



NORTHWEST
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School of Communication and Mass Media

Fundamentals of Oral Communication COM 29102,

48 contact hours, 3 credit hours

5-Week Summer Session

Instructor: TBA

Email: TBA

Office Hours: By appointment

Textbook and supplementary materials:

O'Hair, D., Weimann, M., Mullin, D. I. (2018). *Real communication: An introduction*. (4th ed.) Boston: Macmillan Publishing.

Course description: An overview of the theory and guided practice of the skills utilized in intrapersonal, interpersonal, group and public communication. The student will perform an interview, small group discussion, informative speech and persuasive speech.

<u>Student Learning Outcomes (NW Core)</u>	<u>Assessment Methods</u>
Students will understand the role of writing and speaking in living and learning.	<ul style="list-style-type: none">• Informative Speech• Persuasive Speech
Students will engage in disciplined thought to generate and communicate ideas.	<ul style="list-style-type: none">• Informative Speech• Persuasive Speech
Students will locate, retrieve, organize, store, synthesize, and annotate various forms of information.	<ul style="list-style-type: none">• Informative Speech• Persuasive Speech
Students will engage in team-based activities and understand the logistics, value, and challenges of effective teamwork.	<ul style="list-style-type: none">• Group Speech

Spoken communication, consisting of receiving (listening) and expressing (speaking) language, is a basic skill for an educated person. This course develops language skills competency and addresses the institutional wide instructional goals of listening, oral communication, reading, writing, analysis and problem solving, and small group/team discussion and addresses the secondary goals of intercultural understanding and creativity.

Fundamentals of Oral Communication is a "hybrid" course (i.e., a blend of public speaking activities and subject matter units such as interpersonal, language, nonverbal and small group/team communication). The goal behind a hybrid approach is to provide a broad-based exposure to the main communication contexts students



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will encounter. This rationale is based on the assumption that the fundamentals course is often the only speech communication course a student will take while in college

Instructional methods: This course will be delivered fully online, and all instructional methods and assessments outlined as follows will be adapted to this format on Canvas. Although the methods of instruction and individual activities may vary by instructor, all sections of this course will include lecture, discussion, multimedia (audio/video), participation activities, and student performances (including at a minimum, presentations and writing assignments related to an interview, group problem-solving, an informative speech, and a persuasive speech). A common textbook will be used in each section and all students will take the same chapter quizzes and final examination.

Graded course requirements:

Assignments	Points
Interpersonal/Small Group Assignment	50 points
Informative Speech	200 points
Persuasive Speech	200 points
Group Speech	200 points
Learning Curve Activities (17 @ 10 points each)	170 points
Midterm Exam (Chapters 1-9)	50 points
Final Exam (Chapters 10-17)	50 points
Discretionary Points	80 points

Total Course Points=1000

Grading scale:

1000-900=A
899-800=B
799-700=C
699-600=D
599 and below=F

Course outline/major topics studied:

Note: Course schedule is subject to change with instructor notification and students will be responsible for abiding by these changes.

Attendance: Students are expected to attend all classes as specified in the course syllabi for each course. It is the responsibility of the student to promptly notify his or her instructor when unable to attend class. Please refer to the university policy on attendance at <https://www.nwmissouri.edu/policies/academics/Attendance.pdf>

Final exams: The final exam will cover the chapters not covered on the midterm. The location of the final exam will be announced by your instructor. You must be present to take the exam. All exams are password protected,

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and the password will be given by your instructor at the exam. Giving your class' password to a classmate that is not present at the exam will result in charges of academic dishonesty. All students must take the Fundamentals of Oral Communication final at the assigned time. Students will not be allowed to make up the final exam unless they have a University excused absence. If an emergency occurs that prevents the administration of a course scheduled final examination, the final course grades will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of an institutional cancellation of a final examination. This final exam policy does not apply to online courses.

Administrative drop: An instructor may request the Office of the Registrar delete a student from a course roster if the student has not met the prerequisite for the course as stated in the catalog, or as a result of non-attendance in the course.

Academic integrity policy: The students, faculty, and staff at Northwest endeavor to sustain an environment that values honesty in academic work, that acknowledges the authorized aid provided by and intellectual contributions of others, and that enables equitable student evaluation. Please refer to Northwest Missouri State University's Academic Integrity Policy at <http://www.nwmissouri.edu/policies/academics/Academic-Integrity.pdf>

Communication 102 Academic Honesty Statement:

Plagiarism is a form of cheating. That all students must do their own work is basic to their learning experience. To submit a paper, oral presentation, or any assignment that is in part or in whole the work of another unaccredited person is plagiarism. Students found guilty of plagiarism will fail the course and be reported under the guidelines on academic dishonesty in the link above.

To avoid plagiarism, those who use words or ideas (including spoken, printed, electronically retrieved, or recorded sources) from another person's work must document the source.

To document a direct quotation in APA style, writers must:

1. Include quotation marks around the material or indent it within the text to indicate their use of the source;
2. Provide parenthetical notation indicating the date (required), page number (if available); and
3. Include the name of the author (if available) or the title (if no author is given) either in the introduction to the quotation or within the parenthetical citation.

To document a direct quotation in an oral presentation, speakers must:

1. Say the word "quote" to verbally replace written quotation marks; and
2. Include the name of the author (if available) or the title (if no author is given) either immediately before or after the quotation; and
3. Outline oral presentations consistent with the above rules for written material.

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Instead of quoting writers or speakers, you may paraphrase the facts and ideas of others by fully digesting the concepts, then stating them in your own words and sentence structure; but you must still credit the sources as in the above notes.

[This statement is adapted from one developed by the Department of English. It is used with their permission.]

Other forms of academic dishonesty include

- Using a speech from another student from a previous course (both students are charged with academic dishonesty)
- Lying about an excuse for an absence
- Publishing exam questions on any public forum such as a website
- Sharing screenshots or photos of exam questions in any public forum such as a website
- Using published exam questions, screenshots, or photos of exam questions to complete an assessment
- Sharing passwords to midterm or final exams with students who are not present in the classroom

Style Statement:

The School of Communication and Mass Media requires students to use the APA (American Psychological Association) style as described in the current edition of the *Publication Manual of the American Psychological Association* for all materials submitted for academic credit. Use of another style may result in a reduced grade. Basic APA citation guidelines may be found online at the Owens Library web site:
<http://www.nwmissouri.edu/library/citing/apa.htm> .

Non-discrimination and anti-harassment policy: Northwest Missouri State University is committed to maintaining an environment for all faculty, staff, students, and third parties that is free of illegal discrimination and harassment. Please refer to the Non-Discrimination and Anti-Harassment Policy at <http://www.nwmissouri.edu/diversity/titlevi.htm>

Family Education Rights and Privacy Act (FERPA) policy: Family Educational Rights and Privacy Act of 1974, as amended (commonly known as the Buckley Amendment), is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. Please refer to the Family Educational Rights and Privacy Act (FERPA) Policy at <http://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-Privacy-Act.pdf>

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