ADD GOALS

I. Course Information
Spring 2016
COMMUNICATION 1611, CRN 25471: 6 credit hours
WRITTEN AND ORAL COMMUNICATION

Required Subscription: My Speech Lab, Pearson. Access for My Speech Lab can be purchased directly from the publisher or from the UTEP Bookstore.

II. Instructor Information
Mike Brooks, MA
Department of Communication
Office Location: Cotton 100
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Office Hours: M & MOTIVATIONAL 10:00am-4:00pm, T & Th. 3:00-4:00pm, and by appointment

III. Course Content

**CATALOG DESCRIPTION:**

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<th>COMM 1611 - Written and Oral Communication</th>
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Written and Oral Communication (6-0) Integrated study of and practice in oral and written communication, with emphasis on the processes leading to the creation of effective essays and speeches. Students are offered the opportunity to develop complementary skills of reading and listening through extensive responses to others' written and spoken work. Counts for ENGL 1311 and COMM 1301. Prerequisite: ENGL 0311 with a grade of "C" or better or placement by examination.

**COURSE OVERVIEW AND OBJECTIVES:**

A. Course Description: Introduction to the theory and practice of public speaking and written communication the inventing, arranging, phrasing, and presenting of ideas to an audience. The complementary skills of speaking, listening and writing are developed through criticism of speeches presented in class.

B. Prerequisite: ENGL 0311 with a grade of “C” or better or placement by examination.

C. Course Objectives: The student will learn the proper techniques of public speaking including audience analysis, research, topic development, outlining, speaker, and critical thinking skills.
D. Learning Outcomes: During this course the students will:
   1. Conceptualize, focus and develop a topic into meaningful, purposeful communication in written and oral formats
   2. Understand the rhetorical and organizational components of speeches and essays
   3. Organize logically and develop ideas fully, utilizing examples and analysis
   4. Develop research skills utilizing the UTEP library and the Internet
   5. Learn to transform nervousness about public speaking and/or fear of “the blank page” into effective, evocatively worded presentations and essays
   6. Speak in a natural, extemporaneous manner without reading from a pre-written text
   7. Write fluently and powerfully, informing or persuading readers

E. Method of Instruction: This is a hybrid course; we will have a mixture of face-to-face and online instruction.

F. Assignments/Requirements:
   1. Attendance 5

   2. Warm-Up Exercises to Build Fundamentals
      Text Discussions 15
      Expressive/Descriptive Speech 15
      Expressive/Descriptive Essay 15

   3. Practicing the Complementary Arts of Speaking and Writing
      Informative Outline 25
      Informative Speech 75
      Informative Essay 100
      Persuasive 1 Motivational Outline 50
      Persuasive 1 Motivational Speech 75
      Persuasive 1 Motivational Essay 125
      Persuasive 2 Policy Outline 50
      Persuasive 2 Policy Speech 100
      Persuasive 2 Policy Essay 150

   4. Examinations
      Chapter/section Quizzes 100
      Final Exam 100

    TOTAL: 1000-900 A
    800-890 B
IV. Rules/Course Policies

NOTE: the majority of the text readings and quizzes are grouped in the opening weeks of the course. The purpose of this scheduling is so that the student can learn, as early as possible in the term, what is needed to produce the best speeches and essays possible. Later in the semester, there are few assigned readings. The purpose here is to allow the student the maximum time to work more intensely on creating and crafting the strongest speeches and essays possible for the more heavily weighted Informative and Persuasive assignments.

NOTE:
As seen in the overview of assignments, there are three components for each “speech.” You are required to submit an outline and carefully prepare and practice each speech. Your outline is due before you speak. You can use notecards to deliver your speech; then at a later date, each speech is followed by a written essay and earns an individual grade. Then, after having learned from errors and input, and having made any adjustments in logic and organization needed, students submit their written essays. The assignments cover expressive/descriptive, Informative, Persuasive, and Persuasive/Motivational speaking and writing, thereby introducing the major types of and modes of rhetorical expression utilized in most university assignments.

