TEXAS A & M UNIVERSITY-COMMERCE
COMMERCE CAMPUS
Department of Literature and Languages

SPC 1315/ 1321 Section 01H Fundamentals of Communication
COURSE SYLLABUS: Fall, 2015

Course Instructor: Stephen A. Furlich, Ph.D.
Office: PAC 120
Office Hours: (Tues/Thurs. 9:30-12:00; W. 2:00-3:00).
E-Mail: Stephen.furlich@tamuc.edu
Class Time: Tues./ Thurs. 8:00-9:15 Room: BA 257

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook Required:
(Electronic copy information purchased at bookstore)

University Course Catalogue Description
Basic course in organizing and developing effective oral communication. Particular stress is placed on voice and diction, and general public speaking.

Additional Course description: Theories and related skills for planning, organizing, rehearsing, presenting and evaluating a variety of types of speeches. Includes a survey of rhetorical traditions, principles, and strategies used in informative, persuasive, and ceremonial
speeches. Emphasis on student performance and evaluation of oral and written models of classical and contemporary speeches. Recommended for students pursuing careers in teaching, law, the ministry, politics, or other professions involving making public presentations. May be taken to meet the general education communication requirement.

**Course outcome competencies:**

**Student Learning Outcomes:**
This course explores theory and principles of effective public speaking while providing an emphasis on skills development. Specific attention is given to the preparation, delivery, and evaluation of public speeches. General student learning outcomes include the following:

1. Students will understand theory and practice in public speaking.
2. Students will learn and develop various fundamentals and tools of effective speech delivery.
3. Students will be able to critically analyze the content, organization, and delivery of their own speeches and the speeches of others.
4. Students will become competent and confident public speakers.
5. Students will synergize theories and principles of communication into the successful preparation and delivery.

**Prerequisites:** None

**TECHNOLOGY REQUIREMENTS**
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

**Pearson Learning Studio (eCollege) Access and Log in Information**

This course will be facilitated using Pearson Learning Studio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to: [http://www.tamuc.edu/myleo.aspx](http://www.tamuc.edu/myleo.aspx).
You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson Learning Studio, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

**Pearson Learning Studio Student Technical Support**

Texas A&M University-Commerce provides students technical support in the use of Pearson Learning Studio.

Technical assistance is available 24 hours a day/ 7 days a week.

If at any time you experience technical problems (e.g., you can’t log in to the course, you can’t see certain material, etc.) please contact the Pearson Learning Studio Help Desk, available 24 hours a day, seven days a week.

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support**: Click on ‘Live Support’ on the tool bar within your course to chat with a Pearson Learning Studio Representative.
- **Phone**: 1-866-656-5511 (Toll Free) to speak with Pearson Learning Studio Technical Support Representative.
- **Email**: helpdesk@online.tamuc.org to initiate a support request with Pearson Learning Studio Technical Support Representative.

**Accessing Help from within Your Course**: Click on the 'Tech Support' icon on the upper left side of the screen inside the course. You will then be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

**Note**: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

**Policy for Reporting Problems with Pearson Learning Studio**

Should students encounter Pearson Learning Studio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed?

1. Students must report the problem to the help desk. You may reach the helpdesk at helpdesk@online.tamuc.org or 1-866-656-5511
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number.

4. At that time, I will call the helpdesk to confirm your problem and follow up with you.

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson Learning Studio Help Desk. You are strongly encouraged to check for compatibility of your browser BEFORE the course begins and to take the Pearson Learning Studio tutorial offered for students who may require some extra assistance in navigating the Pearson Learning Studio platform. ONLY Pearson Learning Studio based problems are legitimate.

Internet Access
An Internet connection is necessary to submit assignments, view grades, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

myLeo Support
Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at https://leo.tamuc.edu.

Learner Support
Go to the following link One Stop Shop- created to serve you by attempting to provide as many resources as possible in one location.
Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success.

Please Label All Submitted Assignments with your Name, Section, & Assignment Number. Examples: Smith, 201-01W Paper 2. Please also use these labels in e-mails, such as in subject lines. Both Paper assignments are submitted in the proper envelop in Learning Studio (ECollege) in DocSharing.

Required: 3 GREEN Scan Trans

Attendance - Punctual attendance is expected at all class sessions, especially on presentation and test days. Excessive absences are defined by the instructor as more than one day, excused or unexcused. If you participate in University sponsored activities (e.g., intercollegiate sports) you must check with the instructor with appropriate documentation before you are absent. Students are responsible for all missed work.

