

**NEOSHO COUNTY COMMUNITY COLLEGE  
COMM 207-15: FUNDAMENTALS OF SPEECH  
SPRING 2018, 3 CREDIT HRS.**

<b>Meeting Time &amp; Location:</b> MWF: 10-10:50am, Sanders 103	<b>Final Exam:</b> Friday, 5/11/18, 8-9:50am, Sanders 103
<b>Instructor:</b> Mr. Dustin Shaffer, M.F.A.	<b>Email:</b> [REDACTED]
<b>Office:</b> Sanders 104	<b>Dates:</b> 1/16/18-5/11/18
<b>Office Phone:</b> [REDACTED]	<b>Office Hours:</b> Refer to the COMM 207-15, Fundamentals of Speech Homepage on InsideNC

*Please review the Master Course Syllabus for COMM 207-15, Fundamentals of Speech.*

**Course Description**

This is a basic course designed to prepare students to communicate effectively in both private and public speaking situations. Emphasis is given to fundamentals of communication as well as composition, organization, and delivery of speech presentations.

**Course Outcomes/Competencies**

1. The competent speaker must complete a minimum of four speeches that include a written assignment, peer review and requires increasingly rigorous research and must be delivered in front of a live synchronous audience (Faculty are asked to consider, when evaluating student speakers, that an audience should include five appropriate persons).
2. The competent speaker must be able to compose a message and provide ideas and information suitable to the topic, purpose, and audience.
3. The competent speaker must also be able to transmit the message by using delivery skills suitable to the topic, purpose, and audience.
4. The competent listener must be able to demonstrate literal comprehension.
5. The competent listener must be able to demonstrate critical comprehension.
6. The competent student will be able to demonstrate an ability to communicate effectively and in small groups.

**Modification of Syllabus**

It is the instructor's prerogative to change or modify the syllabus at any point in the semester. If changes are made, the instructor will provide the students with the revised syllabus supplement and course schedule.

**Required Texts & Materials (over)**

- *The Art of Public Speaking* (11th Edition) by Stephen E. Lucas (ISBN 9780073406732)

**Methods of Evaluation**

"The Point Method"

Type	Points
Participation	200
Mid-Term Exam	100
Speeches	500
Final Exam	200

**Grading Scale**

A = 1000-900, B = 899-800, C = 799-700, D = 699-600, F = 599-0

### **Respect**

Please be respectful of other classmates' opinions and appreciate the various experiences that others have to share. Avoid judging what you may agree or disagree with. Offer your opinion but do so tactfully. Be open to new ideas.

### **Attendance Policy**

NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to 100 minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information.

Attendance will be recorded before class begins. Two late arrivals (more than ten minutes late) equals one absence. Leaving class early without my permission equals one absence. You are permitted 2 "unexcused" absences. After that, each absence will result in a 5% reduction of your overall grade.

### **Due Dates & Extra Credit**

Assignments are due on the dates indicated by Mr. Shaffer. **Late work will not be accepted.** Make-up work and extra credit opportunities will be considered on a case-by-case basis.

### **Electronic Device Policy**

Cell phone use is not permitted during class unless otherwise specified. Please turn off your cell phones before class begins and refrain from messaging and checking messages or emails while class is in progress. If you have an emergency situation that requires use of your cell phone during class, please notify Mr. Shaffer in advance. Laptops may only be used to take notes or look up information pertaining to class. This means no checking email, Facebook, etc. during lectures or discussions. Laptop privileges will be revoked if Mr. Shaffer catches students consistently violating this policy.

### **Academic Integrity**

Please refer to the Master Course Syllabus.

### **Disruptive Student Behavior**

Talking to fellow classmates while I am speaking or violating the electronic device policy is considered disruptive behavior. I will **respectfully** ask you to leave class if this behavior becomes a frequent occurrence.

### **Non-Discrimination Policy**

Please refer to the Master Course Syllabus.

### **Open Door Policy**

My door is always open to students. If you have any questions or concerns about an assignment, a grade, your academic progress or anything else pertaining to your academic and/or professional development, please feel free to discuss the matter with me. Ninety-five percent of all questions and problems can be solved through open and direct dialogue.

**COMM 207-15, FUNDAMENTALS OF SPEECH COURSE SCHEDULE  
SPRING 2018**

**Week 1, 1/15-1/19:** Course Overview

**Week 2, 1/22-1/26:** Basic Principles of Speech Communication & Ethics and Public Speaking

**Week 3, 1/29-2/2:** Introductory Speeches

**Week 4, 2/5-2/9:** Speaking to Inform, Choosing Topics and Purposes, & Analyzing the Audience

**Week 5, 2/12-2/16:** Organizing the Body of the Speech, Introductions and Conclusions, & Outlining the Speech

**Week 6, 2/19-2/23:** Delivering the Speech & Using Visual Aids

**Week 7, 2/26-3/2:** Informative Speeches

**Week 8, 3/5-3/9:** Introduction to Persuasive Speaking, Gathering Materials, & Using Supporting Materials

**Week 9, 3/12-3/16:** Methods of Persuasion, Analysis of Persuasive Speeches, & Listening to Speeches

**Week 10, 3/26-3/30:** Persuasive Speeches

**Week 11, 4/2-4/6:** Midterm Exam & Commemorative Speaking

**Week 12, 4/9-4/13:** Using Language Effectively

**Week 13, 4/16-4/20:** Commemorative Speeches

**Week 14, 4/23-4/27:** Preparing for the Final Speech

**Week 15, 4/30-5/4:** Final Speeches

**Week 16, 5/7-5/11:** Summary & Review for Final Examination