NOTE:
It is essential that students do not speak from a fully written text or their preparation outlines when they give their speeches. The type of public speaking taught in this class emphasizes extemporaneous speaking from prepared and researched notes and outlines, in which students are asked to learn to “think on their feet” and speak directly to the audience instead of reading aloud from a written text—which is not public speaking at all, in its purest sense.

COURSE EXPECTATIONS:

Students enrolled in the course are expected to:

- Attend each scheduled meeting
- Arrive on time and prepared for class
- Complete the assigned readings
- Submit assignments on time, in the correct location, and in the proper format
- Participate in in-class discussions and activities
- Extend proper courtesy to all persons
Students must take notes for each class meeting and during presentations. In addition to lecture notes, students will be required to critique the speeches of their classmates. All handouts and other reference materials should be kept organized and readily accessible. Exams and quizzes may include information not found in the textbook (e.g., from announced supplemental materials and lectures).

HONOR YOUR ETHICAL RESPONSIBILITY TO YOUR AUDIENCE:
In addition to the importance of keeping your goals as a speaker ethically sound, care must be taken to keep your speeches and comments during class discussions free of bias and discriminatory stereotypes. Civility is essential in the discourse of educated persons.

THE CLASSROOM AS A SAFE HAVEN:
This classroom is a safe haven for all ideas. Respect not only your professor, but also guest speakers and your peers. We are all unique individuals entitled to our own opinions and beliefs. Therefore, any comments, jokes, or remarks that denigrate the worth of an individual’s physical or mental ability, physical appearance, religion, race, creed, ethnic background, sexual preference, or gender presentation are inappropriate and detract from your effectiveness as a speaker and from your credibility as a person.

ATTENDANCE POLICY:
Attendance and participation is mandatory. Missing 2, or more, scheduled meetings will lower your grade a minimum of one letter grade. If an emergency situation arises, the student should contact the instructor via telephone or email as soon as possible, preferably before the scheduled class, or at least prior to the next scheduled meeting. Students will be held responsible for any lecture materials, exams, quizzes or assignments given or due during their absence.

This is a hybrid course and, after we cover core concepts related to “building” a speech and outline, we will develop alternate schedules for meeting in class. You will be responsible for attending at your scheduled time. You may have an opportunity to attend an alternate meeting if you discuss the issue with the instructor.

• Why attend class? Besides the obvious educational advantages of learning not only from your professor but from your classmates as you observe them working with the rhetorical modes which contribute to effective speaking and writing, an audience is necessary to allow each speaker to experience a genuine public speaking situation.

• Four (4) unexcused absences before the drop date will result in an automatic drop. Five or more totaled unexcused absences from Day 1 will result in withdrawal/faculty drop.

• Unexcused absence is defined as any absence without any supporting and valid documentation to justify the absence. Reasons for absences should be substantial.

• Excused absence is defined as any absence motivated by a reasonable cause which is accepted by the instructor, at the instructor’s discretion.
• Attendance will generally be taken at the beginning of each class. After attendance has been taken, those who arrive late will be considered tardy. Attendance is recorded externally, a weekly total cumulative total is posted in BB. This is a cumulative grade, you receive 2-points if you are present and 1-point if you notify me at the end of class. No negotiating points outside of class. This is a long class and I will attempt to schedule a break daily. I reserve the right to take attendance after we return from the break.

• Students leaving before the end of the class without the approval of the instructor will be considered absent.

DROP DEADLINES:
There are two windows of time each semester during which the student may initiate dropping courses. In addition, Instructors may drop students from courses. It is customary to contact the instructor if you choose to drop from a course. The COURSE DROP DEADLINE for dropping individual courses is April 1, 2016. In case a serious problem prevents finishing course requirements in all classes, it is also important to be aware of the deadline for Complete Withdrawal from the University, which is scheduled during the last week of classes each semester-May 5. Please be aware of the University’s policy on drop limits. Be informed about these important dates and your rights as a student!