Course Assignments/Assessments: The department of Literature and Languages supports university policies of academic excellence as noted in the student handbook. Interpretation of grades should be considered within the university framework: A=excellent, B=good; C=average; D=inferior; and F=failure. Final grades in this course will be based on:

\[ A = 100\%-90\% \]
B = 89%-80%
C = 79%-70%
D = 69%-60%
F= 59% or Below

Tests = 70%; Speech: 1 = 10%, Speech 2 = 10%, Speech 3 = 10% = total 30%

* Tests - (70%)
  20% Test 1
  25% Test 2
  25% Test 3

*Please only submit written assignments as attachments in WORD in DocSharing. Other files such as PDF files are too difficult to grade.

* Presentations - (30%) Note: Encyclopedias and dictionaries do not count as sources.
  10% Presentation 1: Informative - Emphasis on Content and Structure with Library Sources.
  10% Presentation 2: Persuasive - With Library Sources
  10% Presentation 3: Group Presentation with interview and library sources (Individual=10%)

ALL SPEECHES MUST BE PAPERLESS. THIS MEANS NO PAPERS USED DURING THE PRESENTATION. STUDENTS CAN CREATE AND USE A POWER POINT. STUDENTS SHOULD SUBMIT THEIR OUTLINE & REFERENCE PAGE ELECTRONICALLY THROUGH Pearson Learning (ECOLLEGE) FOR THIS COURSE IN DOCSHARING. DO NOT CHOOSE A TOPIC LISTED ON THE UNACCEPTABLE LIST.

Presentation 1: Each student will deliver an informative speech of 4:30-5:30 minutes. The purpose is to inform the audience and not persuade them. The presentation will consist of gathering at least 3 credible outside sources for your presentation. Internet web-site sources will not count as part of the required 3 sources. Using books and journal articles are encouraged to be cited during your presentation. Each student will turn in an outline and a reference page of sources. Points will be deducted for not abiding to the time limit.

Presentation 2: Each student will deliver a persuasive speech of 4:30-5:30 minutes. The purpose is to persuade the audience to accept the speaker’s ideas about a particular issue. It is imperative for the speaker to demonstrate why his or her side of an issue is superior to the
opposing one. The presentation will consist of gathering at least 3 credible outside sources for your presentation. Internet web-site sources will not count as part of the required 3 sources. Using books and journal articles are encouraged to be cited during your presentation. A visual aid is also required for the presentation. Each student will turn in an outline and a reference page of sources. Be sure topics are appropriate for the class. Points will be deducted for not abiding to the time limit. A list of Unacceptable speech topics is in ECollege.

Presentation 3: This presentation entails groups of 4-5 students working together. Each group will choose a particular topic related to communication NOT covered in class. It is essential for the topic to be different from the topics covered in class about communication. Each member of the group will present one aspect of the project to the class in a 5 minute presentation for each group member’s speech. Points will be deducted if it is not between 4:30-5:30 minutes long. Hence, if you have 5 group members each group member will speak for 5 minutes and have 3 sources. Hence, there will be 5 different speeches, outlines, and 3 sources for each speech. The focus of the presentation is to support each presentation from 3 credible sources. Internet web-site sources will not count as part of the required 3 sources. Using books and journal articles are encouraged. The key is to synthesize the material together as a group presentation. Each presentation can build upon, compare contrast, etc. with the other topics for the group. Each student will present their presentation based upon how that area is related to the other areas and also uniquely contributes to the overall topic. Each student will receive a grade based upon their individual presentation. A visual aid is also required for each presentation. Each student will turn in an outline and reference page of their 3 credible sources.

Note: Point deductions will be given to students who do not fully participate with their group members throughout the entire process. Hence, it is imperative for students to show up to group meetings.

* Activities - (+2%)

A number of activities will be assigned to demonstrate or apply content from the text and class discussions. You cannot get credit for activities that are done on days you are absent, you leave early, or come in 10 minutes late. Late activities will not be accepted. You are expected to keep up with your own grades. You should know your standing in the course at any time during the semester. Students will receive 2% additional points to their final grade if they miss no more than 1 day. Students may lose 10% of their final grade or will be dropped from the class for any class that they are disrespectful the first time. This includes but is not limited to any cell phone activity, doing work for other classes, talking out of turn in a disruptive manner, sleeping, etc.
**Course Procedures**

**Assignments** - Assignments must be completed on time. Late work will result in loss of points. Academic integrity is expected on all course assignments and activities. Violations of academic integrity (e.g., plagiarism, cheating, etc.) are serious offenses and will be dealt with according to university policy.

**Late Work, Make-Up Assignments and Examinations** - If you miss a deadline, it must be for one of the following types of documentable reasons: death in the family, severe personal illness, university sponsored activities, etc. If you have an unexcused absence, you cannot make up that assignment or test. Additionally, because of time constraints, the instructor may elect not to grant make-up work for any reason. In order to take a make-up examination you must submit verifiable and official documentation to your instructor (e.g., a doctor’s note for the specific day missed). If your request is approved, you may take a make-up test on the appointed day. All make-up exams must be given for qualified persons within 1 week of the missed test.

