



# UNITED TRIBES TECHNICAL COLLEGE

United Tribes Technical College

## COM 110 A Spring 2018

### Instructor and Class Information

<b>Instructor Name</b>	Robert Wilson
<b>Email</b>	rwilson@uttc.edu
<b>Phone</b>	701-221-1382
<b>Office Location</b>	Education Building, Room 202
<b>Office Hours</b>	9:00 - 10:00 (Tuesday and Thursday), 2:30 - 3:30 (Monday - Friday)
<b>Section Number</b>	A
<b>Start Date</b>	1/9/2018
<b>End Date</b>	5/4/2018
<b>Meeting Times</b>	MWF 11:00-11:50
<b>Location</b>	Education Building, Room 201

### Course Information

<b>Course Number</b>	COM 110
<b>Course Title</b>	Fundamentals of Public Speaking

#### Course Description

This course engages the student in the theory and practice of public speaking with emphasis on content, organization, language, delivery and critical evaluation of messages.

<b>Total Credits</b>	3.00
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### Textbooks

Grice, G, & Skinner, J. (2015). Mastering public speaking. (9th ed.). Upper Saddle River, NJ: Pearson Education, Inc. ISBN 13:978-0-133-95383-7.

### Course Objectives

1. Describe the communication process.
2. Use research skills to prepare speeches.
3. Compose outlines for public speeches.
4. Demonstrate effective use of voice and body to deliver public speeches.
5. Recognize and understand public speaking terminology.

**6. Understand the need for effective oral communication skills in professional and personal settings.**

**Instructor Grading Information**

You will be graded on a variety of speeches, writing assignments, and participation in the class discussions and activities. You will give seven speeches for a total of 1200 points, or 60% of your final grade. You will write a variety of smaller writing assignments, including outlines and peer evaluations, for a total of 370 points, or 19% of your final grade. Finally, your participation in the class will amount to 430 points, or 21% of your final grade. Participation includes attending class, engaging in discussion, and being a respectful and active listener to the speeches being given.

**1.Grading Scale**

<b>Grade</b>	<b>Percentage</b>
A	90-100%
B	80-89%
C	70-79%
D	60-69%
Failing	Below 60%

**2.Communication**

All students are required to regularly check their MyUTTTC account to obtain information on course assignments, detailed instructions, and announcements. Students are expected to check their student account regularly for any updates or coursework changes. It is important to provide the instructor and/or academic advisor with your current email address, phone numbers and alternate contact information. Class cancellations, emergency information, or other announcements can be conveyed in a timely manner if we have your current contact information.

**3.Attendance Policy**

Attendance and completion of assigned readings is the equivalent of participation since your ideas and your work with classmates contribute to everyone's understanding and achievement. Significant tardiness will be considered an absence. If you arrive late, you may be considered absent for that class period.

Every student is responsible for obtaining the necessary information required in the event of an absence. It is the student's responsibility to contact one of their peers to obtain information concerning assignments, handouts, and any changes or announcements.

Student grades will be impacted by the frequency and quality of participation in class.

**4.Policy for Late Submission**

Each student is responsible for obtaining the necessary information required in the event of an absence. It is the student's responsibility to contact one of his or her peers to obtain information concerning assignments, handouts, and any changes or announcements.

The assignments and course requirements (homework) must be completed by the due date and are collected at the beginning of the class period. If an assignment is not handed in at the beginning of the class period, it is considered late. Late work will not receive full credit if it is accepted at all. All late work (if prior arrangements have been approved by the instructor) must be personally handed to the instructor. The amount of points deducted for late work is at the discretion of the instructor.

## **5.Cell Phone**

Out of respect for the other students and the instructor, it is advised that cell phones are turned off during class times. If the student is expecting an important phone call (e.g. case worker, Housing, clinic), the instructor must be informed ahead of time and the cell phone set to a silent ring. If such a phone call is received during class time, the student will answer the call by quietly removing him or herself from the classroom. This also includes texting during class; it is not acceptable. Students may not use class time to check social media accounts, voicemail, and/or personal emails.