PRIORITIES—MAINTAIN GOOD WORK ETHIC, CIVILITY & COURTESY:
• Fear of speaking in public is common, yet many students come to think of this class as one of their favorite college courses. Although the work load is challenging, this class gives you a chance to think creatively and express your ideas; therefore, the intellectual climate in the class should be exciting for those who are willing to work toward learning to communicate effectively as public speakers and writers.

• **Students must read assigned materials/pages prior to class.**

• Major class presentations and essay due dates will be scheduled in advance. Students must commit to their scheduled presentation dates; penalties will be imposed for rescheduling and late work.

• Students arriving late to class during a presentation should wait outside the door until the presentation is over. Listen for the applause; then quietly open the door and enter.

• **No chatting during lectures or presentations.** Be courteous to classmates by paying attention to presentations and by being open-minded in regard to the opinions and ideas of others.

• Please make sure that all cell phones and other electronic devices are turned OFF before entering the classroom.

BLACKBOARD:
BlackBoard (BB) will be utilized to post quizzes, supplemental materials, grades, announcements, and other relevant information. You are required to link to Pearson Education’s MySpeechLab through BlackBoard; it is imperative that you keep up with the assigned material.
**TECH IN THE CLASS:**
Cellphones do not belong in the classroom. My opinion is that we should make the effort to remain connected with other people, and our environment, during our possibly important interaction(s) with others. Frequently, cellphones detract from potentially important interactions and that includes class time.

Please, no texting during class; it is noticeable. I view the use of cellphones, and text messaging during a lecture as disruptive, disrespectful and discourteous [rude]. Additionally, cellphones can have a negative impact on your grades (see Duncan, Hoestra, and Wilcox, 2012) and their use distracts other students (Tindell and Bohlander, 2012). I will take steps to remove the offending person or ban all technology from the classroom if disruption occurs.

Have your cell phone turned off or on vibrate during class time. If you are expecting an important call/message during class, please quietly leave the room and return when you are able to focus on, and participate in, classroom activities.

V. Academic Misconduct

Please read DeVito, page 8 (5th ed.) “Ethics,” carefully, part of this class will focus on properly documentation and sharing researched information. Consider: The unacknowledged use of another person’s work is plagiarism and that includes your speeches in this class. You are required to credit and orally cite all research. Be aware of the crucial difference between verbatim quotation and paraphrase, and know how to document research correctly! If you have questions, don’t hesitate to ask your instructor for clarification.

Also see the University of Texas System Academic Dishonesty Statement as seen in the Handbook of Operating Procedures and on the homepage of UTEP’s Dean of Students at: [http://Motivational.utep.edu.dos](http://Motivational.utep.edu.dos) Also see UTEP’s Academic Dishonesty statement on the Dean of Students website at [http://studentaffairs.utep.edu/](http://studentaffairs.utep.edu/)

**Plagiarism will not be tolerated.** “*Plagiarism* [is] the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors.”


Also see [http://sa.utep.edu/osccr/academic-integrity/](http://sa.utep.edu/osccr/academic-integrity/)

VI. CASS Policy

If you have a special or learning need, please take steps to insure that you receive the assistance due you. Qualified students with disabilities needing appropriate academic
adjustments should contact both their instructors and the Office of Disabled Student Services to ensure that their needs are met. Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, mandates support for students with access and accommodation issues. UTEP requires students needing accommodation to contact the UTEP Center for Accommodations and Support Services. If you have a condition that may affect your ability to perform successfully in this course, you are encouraged to discuss this in confidence with the instructor and/or the director of the Center for Accommodations and Support Services. You may call 915-747-5148 for general information about the Americans with Disabilities Act (ADA) and the rights that you have as a UTEP student with a disability. Individuals with disabilities have the right to equal access and opportunity.

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the office of the Center for Accommodations and Support Services (CASS), Room 106, Student Union East, 915-747-5148, as soon as possible to ensure that such accommodations are implemented in a timely fashion.