



# Oral Communication: Principles and Practices

COMM 107  
Fall 2018

## Course Description

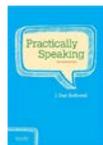
COMM 107 explores the foundations of oral communication. In this course, we will focus on preparing for and delivering a variety of presentations, including informative, special occasion, persuasive, and group. Specifically we will discuss topics that aid in effective presentational speaking such as audience analysis, ethics, topic selection, finding and using supporting evidence, listening, and delivery. COMM 107 fulfills the Oral Communication Fundamental Studies requirement for the General Education program. For more information about the Oral Communication Program, see: <https://comm.umd.edu/undergraduate/oral-communication-program> If you have any questions about the program please email [comm107@umd.edu](mailto:comm107@umd.edu).

## Learning Outcomes

After successfully completing this course you will be able to:

- Demonstrate an understanding of the role of oral communication in academic, social, civic, and professional endeavors
- Demonstrate effectiveness in using verbal and nonverbal language appropriate to the goal and the context of the communication
- Demonstrate an ability to listen carefully
- Demonstrate skill in asking and in responding to questions
- Demonstrate competency in planning, preparing, and presenting effective oral presentations
- Use effective presentation techniques including presentation graphics

## Required Resources



*Practically Speaking*  
Rothwell, J. D.  
2<sup>nd</sup> Edition (2017)  
ISBN # 9780190457327

Course website: [elms.umd.edu](http://elms.umd.edu)

Additional readings will be posted to the ELMS site

## Campus Policies

It is our shared responsibility to know and abide by the University of Maryland's policies that relate to all courses, which include topics such as:

- Academic integrity
- Student and instructor conduct
- Accessibility and accommodations
- Attendance and excused absences
- Grades and appeals
- Copyright and intellectual property

Please visit [www.ugst.umd.edu/courserelatedpolicies.html](http://www.ugst.umd.edu/courserelatedpolicies.html) for the Office of Undergraduate Studies' full list of campus-wide policies and follow up with the instructor if you have questions.

## INSTRUCTOR NAME

[course@umd.edu](mailto:course@umd.edu)

## Class Meets

Section 100  
Tuesdays & Thursdays  
10:00am – 11:15am  
BLD #1234

Section 200  
Tuesdays & Thursdays  
10:00am – 11:15am  
BLD #1234

Section 300  
Tuesdays & Thursdays  
10:00am – 11:15am  
BLD #1234

Section 400  
MWF  
12:00-12:50pm  
BLD #1234

## Office Hours

BLD #5678  
Mon & Fri 8:00-10:00am  
and by appointment

## Course Expectations for Students

### Attendance Policy

- Due to the participatory and activity-based nature of the course, it is recommended that you do not miss class. Points will be assigned to each day's discussion and/or activity component. Please note that university-excused absences will not result in decreased grades. Students are responsible for meeting with the instructor to discuss appropriate academic accommodations. Students are expected to inform the instructor in advance of university excused absences and provide appropriate documentation. The instructor may request the dates of treatment or the time frame that the student was unable to meet academic responsibilities, but may not request diagnostic information.

### Assignment Policy

- You must submit all assignments to ELMS by the published due date and time.
  - Assignments (not including quizzes or presentation/speeches) will be penalized 10% if they are submitted late and an additional 10% each calendar day that they are missing. The last day to submit an assignment for points will be five calendar days after the due date listed on ELMS; unless previously arranged with the instructor.
  - Quizzes submitted after the due date/time will not be accepted.
- There are no makeups allowed for missing a presentation (presentations count as a major scheduled grading event) unless you have appropriate documentation of a university-excused absence.
- If you must miss class the day that an assignment/quiz/presentation is due, upload the assignment to ELMS by the stated due date and time.
- You must type and double space your assignments, number each page, set the margins to one inch, and use Times New Roman 12 point font. Remember to proofread your assignments.
- You must cite your sources by correctly using APA, MLA, or Chicago Style format.

