



**NORTHEASTERN**  
STATE UNIVERSITY

College of Liberal Arts  
Department of Communication and Media Studies  
SPRING 2017

**1. Course Prefix, Number, Title, Credits, & CRN**

**COMM 1113: Fundamentals of Oral Communication | 3 CREDITS | CRN: 30311**

**2. Instructor:** Mike Brown

- brownm@nsuok.edu
- 918-444-2893
- Leoser Center 240-C
- Office Hours: MWF 8-10AM / T-TH 8-9:30AM

**3. Course Delivery Mode:** Face to face | 100%

**4. Class Days & Times:** MWF / 12:00 – 12:50

**5. Prerequisites:** NONE

**6. Catalog Description of Course:** 3 Hours. An introductory course designed to prepare students to handle the major types of communication situations that they will encounter in life, including interpersonal communication, group communication, and public speaking. No major or minor credit.

**7. Course Purpose: This course satisfies the General Education requirement for Oral Communication.**

This introductory course in human communication will attempt to provide students the training and opportunity necessary to sharpen their ability in the construction, presentation, and critical evaluation of messages. Development of effective critical thinking, problem solving, and decision-making skills is essential for success as a communicator. Such skills are beneficial to careers in business, government, law, social services, and the arts. This course seeks to help students gain practical experience in such areas as public speaking, group decision-making, interpersonal relationships, performance, etc

**8. Learning Outcomes:**

**A. General Education Learning Outcomes:** Specific objectives for Written and Oral Communication courses include:

- A. Using standard vocabulary, punctuation, and grammatical constructions
- B. Learning to read closely, note agreements and disagreements, and make application in the student's own work
- C. Performing audience analysis
- D. Communicating effectively with people from other cultures and backgrounds
- E. Learning basic research skills
- F. Learning how to write a research essay
- G. Learning how to employ one's own writing or speaking voice effectively

**B. Student Learning Outcomes:** Students will:

- Develop a research-based informative or persuasive speech outline. (Meets GE Outcomes A, C, E, G)
- Deliver an oral presentation, which accurately and effectively communicates the student's conceptual and emotional meaning of an informative and persuasive topic to an audience of larger than ten persons. (Meets GE Outcomes A, C, E, G)
- Employ personal communication goals in a small group meeting by utilizing interpersonal concepts derived from class. (Meets GE Outcomes A, B, C, D)
- Demonstrate sensitivity to the influence of culture on communication by examining cultural norms in various settings. (Meets GE Outcomes D)
- Analyze the value of persuasive arguments produced by others as it applies in the classroom and in daily communicative exchanges. (Meets GE Outcomes C, D, G)
- Utilize strategies to reduce speech anxiety and communication apprehension. (Meets GE Outcome G)

**9. Instructional Methods / Strategies** The main instructional strategy is **lecture, discussion, textbook reading quizzes, and the introduction of exercises that will require you to develop skills in communication.** The classroom format will combine discussions, presentations, evaluations, and small group activities. Course assignments, documents, and materials will be posted on **Blackboard**. Students must check Blackboard regularly, download relevant materials, print documents and bring them to class. Students are also required to keep their Blackboard contact information updated, as class communication will occur through blackboard.

**Student Performance Activities:**

- Regular attendance for the full class period is mandatory.
- Tardies are distracting so make every effort to be in class on time.
- **Absences on key dates** such as quizzes or assignment hand-in days will **severely affect your grade.**
- You are allowed three unexcused absences during the semester. **Excessive absences will result in a grade reduction.**
- New assignments, presentations or demonstrations will not be repeated.
- There will be **no make-ups** for missed presentations, demonstrations, quizzes, and in class activities
- All speech topics **must be approved** by instructor before continuing work on them. A speech given without approval will not be graded.
- **Before delivering the Informative and Persuasive speeches in class,** all students are **REQUIRED** to deliver their speeches in the **NSU Communication Lab.** You **MUST** bring a copy of your speech outline.

**NSU Communication Lab:** Providing individual and small-group instruction in all forms of public speaking and oral communication, the Communication Lab is structured as a supplemental training resource for students. Students can bring any kind of speaking project, at any stage of development, to the lab for personal consultation and instruction. Speeches, discussions, focus groups, research presentations, interviews, and press conferences are all examples of projects appropriate for lab work. **Located in room 220 of the Journalism Building,** the Lab is **open Monday – Friday.** Office hours are posted on the door. **Appointments are 30 minutes long and must be booked in advance by calling 918-444-2875.**

**10. Learning Outcome Assessment Methods:**

- Due dates will be given on all assignments and must be met for full credit potential.
- Students will be graded through tests, relevant homework, discussion board assignments, attendance, and speeches.
- Work is graded by total points averaged against a 100 point scale as follows:

**100-90=A | 89-80=B | 79-70=C | 69-60=D | below 60=F**

- All grades will be averaged on a weighted scale to arrive at your final grade:
  - **Speech 1: Introduction - 5%**
  - **Speech 2: Informative - 15%**
  - **Speech 3: Persuasive - 15%**
  - **Speech 4: Demonstrative / Informative - 15%**
  - **Homework/Quizzes - 20%**
  - **Attendance - 10%**
  - **Tests – 20%**
- You must attend the entire course and submit, in proper form, examples of all the course assignments to be credited with the course.

**11. Instructional Materials: TEXTBOOK REQUIRED**

Beebe, S.A., Beebe, S.J., and Ivy, D.K. (2012). Communication: Principles for a lifetime. (6<sup>th</sup> ed). Boston, MA: Allyn & Bacon.

**12. Instructional Procedures: Departmental Plagiarism Policy:** All student work for this course (Papers, presentations) should be original and unique to this course. This means that work turned in for this course should not be turned in for other courses. This also means that work produced in earlier semesters should not be turned in for this course. If students wish to produce work which is an expansion of or a different take on a previously treated topic, they must show the instructor the earlier work and secure permission for the new treatment before proceeding.

**13. Academic Policies / Required Information**

Please go to <http://offices.nsuok.edu/academicaffairs/SyllabiInformation.aspx> for required information pertaining to: Academic Misconduct | American Disabilities Act Compliance | Inclement Weather/Disaster Policy | Release of Confidential Information | Student Handbook | Teach Act | Textbook Information | Title IX

**14. Assignment Due Dates:** Class meets January 9<sup>th</sup> – May 5<sup>th</sup>, 2017

Due dates for specific assignments will be given during class. All assignments are due at the beginning of the class period on the due date indicated when the assignment is given. Late work is NOT acceptable

**Class and Instructor Policies:**

- All coursework must be created by you within the time-frame of the class
- Students may not reuse work previously turned in to another class
- Profanity in the classroom will not be tolerated. (exceptions granted for relevant material in presentations)
- **Electronic devices must be turned off during lecture and critiques.** (i.e. cell phones, music devices, etc.)

**Final Exam:** see finals schedule.

**Compliance:** by enrolling in this class, you agree to comply with the policies and procedures as outlined.