

## COMS 1315/1321 03E

Fall 2023

Professor: Dr. R John Ballotti, Jr.

E-mail: Ballottijohn74@gmail.com

Class Time: W 3:00 – 5:40

Class Room: ED.S. 101

Office hours before or after class or by appointment

### **Communication Studies B.A./B.S.**

The Communication Studies program is designed as an area of study to apply scholarly communication research for

a variety of careers and personal goals in an interconnected world.

Two general goals of the program for graduates are:

1. Each graduate will be the most communicatively informed person in every communication situation they find themselves in, such as understanding others verbally and nonverbally in professional and personal situations.

2. Each graduate will be the most effective communicator verbally and nonverbally in each communication

situation they find themselves in, such as professional and personal contexts. Furthermore, an essential part of

effective communication is the ability to communicate strategically verbally and nonverbally to accomplish one's goals.

### **Required Text**

For this course, minimally you will need Sprague/Stuart/Bodary's *The Speakers Handbook*, 12th ISBN:

9781337558617 Available through CENGAGE.

Sprague, J., Stuart, D., & Badary, D. (2019). *The speaker's handbook* (12th). USA: CENGAGE.

Furlich, S., A. (2022). *Nonverbal epiphany: Steps to improve your nonverbal communication*.

Paperback 978-1-7366406-2-3 ebook 978-1-7366406-300.

Catalog Description: Preparation and delivery of effective oral communication with emphasis on research, organization and delivery.

### **Course Rationale**

In your life, no matter your occupation, at some time you will be asked to deliver a presentation.

In order for you to be an effective speaker, your communication, verbal, nonverbal and written, must be consistent.

Mastery of the skills used in public speaking will greatly enhance your chances of being understood. An effective presentation includes good content, organization, delivery and audience analysis. These are the tools that you will be evaluated on during the course. In addition, the information you learn will assist you in becoming a more critical consumer of information.

### **Students Learning Outcomes**

Upon successful completion of this course, students will:

1. Demonstrate an understanding of the foundational models of communication.
2. Apply elements of audience analysis.
3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.
4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
5. Demonstrate effective usage of technology when researching and/or presenting speeches.
6. Identify how culture, ethnicity and gender influence communication.
7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).

### **Course Objectives**

1. Students will become aware of the importance of communication in personal and professional environments.
2. Students will gain experience in interpersonal, group and public communication.
3. Students will develop strategies for overcoming speech anxiety.

### **Minimal Technical Skills Needed**

Using MyLeo DL2 Bright Space, Microsoft Word, Power Point

## **Required Facilities**

1. Computer access for use of Power Point: At least two of your speeches will be enhanced by the use of visual aids.
2. Computer Labs on campus should facilitate these needs. You may use your own computer or other labs if they provide access to the software identified above.

## **Required Materials**

Ability to save completed course work.

Methods of Instruction: The course involves guided lecture, performance and group discussion.

## **Evaluation Policy**

Your grade will be determined as follows:

Final grades in this course will be based on the following scale:

A = 89.5%-100% C = 69.5% - 79.4% F = 59.5 and Below

B = 79.5%-89.4% D = 59.5% - 69.4%

## **Application Assignments 65%**

### **Speeches**

Introductory Speech 5%

Cultural Diversity Speech 10%

Informative Speech / VA 15%

Persuasive minor 5%

Persuasive VA 15%

Participation/Attendance 5%

Research Paper 10% Identify and define nonverbal cues.

Speech Critique 5%

Quizzes 30% \*

\* You must take all five quizzes. You must average 60% on the quizzes to get at least a D in the course.

You can get no higher than a D if you average less than 60% on the quizzes. And you might even fail the course.

Only the three highest scores will be used to calculate your grade.

## **RULES OF ENGAGEMENT**

### **ATTENDANCE POLICY**

If you know you will be absent for an extended period of time, contact your professor. If you are taking part in university-sponsored activities notify your professor well ahead of absence. If you are absent for evaluated activities such as exams, papers, and speeches, you must have documentation for your absences. Documentation is a written excuse. Not a verbal comment. (Undocumented excuses will not be accepted.) When your absence is clearly beyond your control, and is documented, there is no penalty for make-ups. When your absence is not beyond your control, or is not documented, or you are not prepared, your grade for that assignment will be reduced by 50%

**NOTE:** if you are absent for any reason, you are responsible for material covered and any announcements made while you are gone. You will have one week to make up missed assignment.

If you are absent on a day when speeches are presented there will be a 10 percent reduction in your grade for that speech. See attendance policy above.

You are allowed to miss class one time. The second absence will lower your grade to a D. After the third absence you will have failed the course.

The instructor may drop you from the course. However, it is your responsibility to drop the course if you want too.

If you do not drop the course and your name appears on the grade page from the registrar you will receive an "F." An attempt will be made to contact you if you are dropped.

If you have not completed 67% of the course work, at any given time, or if the instructor does not believe you are making satisfactory progress toward the completion of the course you will be dropped from the course

### **TARDY POLICY**

You will be considered tardy if you are not in your seat when the professor starts calling roll. You will be considered tardy if you are in your seat and talking while the professor is trying to call roll or begin class.

If you are not in the classroom when the professor closes the classroom door you are absent. Do not knock on the door.

