



Oral Communication: Principles and Practices

COMM 107
Spring 2018

Course Description

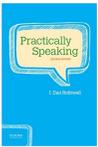
COMM 107 explores the foundations of oral communication. In this course, we will focus on preparing for and delivering a variety of presentations, including informative, special occasion, persuasive, and group. Specifically we will discuss topics that aid in effective presentational speaking such as audience analysis, ethics, topic selection, finding and using supporting evidence, listening, and delivery.

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.
2nd Edition (2017)
ISBN # 9780190457327

Course website: 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 like:

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

INSTRUCTOR NAME

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
Tuesdays & Thursdays
3:00pm– 4:15pm
BLD #1234

Office Hours

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

Course Communication

Please use ELMS messages as the primary form of communication for this course. I will try to respond to your ELMS messages within 24 hours.

Please visit www.ugst.umd.edu/courserelatedpolicies.html for the Office of Undergraduate Studies' full list of campus-wide policies and follow up with me if you have questions.

Course Expectations for Students

Participation/Attendance Policy

- Due to the participatory and activity-based nature of the course, it is recommended that you do not miss class. Points assigned to each day's discussion and/or activity component. Please note that University sanctioned excused absences will not result in a decreased grades. Students are responsible for meeting with the instructor to discuss appropriate academic accommodation, and are responsible for determining all information and material missed due to absences. Students are expected to inform the instructor in advance of medically necessary absences, and provide document of the absence. 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.
- We will start class on time and will review quiz responses, discuss course content, begin activities, and/or start presentations promptly. It is important that you are not late to class. You will not receive daily activity points for the day if you are more than 10 minutes late to class. Please notify the instructor before class if you need to leave early for any reason. You will not be able to earn full daily activity points if you leave more than 10 minutes early from class.

Assignment Policy

- You must submit all assignments to ELMS before the stated 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 the last day of classes as indicated on the UMD academic calendar.
 - Quizzes submitted after the due date/time will not be accepted since I will review the answers at the beginning of class.
- 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 before the start time of the class. If you miss class due to an illness and cannot submit the assignment on time, please contact the instructor as soon as possible.
- 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 assignment before submitting it!
- You must cite your sources by correctly using APA, MLA, or Chicago Style format. If you neglect to cite your sources, you will receive a zero on the assignment. Also, you must cite your sources orally in your speeches. This policy corresponds to the University's academic integrity policy.

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

Details about the components of each assignment can be found under the assignments section of ELMS. Please note that the assignments are scaffolded meaning that they build on one another. I will also review the requirements in class as the assignment approaches.

Informative Presentation I (60 points): The first individual speaking assignment will ask you to speak for 2-3 minutes about one topic/issue you are knowledgeable/passionate about.

Informative Presentation II (180 points): This is the second individual speaking assignment. Here you will be asked to build on your first informative presentation in order to speak for 4-5 minutes. You will need to incorporate a visual aid for this assignment.

Special Occasion Presentation (50 points): This is a creative individual presentation that allows you to practice giving “everyday” presentations (e.g., wedding toasts, speeches of introductions, acceptance speeches). Your instructor will determine the specific occasion and you will develop a brief presentation (1-2 minutes) that coincides with the occasion.

Persuasive Presentation (200 points): This is the final individual presentation, during which you will attempt to persuade your classmates to adopt/quit a behavior (e.g., adopt meatless Mondays or use the College Park bike-sharing program) or address a policy (e.g., support for/against the Purple Line or reasons for/against online Gen Ed courses at UMD). You will be asked to speak for 6-7 minutes and will need to incorporate a visual aid.

Group Presentation (250 points): This is a group assignment that will ask you to work with a team of your classmates to identify a problem in your local community and to develop three solutions to this problem. You will have 30 minutes to present. After you present, there will be a 20-minute question and answer session that will seek to choose the best solution for the stated problem.

Reading Quizzes (100 points): Over the course of the semester, I will administer 12 quizzes. These quizzes will consist of 5 questions each worth 2 points. I will count your highest 10 quiz scores and drop your two lowest scores (please see sample below).

If a student received the following scores, then they will earn a 90 for their final quiz grade (dropped Q3 for 0 points and quiz 5 for 4 points).

Q1=10, Q2=10, Q3=0, Q4=8, Q5=4, Q6=10, Q7=10, Q8=6, Q9=8, Q10=10, Q11=8, Q12=10

- Please note that late quizzes will not be accepted since answers will be reviewed in class.
- There are no makeups for quizzes unless you are absent due to a university-excused absence or miss the quiz before you enroll in the section during the drop/add period.

Final Exam (50 points): I will administer an online final exam that comprehensively assesses the learning gains you made over the course of the semester. It will be an essay format that asks you to reflect on your growth as a communicator. Instructions can be found under the assignments section in 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: <http://www.registrar.umd.edu/current/registration/exam%20tables%20spring.html#common>
- A student may seek to reschedule final examinations so that they have no more than three (3) examinations on any given day. It is the responsibility of the student to initiate the rescheduling or be responsible for taking the examination as originally scheduled.

Daily Activity Points (60 points): Points will be allocated for each day of the semester. Students receive points for participating in the day’s in-class activities—including the topic and outline workshops. I will keep track of the points and will update the ELMS grade book with these points after each major grading assignment.

Speaking and Listening Assessment (40 points): You will give a non-graded impromptu presentation and participate in a listening activity at the beginning and end of the semester to measure learning gains in the course. You will receive 10 points for completing each component (speaking 1, speaking 2, listening 1 and listening 2). The data will be aggregated and will not impact your grade or your instructor’s evaluations.

Outside Communication Activity (10 points): You will receive 5 points for each outside communication activity that you participate in (up to 10 points). Outside communication activities include: one hour of SONA research participation or one visit to the OCC (Note: only one OCC visit will count toward the outside communication activity).

- You can find SONA opportunities online at <http://umcommunication.sona-systems.com>. These opportunities are available on a first come, first served basis.
- More information about the OCC can be found here: <http://umdocc.wixsite.com/blog>

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

Assignment	Points
Informative Presentation I	60 points
Informative Presentation II	180 points
Special Occasion Presentation	50 points
Persuasive Speech Presentation	200 points
Group Presentation	250 points
Reading Quizzes	100 points
Final Exam	50 points
Daily Activity Points	60 points
Speaking and Listening Assessment	40 points
Outside Communication Activity	10 points
Total: 1,000 points	

Resources on Campus

You are expected to take personal responsibility for you own learning. This includes acknowledging when your performance does not match your goals and doing something about it. Everyone can benefit from some expert guidance on time management, note taking, and exam preparation, so I encourage you to consider visiting <http://ter.ps/learn> and schedule an appointment with an academic coach. Sharpen your writing skills (and improve your grade) by visiting <http://ter.ps/writing> and schedule an appointment with the campus Writing Center. Finally, if you just need someone to talk to, visit <http://www.counseling.umd.edu>.

Everything is free because you have already paid for it, and **everyone needs help**... all you have to do is ask for it.

Semester Evaluation and Final Letter Grades

Grades are not given, but earned. Your grade is determined by your performance on the learning assessments in the course and is assigned individually (not curved). If earning a particular grade is important to you, please speak with me at the beginning of the semester so that I can offer some helpful suggestions for achieving your goal.

Grading will be on a 1,000-point system, so the following grades will be given for the following total points at end of the semester:

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
Total:	1,000 points

Please note that there is no “rounding” of final scores since this is a point-based system. For example, if you receive 895 points you will receive a final letter grade of B+. In other words, 895 points is not equivalent to 89.5%.