

Syllabus: Communication 141X F61

Fundamentals of Oral Communication—Public Context University of Alaska Fairbanks Summer 2009

Instructor: Karen Taylor
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Office Hours: TBA
Office Location: 503C Gruening Building

Required Texts: 1) Sprague, J. & Stuart, D. (2005). *The Speaker's Handbook*, 7th Ed. Belmont, CA: Thomson Wadsworth. (With: Sherwood, K., *Speech Builder Express*).
2) **COMM 141X. Supplementary Information Packet**

Course Description

This course is an introduction to the study of public presentations, both informative and persuasive. It is designed to help you learn to apply theory to actual participation. You will become more competent and comfortable in communicating in public situations through in-class participation, problem solving, group observation, and above all public presentation activities.

Last day to drop course (course will not appear on academic record):
Last day to withdraw (course will appear on academic record as "W"):

Words of advice: This course requires reading, class participation, and extensive preparation time outside of class. If your schedule does not permit you to dedicate time and effort to the course, then please drop this course now. Other students are counting on you to be productive. If you are not, this is a good way to make enemies.

Assignments

Diagnostic Presentation (5 minutes, speakers' choice of topic) no points
Informative Presentation (5 minutes, same topic) 100 points
Informative Presentation with Visual Aid (5 minutes, diversity topic) 100 points
Persuasive Presentation (7 minutes, speakers' choice of topic) 150 points
Persuasive Presentation (7 minutes, same topic opposite side) 200 points
Midterm 100 points
Final Exam 150 points
Class Participation/Activities 100 points

Statement of Policies for this Class

Student Responsibilities:

A: ATTENDANCE. All students are expected to attend every class and the final exam. Attendance is a graded element of this course. You are also responsible for in-class activities (which cannot be made up). There are some circumstances for which absence is unavoidable, such as illness or family emergency. I must be notified of an absence before or on the day it occurs either through a phone message or via e-mail, and receive documentation of the reason as soon as possible thereafter. A student with an unexcused absence on the day of their presentation will receive a **zero** for that presentation. There will be no accommodation for students who are absent on the day of the scheduled final exam.

B: PARTICIPATION: This is a skills development course, requiring student participation. A significant part of your learning will come from observation of class presentations. Participation in discussions and activities is also required. Each student will become an active member of a group and be required to attend out of class group meetings arranged in advance by their group.

C: TIME. Making effective public presentations and being an effective group member are skills that each student will be developing throughout the semester. Like any skills, learning to deliver an effective presentation and working well in groups take time to achieve. Each student must be prepared to spend that time in class and outside of class.

D: ETHICAL STANDARDS. All interaction in the classroom is to be consistent with the Credo for Ethical Communication of the National Communication Association, which has been adopted by the Department of Communication, and can be found in Appendix IV in the Student Information Packet. In addition, behavior consistent with the American Psychological Association standards for ethical behavior with regard to using respectful language when interacting with others is expected from each student and the instructor. These guidelines are included in the Student Information Packet, Appendix VI.

E: STUDENT INFORMATION PACKET. YOU are responsible for knowing the information on the course and on assignments that is included in the Student Information Packet, as well for the information in this syllabus.

F. STUDENT SUPPORT: Students with special needs or concerns need to contact Student Support Services (474-6844) for documentation to present to Instructor. The Office of Disability Services (474-7043) provides accommodations to students with disabilities.