COMS 1301: Fundamentals of Speech Communication
Semester/Year

Instructor:
Office:
Phone:
Mailbox:
E-mail:
(UTA policy states that all students/faculty/staff use UTA e-mail for official university correspondence.)
Office Hours:

Class meeting times/days:
Classroom:

**The instructor reserves the right to change ANY information contained in this document. Adequate notice will be given to students during the semester in the event any changes are required.

Required Materials

**Textbook**

**Other Materials**
- SanDisk UHS-1 Card for Video and Photos 8GB 120 minutes (sold at the campus bookstore)
- Optional: Digital Flashcard Reader (so you can read the disk, if you don’t already have a reader with your computer/laptop)

Course Description
Development of the individual's speaking abilities and confidence in a variety of speaking situations.

Student Learning Outcomes
- To learn effective public speaking skills in a variety of contexts.
- To develop a knowledge and practical understanding of the principles of informative, persuasive, and ceremonial speaking.
- To understand the importance of audience analysis when planning and delivering presentations.
- To develop proficiency in listening, observing, and critiquing (individually and in groups), in both the preparation and presentation of messages.
- To develop critical standards that will guide the individual in ethical and efficient communication.
- To develop skills in impression management, self-presentation, and public performance of specific speech tasks as they are mandated by particular rhetorical situations.
Attendance Policy

As in the professional world, punctuality and attendance are vital to success. Likewise, students should attend class to learn theory and practical applications of writing and speaking. In addition to learning and applying theory, your attendance is crucial as you will serve as support/audience for your peers during oral presentations.

Attendance will be taken each day at the beginning of class (within the first 5 minutes). If you are not in class when I take attendance you will be counted absent. For those enrolled in the MWF class, you will be granted three unexcused absences. For those enrolled in the TR class, you will be granted two unexcused absences. For each additional unexcused absence after that, one percentage point will be deducted from your final grade. It is your responsibility to bring in any official documentation for excused absences (see “Late Work/Missed Speeches” below).

**Only tuition paying students are allowed to attend class. Any visitors must be approved by the instructor in advance.**

Late Work/Missed Speeches and exams

Late work will be accepted at the discretion of the instructor. If accepted, points will be deducted for late and/or missed assignments, exams, and speeches that do not have a valid official/original documented excuse (official college business, documented illness, or documented COMPELLING personal difficulty).

Assignments/Grading

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<thead>
<tr>
<th>Assignment</th>
<th>Grading Scale</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Speeches:</td>
<td>45%</td>
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<tr>
<td>• Introductory</td>
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<tr>
<td>• Informative</td>
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<td>• Persuasive</td>
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<tr>
<td>• Special Occasion</td>
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<tr>
<td>Exams</td>
<td>40%</td>
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<tr>
<td>Activities</td>
<td>15%</td>
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**Introductory Speech:** This first presentation will allow you to introduce yourself or a topic of interest. The focus will be on inclusion of basic informative structure, rhetorical devices for support, and foundational public speaking skills.

**Informative Speech:** In this presentation you will work to increase audience awareness and/or understanding of a topic through the development of a message following one of the key informative organization patterns. The focus will be on structure, strength of evidence/support, credibility of sources, and audience analysis. In addition to building upon foundational
extemporaneous public speaking skills, a useful and well-presented visual aid is required. (A typed outline and references are required.)

**Persuasive Speech:** In this presentation you are attempting to motivate your audience to action or attitude/behavioral change. The focus will be on development of your persuasive message according to Monroe’s Motivated Sequence, strength of evidence/support, credibility of sources, and audience analysis. In addition to building upon extemporaneous public speaking skills, a useful and well-presented visual aid is required. (A typed outline and references are required.)

**Special Occasion Speech:** This presentation provides you with the opportunity to bring together your understanding of message development and audience analysis in the creation of a eulogy, a toast, a commencement address, a tribute to a special person, giving or accepting an award, or commemorating a special day. Appropriate presentational style should be determined given the chosen event. A visual aid is not required.

**Team Workshop:** In creating the special occasion speech, you will work in teams to provide constructive feedback, both in terms of content and presentational style, to fellow team members in an effort to ensure each member presents his/her best speech for final evaluation. Following presentation of the special occasion speech, you will confidentially evaluate all of your team members via the Team Evaluation Rubric. The team evaluation total for each member will be included in the Activities grade category.

**Note:**
A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% or lower

**Tentative Schedule of Classes**

<table>
<thead>
<tr>
<th>Day</th>
<th>Topic/Activity</th>
<th>Reading Assignment</th>
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**Americans with Disabilities Act (ADA)**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining
disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

Academic Integrity

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

_I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence._

_I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code._

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

Drop Policy

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be**
automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/ses/fao).

Electronic Communication Policy

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

Student Feedback Survey

At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs.

Final Review Week

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.