## **6.Student Behavior**

UTTC students will conduct themselves in a responsible and respectful manner at all times in the classroom, in the hallways, in the Library, the Cafeteria, and any other location on campus. Student behavior that interferes with learning in the classroom will not be tolerated. This behavior includes chronic tardiness, threatening confrontations, intoxication, inappropriate physical contact, lewd or disrespectful language or gestures directed at the instructor or at fellow students, bullying, direct or indirect intimidation, and conversations with other students that are not related to classroom topics.

Faculty are expected to maintain professional management of classroom activities prior to, during and after class times. As such, if a student demonstrates behavior that disrupts or interferes with classroom activities, an instructor reserves the right to ask the student to leave the classroom, to contact campus security, to request mediation by the academic department chair or an academic/personal counselor, or to file a formal complaint subject to a student disciplinary hearing.

## **7.Plagiarism and Academic Integrity**

Plagiarism is the term for taking credit for work that is for not your own. This means you cannot take material from articles, books or websites you find in the library and present it as your own work; you cannot let your friends prepare your assignments for you; and you cannot copy an assignment from a student who took the same course in another semester. Plagiarism is taken seriously because this is a place for learning and new ideas; your assignments are evidence of your learning, your original ideas.

Providing work that is not your own, or that is not unique to the assignment, is inappropriate as a form of dishonesty. The consequences of plagiarism are serious: you will be given an F on the specific assignment, or the entire course, at the instructor's discretion. If you need advice on how to appropriately cite the work of others, please ask. As long as you acknowledge an idea is not your own, and provide the original source, it is generally not plagiarism.

Examples of violations of academic integrity are lying about the reason for an absence, or signing someone else's name to a sign-in sheet when they were not present. Please keep in mind that students generally ask their instructors for recommendations, whether for jobs or for scholarships.

## **8.Students with Disabilities**

United Tribes Technical College recognizes its responsibility for making reasonable accommodations to ensure there is no discrimination on the basis of a disability. The Disabilities Services Office coordinates reasonable accommodations, support services, and appropriate referrals for the purpose of removing barriers and providing an equitable learning environment. If you have a disability, please contact the Disabilities Services (DS) office located in the Education Building Room 123 and speak to the DS Coordinator. The Coordinator can also be reached at (701) 255-3285, ext. 1516.

## 9. Student's Responsibilities

The following are responsibilities of the student as a member of this learning community:

1. Come to class on time every session.
2. Be prepared for each class session.
3. Actively engage in class discussion and activities.
4. Treat the class and its members with respect.
5. Turn in work when it is due.

## 10. Instructor's Responsibilities

The following are responsibilities of the instructor as a member of this learning community:

1. Come to class on time every session.
2. Be prepared for each class session.
3. Actively engage in class discussion and activities.
4. Treat the class and its members with respect.
5. Grade and return students' work in a timely manner.

## Class Schedule

Date/Session	Focus
1/10 - 1/12	Introduction and Bag Speech
1/17 - 1/19	Introduction to Public Speaking and Ethics
1/22 - 1/26	Confidence, Listening, and Analyzing Audience
1/29 - 2/2	Oral Interpretation Speech
2/5 - 2/9	Selecting, Researching, Organizing, and Supporting your Topic
2/12 - 2/16	Organizing, Wording, and Delivering your Speech
2/21 - 2/23	Demonstration Speech Preparation
2/26 - 3/2	Demonstration Speech

<b>Date/Session</b>	<b>Focus</b>
3/5 - 3/9	Presentational Aids and Informative Speech Introduction
3/12 - 3/16	Spring Break
3/19 - 3/23	Informative Preparation and Speech
3/26 - 3/28	Informative Speech
4/4 - 4/6	Special Occasion and One-Minute Speech Preparation
4/9 - 4/13	One-Minute Speeches and Persuasive Introduction
4/16 - 4/20	Persuasive Preparation
4/23 - 4/27	Persuasive Speech
4/30 - 5/4	Finals