**Observance of a Religious Holy Day** – Texas House Bill 256 requires institutions of higher education to excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day. The student shall also be excused for time necessary to travel. An institution may not penalize the student for the absence and allows for the student to take an exam or complete an assignment from which the student is excused. No prior notification of the instructor is required.

**Extra Credit** - Extra credit can be earned for participation in departmental research conducted in or outside of class, if the opportunity arises. Extra credit points awarded will be determined by the nature of the project.

**Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook). Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.
ADA Statement

Students with Disabilities
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141). In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult University Procedure 13.99.99.R0.05 (“Student Appeal of Instructor Evaluation”).

Instructor ☐ Dr. Susan Stewart, Assistant Department Head or Dr. Hunter Hayes, Department Head

Course Schedule

Please note that this is a tentative schedule for topics that will be explored this semester.

Slight changes may be made as the semester progresses.

Always bring your syllabus with you to class to record any changes.

An important reminder:

All **speeches** and **exams** are in bold. Notice how these are only weeks apart.
Therefore, it is imperative for you to plan ahead and prepare in advance so you don’t fall behind.

Keeping up with the readings and coming to class are the best ways to stay afloat in this class.

**Honors Fundamentals Course Schedule – Fall 2015**

<table>
<thead>
<tr>
<th>Tues.</th>
<th>Thurs.</th>
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<tbody>
<tr>
<td>Sept. 1, Syll., Intro. <strong>Pre-Test</strong></td>
<td>Sept. 3, ch. 1 (Public Speaking rationale &amp; Definitions,)</td>
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<tr>
<td>Sept. 8, ch. 9, 11, 12, 13, 14 (Outlining)</td>
<td>Sept. 10, ch. 6 (Audience Analysis) ch. 7, 28, 30 (Topic Selection, 5, 21 Informative Speech.)</td>
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<tr>
<td><strong>Sept. 15, Test 1</strong></td>
<td><strong>Sept. 17, LIBRARY INSTRUCTION</strong></td>
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<tr>
<td></td>
<td>Sarah Northam, Head of Research &amp; Instruction Services</td>
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<tr>
<td></td>
<td><a href="mailto:Sarah.northam@tamuc.edu">Sarah.northam@tamuc.edu</a></td>
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<tr>
<td></td>
<td>ch. 8, 15, 16, 27 (Support Material), ch. 9 (credibility)</td>
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<tr>
<td><strong>Sept. 22, Practice Speech (2-2.5)</strong></td>
<td><strong>Sept. 24, Watch Informative Speech Videos,</strong></td>
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<td><strong>Groups Chosen for Speech 3</strong></td>
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<tr>
<td><strong>Sept. 29 (Guest Lecture stress instruction</strong></td>
<td><strong>Oct. 1, Ch. 4 (Anxiety), ch. 2 (Listening)</strong></td>
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<tr>
<td><a href="mailto:Shannon.Moseley@tamuc.edu">Shannon.Moseley@tamuc.edu</a>;</td>
<td></td>
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<tr>
<td><a href="mailto:Agnes.Gonzalez@tamuc.edu">Agnes.Gonzalez@tamuc.edu</a></td>
<td></td>
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<tr>
<td>Oct. 6, History , ch. 32 (business comm)</td>
<td>Oct. 8, Speech 1</td>
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<tr>
<td>Oct. 13, Speech 1</td>
<td>Oct. 15, (Organizational Patterns) &amp; (Verbal) ch. 17</td>
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<tr>
<td>Oct. 20, Impromptu 1</td>
<td>Oct. 22 ch. 23, 25, 26 (Delivery.)</td>
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<tr>
<td>Oct. 27, Test 2</td>
<td>Oct. 29, ch. 3, (ethics) ch. 31 (Classroom comm.)</td>
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<tr>
<td>Nov. 3, ch. 22 (Persuasion) (Different Context)</td>
<td>Nov. 5, Impromptu 2</td>
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<tr>
<td>Nov. 10, Monroe’s Motivated Sequence, Watch Persuasive Speeches</td>
<td>Nov. 12, Speech 2</td>
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<tr>
<td>Nov. 17, Speech 2</td>
<td>Nov. 19, Nonverbal Communication Post-Test</td>
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<tr>
<td>Nov. 24, Interviewing, Deception Lecture, videos, Group Project update</td>
<td>Nov. 26, NO CLASS THANKSGIVING</td>
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<tr>
<td>Dec. 1, (Groups Lecture) ch. 33, 34, 35 &amp; ch. 20, Environment from Nonverbal</td>
<td>Dec. 3, Perception</td>
</tr>
<tr>
<td>Dec. 8, Speech 3</td>
<td>Dec. 10, Speech 3</td>
</tr>
</tbody>
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Dec. 15, Tues. 8:00 AM Test 3

I’m looking forward to getting to know each one of you! Have a great semester!