### University Classroom Climate:

- The University of Maryland values the diversity of its student body and I am committed to providing a classroom atmosphere that encourages the equitable participation of all students regardless of age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation. Potential devaluation of students in the classroom that can occur by reference to demeaning stereotypes of any group and/or overlooking the contributions of a particular group to the topic under discussion is inappropriate. In this course, we will touch on stereotypes of culture, gender, and sexuality. Please be prepared to discuss these subjects in a manner that does not discourage or devalue your classmates. You can read the full Statement on Classroom Climate here: <https://www.faculty.umd.edu/teach/classclimate.html>

## Assignments and Point Distributions

All assignment details can be found on ELMS.

**Informative Presentation I (60 points):** The first individual presentation assignment will ask you to speak for 3-4 minutes about one topic or issue.

**Informative Presentation II (160 points):** The second individual presentation assignment will ask you to present an improved version of your first informative presentation; incorporating the feedback you receive from your instructor and peers.

**Special Occasion Presentation (50 points):** The third individual presentation will ask you to speak for 2-3 minutes on a topic selected by the instructor. You will practice giving “everyday” presentations (e.g., wedding toasts, speeches of introductions, acceptance speeches).

**Persuasive Presentation (190 points):** The final individual presentation will ask you to speak for 6-7 minutes to persuade your classmates to adopt/quit a behavior or address a policy. You will need to incorporate a presentation aid for this assignment.

**Group Presentation (240 points):** The group presentation will ask you to work with a team of your classmates to identify a problem in your community and develop three solutions. You will have 20-25 minutes to present. After you present, there will be a 10-minute question and answer session.

**Reading Quizzes (100 points):** There will be 12 quizzes over the course of the semester worth 10 points each. The lowest two quiz scores will be dropped.

**Final Exam (60 points):** The final exam will be administered online. It will be an essay asking you to reflect on your growth as a communicator; specific instructions will be posted on ELMS.

- Please note that the question will be locked until the university designated final exam time. Your final exam will take place according to the schedule listed on the Office of the Registrar’s website:  
[https://www.registrar.umd.edu/current/registration/exam\\_tables\\_fall.html](https://www.registrar.umd.edu/current/registration/exam_tables_fall.html)

**Daily Activity Points (100 points):** Students receive points for active participation in class. The instructor will keep track of the points and will update the ELMS gradebook regularly.

**Assessment (20 points):** You will complete non-graded online assessments at the beginning and end of the semester to measure your learning gains in the course. You will receive 10 points for completing each assessment.

**OCC Visit (10 points):** You will be required to visit the Oral Communication Center (OCC) at least once prior to the end of the semester. You can schedule an appointment or attend a workshop. You can learn more about the OCC at <http://umdocc.wixsite.com/blog>

**Outside Communication Activity (10 points):** You will receive 5 points for each outside communication activity. There are two possible options to receive full points: Complete two hours of SONA research participation **or** complete one hour of SONA research and attend one communication event on campus (OCC Workshops, Terp Talks, etc.).

- You can find SONA opportunities online at <http://umcommunication.sona-systems.com>. These opportunities are available on a first come, first served basis. Your instructor will announce approved communication events throughout the semester in class.

Below is a summary of the major projects/assignments/exams:

Assignment	Points
Informative Presentation I	60 points
Informative Presentation II	160 points
Special Occasion Presentation	50 points
Persuasive Speech Presentation	190 points
Group Presentation	240 points
Reading Quizzes	100 points
Final Exam	60 points
Daily Activity Points	100 points
Beginning & End of Semester Assessment	20 points
OCC Visit & Outside Communication Activity	20 points
<b>Total: 1,000</b>	

### Available Resources on Campus

- To access academic success resources (time management, note taking, assignment preparation, etc.) visit <http://ter.ps/learn>
- To schedule an appointment with the Writing Center (brainstorming, tutoring, editing, etc.) visit <http://ter.ps/writing>
- Finally, if you need someone to talk to visit <http://www.counseling.umd.edu>.

### Semester Evaluation and Final Letter Grades

Your grade is determined by your performance on the learning assessments in the course and is assigned individually (not curved).

Letter Grade	Points
A+	1000-970
A	969-940
A-	939-900
B+	899-870
B	869-840
B-	839-800
C+	799-770
C	769-740
C-	739-700
D+	699-670
D	669-640
D-	639-600
F	599 and below

Please note that there is no “rounding” of final scores. For example, if you receive 895 points you will receive a final letter grade of B+.