name, Speech 210- Online or Instructor Speech 000- MTWR. I will attempt to respond to all emails within 24 hours; unless I am out of the office in that case an announcement will be posted to let you know that I am unavailable.
- ***Delivery of Speeches:*** THIS IS A SPEAKING CLASS, NOT A READING CLASS!! SPEECHES THAT ARE READ TO THE CLASS WILL AUTOMATICALLY RECEIVE A GRADE OF F. Speeches should be presented with the aid of note cards or an outline. As you progress throughout the semester, you will be expected to use fewer and fewer words on your note cards or outline. *Time Limit:* Time limits are set for all speeches. All time limits will be strictly enforced and grades will be penalized if speeches are too short or too long.
- When delivering a speech or presenting a group project, you need to dress professionally. Do not wear jeans, tennis shoes, sandals, tee shirts, or a hat. Do your best to dress professionally. If you have problems with this, please speak with your instructor right away. **Hat should never be worn in the classroom.**
- When we assemble for oral presentation please do not enter the classroom while a student is presenting a speech. Please wait outside the door until the presentation is over and someone will notify you when it's okay to enter the room.
- When assignments are posted make a written/printed copy of the assignment for your records. ***(I will not provide students copies after it has been removed from your posted assignments)***
- You are responsible for keeping all graded work until the end of the semester in case there is any question about grades or whether or not an assignment has been turned in. If you question a grade, or whether your grade has been recorded, you need to be able to provide the original, graded assignment.



ACADEMIC HONESTY POLICY:

You are expected to complete your own work. Therefore, you will give credit when you use other people's ideas or anyone else's work. Intentional or unintentional plagiarism is a form of cheating. Plagiarizing makes one vulnerable for academic misconduct charges which may result in failing an assignment, failing the course, and/or expulsion from the University. This university, to insure due process in cases of cheating or plagiarism, has established procedures. A copy of these procedures may be found in the SUSLA Student Handbook.

AMERICAN WITH DISABILITIES ACT STATEMENT:

Students with documented disabilities are entitled to reasonable accommodations. If you are a student who is disabled as defined under the American with Disabilities Act and requires assistance or support services, please seek assistance through Student Support Services – Counseling Center (Fine Arts Building) and a Counselor will coordinate these services.

MATERIALS NEEDED:

Index cards 3x5 or 4x6 (For all oral preparations where notes are permitted).
Microsoft Word (any edition will work)
Flash Drive
Personal stapler

GRADING CRITERIA:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
60 & Below = Failure

The instructor reserves the right to alter this syllabus.

OFFICIAL ENROLLMENT:

A student is required to show the instructor a paid receipt on the first day of class (Note- a student is not officially enrolled in class until he or she has a stamped paid class schedule.) It is the student's responsibility to ensure that all steps of the registration process be completed before attending class.