

**CENTRAL METHODIST UNIVERSITY**

Dual Credit

**COMMUNICATION SKILLS**

CT 101—Spring 2010

**THIS CLASS MEETS MONDAYS, WEDNESDAYS AND THURSDAYS**

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**MISSION**

CENTRAL METHODIST UNIVERSITY prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.

**CREED**

The CENTRAL METHODIST UNIVERSITY community believes in:

- ✧ Seeking knowledge, truth and wisdom;
- ✧ Valuing freedom, honesty, civility, and diversity;
- ✧ Living lives of service and leadership; and
- ✧ Taking responsibility for ourselves and the communities in which we live.

**COURSE DESCRIPTION**

This course involves the study of communication with emphasis on the development of research skills, organization skills, critical thinking skills, and presentation skills necessary to be an effective public speaker in various situations. This course is required of all students and must be taken during the first three semesters of a student's enrollment at CMU. This class fulfills Central Methodist University's competencies in Information Fluency and Oral and Written Communication in accordance with the General Education Common Core.

**COURSE OBJECTIVES**

Objecties include, but may not be limited to:

- ✧ Recognize and respond to key characteristics of each audience in designing and delivering an oral message;
- ✧ Gather and solicit appropriate supporting material and cite appropriately to avoid unethical use of information;
- ✧ Follow a pattern of organizational effectiveness;
- ✧ Demonstrate careful use and choice of words; and
- ✧ Use vocal and physical behavior in a manner supportive of purpose and meaning of the verbal message.

**REQUIRED TEXT**

Lucas, Stephen E. (2008) The Art of Public Speaking, 8<sup>th</sup> Ed, McGraw-Hill Publishing.

**COURSE GRADING SCALE**

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

**GRADE DETERMINATIONS**

Your grade will be determined by a combination of many factors. There will be exams, writing assignments, and several in-class exercises. You will also be graded for your attendance and participation. Put forth your best effort from the beginning, as I will not provide extra credit.

✧ Impromptu Speech 1 – Informational	50 points
✧ Impromptu Speech II – Special Occasion	50 points
✧ Introductory Speech	50 points
✧ Informative Speech	100 points
✧ Persuasive Speech	150 points
✧ Homework/In-class activities/participation	275 points
✧ Exam I – Midterm	100 points
✧ Exam II – Final	150 points
<b>Total points possible</b>	<b>1000 points</b>

**ACADEMIC HONESTY POLICY**

Central Methodist University believes that honesty throughout life is a significant foundation of character and personal integrity. The University’s policy on Academic Honesty applies to all forms of academic work, including but not limited to quizzes and examinations, essays and papers, lab reports, oral presentations, surveys, take-home tests, etc. Every student is responsible for understanding this policy. Academic honesty requires that each person accept the obligation to be truthful in all academic endeavors. To help members of the community understand the implications of academic honesty, the University provides the following explanation of academic dishonesty. Academic dishonesty is any conduct that has either at its intent or its effect (independent of intent) the false representation of a student’s academic performance. Academic dishonesty includes, but is not limited to the following:

- 1) Cheating in any form
- 2) Collaborating with others on work to be presented contrary to the stated rules of the course
- 3) Stealing or having unauthorized access to examination or course materials
- 4) Falsifying records, or laboratory or other data
- 5) Submitting work previously presented in another course without the advance consent of the instructor
- 6) Knowingly and intentionally assisting any other student in any act of academic dishonesty (this includes intentionally allowing any other student to use or submit your academic work or performance, or other academic work supplied by you, under a name different from the author of the work), and

- 7) Plagiarism. Plagiarism is a form of cheating and stealing. Plagiarism includes representing as one's own work a paper written in part or in whole by someone else or failing to properly credit ideas or quotations.

Any student found cheating on an exam or plagiarizing work will receive a failing grade for the assignment and potentially the course itself, at the discretion of the instructor.

### STUDENT CONDUCT

Students are expected to adhere to the following behavioral expectations. If it arises there are other distracting behavioral patterns existing within the classroom environment, the instructor retains the right to add to this list.

- ✧ Do not mute the ITV microphone unless instructed to do so. Keep the camera directed at the class and zoomed in sufficiently that I can see faces.
- ✧ No laptops, radios, iPods, or headphones are allowed in class.
- ✧ No cell phone use during class. I do not want to see a cell phone once the bell has rung.
- ✧ No reading materials during class that is not relative to this specific course.
- ✧ Students who arrive late or early should be discrete, and preferably notify me beforehand.
- ✧ Students should not be in class under the influence of illegal substances.
- ✧ Students should not eat or drink noisy items while class is in session.
- ✧ Students should be courteous when others are speaking, including the instructor or classmates. ***This means do not talk while others are talking.***
- ✧ Students will be able to select a seat at the beginning of the term. It is expected that each class period thereafter they will seat themselves in that same chair (e.g., you will have assigned seating, but you get to pick your initial seats). If there is disruptive behavior as a result of your seating (e.g., you sit next to your best friend and chat the entire period), I will reassign your seating position.

### ATTENDANCE POLICY

- ✧ Class attendance is ultimately your responsibility, but I will take role at the start of each class. Unexcused absences will affect your final grade. Five unexcused absences = -10% on the final grade; Six unexcused absences = -20% on the final grade; Seven unexcused absences = -30% on the final grade.
- ✧ If you miss a scheduled speech, you will be penalized one letter grade each class day until the speech is made up. The same applies for exams.
- ✧ If you know you will be absent certain class times please let me know as far in advance as possible, whether it is an excused absence or not. You are still responsible for obtaining the class assignments and turning them in on time, either from a classmate or emailing me.
- ✧ Excused absences are granted for school-related events (academic competitions or sports games) NOT school activities that are elective, like decorating for Homecoming; medical excuses with documentation (from a parent, doctor or school official) faxed within one week of the absences; or a special instance discussed with me privately **AHEAD OF TIME.**

- ✧ I will take attendance at the beginning of class. If you are tardy (you were in the bathroom, you forgot your textbook in your locker, you needed to find a pencil, etc), you will still be counted as tardy. If you walk in after I've taken attendance, you will lose points for that day. Please be punctual!

### **LATE WORK**

Late work will be penalized at the rate of one letter grade per day. If you have extremely mitigating circumstances, you need to convey those to me in writing (email, letter, fax) as soon as possible. I am willing to accommodate those, but you simply must be in communication with me about it.

### **EXAM POLICIES**

There will be two exams which will include multiple choice, true/false, and essay questions. You will have one class period to take the exams. You may not reference notes or books during the exams. If you cannot take the exam on the scheduled due date, you may need to take a different exam than your classmates. Please make arrangements with me if this is the case.

### **WRITTEN WORK EXPECTATIONS**

All written work, with the exception of in-class assignments where I note otherwise, needs to be typed. I expect papers to be double-spaced, with 1" margins all around (top, bottom and sides). You should use 12 point font for academic papers, and Ariel or Times New Roman typeface. You must proof-read your work before submitting it to me. You will lose points for grammatical or typographical errors. If you perceive writing as a weakness, arrange to peer edit with a classmate or seek assistance from the writing lab. Please use complete sentences, and avoid using text-type, slang or clichés.

If work is done in class it needs to be written as neatly as possible on a full page of notebook paper in either blue or black ink and your name and school should be written at the top of the page.

### **NONDISCRIMINATION POLICY**

Central Methodist University does not discriminate on the basis of race, color, religion, sex, national origin, age, or federally defined disability in its recruitment, admission and retention of students.