You are allowed to be tardy two times on the third time your grade will be lowered to a D. After the fourth tardy you will have failed the course. The instructor may drop you from the course. However, it is your responsibility to drop the course if you want too. An attempt will be made to contact you if you are dropped. Please note attendance policy above.

**NOTE:**

Hats, Caps and Head Coverings of any type are not permitted on your head during class!!! Failure to remove your head covering upon request of the instructor results in an absence for the class. Please note attendance policy above.

**ELECTRONIC DEVICES**

Turn off all cellular phones, pagers, CD players, lap top computers, and any other electronic devices that might in any way disrupt class or disturb others. Other than your pocket, purse, holder or holster, or belt clip I do not want to know you even own any of the electronic devices mentioned above. If I see one of these devices in your hands or being operated during class time or any time, I am present in the room or hear one you will immediately be dropped from the course.

This is a classroom, not a cafeteria, restaurant, or fast-food business. Therefore, no food or drink will be permitted in the classroom during class.

**Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook). Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <http://www.albion.com/netiquette/corerules.html>

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

**Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students>

/ undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf Graduate Student Academic

Dishonesty 13.99.99.R0.10

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### **ADA Statement**

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Waters Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: Office of Student Disability Resources and Services

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal

and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns on Campus document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOf>

[EmployeesAndStudents/34.06.02.R1.pdf](#)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses.

Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## **PREPARATION AND PERFORMANCE**

It is your responsibility to come to class and come to class prepared. If your computer or printer does not work that is your problem not mine. If you are not ready to speak do not blame your computer or printer.

See attendance policy above. It is your responsibility to come to class prepared. If you need to go to the library to print your outline then do that before class begins. If you need to use a printer of a friend then do that before class begins. Failure to prepare for an assignment is not an option. I am interested in results not excuses. See attendance policy above.

**Academic Honesty:** Honesty is expected. Plagiarism, or representing the work of another as your own, is grounds for failure for the assignment or for the course. Statements lifted verbatim from publications must be cited as quotations. Ideas, summaries or paraphrased material, and other information taken from literature, must be properly referenced.

**Special Accommodations for Disability:** Students requiring special accommodations for learning are encouraged

to share their concerns or requests with the professor as soon as possible.

## **Speech Preparation and Presentation**

You will be required to deliver three minor speeches and two major speeches as well as a number of impromptu speeches. You will be evaluated on your skills in selecting and researching a topic, organizing, and delivering your speeches to an audience you have analyzed. Regardless of any grades or percentages to a final grade you may earn, you must complete all assignments in order to pass the course. All speeches must be performed and assignments turned in to earn credit for this course.

For each speech, you will turn in an outline, as well as the grading sheet (s) available on D2L. Failure to provide the proper grading information forfeits the speech. You will be evaluated on the criteria on the grading sheet (s), your ability to adapt while presenting the information orally, and your adherence to time limits. If you do not deliver your speech within the specified time frame, your grade will suffer. You are allowed a thirty-second window of opportunity. Speeches may be thirty seconds under time or thirty seconds over time with no penalty. Five points

will be deducted for each thirty-second interval or partial interval under or over the window. (See attendance section for policy on missed speeches).

### **Written Assignments**

You must prepare an outline for each of the speeches presented. All written assignments are to be neatly and clearly typed on 8 1/2 x 11 white paper with one (1) inch margins. Only typed assignments will be accepted.

Incomplete sentences and mistakes in grammar, punctuation, and spelling will adversely affect your grade.

Outlines are to be stapled together with grade sheets. Turn in individual sheets that are only 8 1/2 x 11 inches wide. You should single space within a point, double space between points. Keep a copy of the assignment for yourself.

### **NO OUTLINE, NO SPEECH**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students.

Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

## Tentative Schedule

Week	Topic	Chapter	Assignment Due
1	Syllabus/Correct Outline Form Understanding Speaking Listening	1, 2	10 Sentences/Practice 10 Topics
2	Speaking Ethics Overcoming Fear of Speaking Planning	3, 4, 5	Practice: Introduction & Conclusion <b>Minor Speech #1 Assignment</b>
3	Topic Selection and Analysis Audience Analysis Research	6, 7, 8	<b>Minor Speech 1:</b> Narrative <b>Quiz #1 Prep Tabs 1-7</b>
4	Transforming Ideas into Speech Points Organizing Points Outlining	9, 10, 11	<b>Quiz #1</b>
5	Connectives/References Introduction & Conclusion	12, 13, 14	Practice Introduction & Conclusion with Transitions <b>Minor Speech #2 Assignment</b>
6	Groups		<b>Minor Speech #2</b> Cultural Diversity <b>Quiz #2 Prep Tabs 8-14</b>
7	Supporting Materials Reasoning Language and Style Visual Aids Lecture	15, 16, 17	Practice Introduction & Conclusion with Transitions <b>Quiz #2</b> <b>Major Speech #1 Assignment</b>

<b>Week</b>	<b>Topic</b>	<b>Chapter</b>	<b>Assignment Due</b>
8	Attention and Interest Credibility Motivational Appeals	18, 19, 20, 21	<b>Major Speech #1 Informative Speech/VA Quiz #3 Prep Tabs 15-21</b>
9	Presentational Aids Informative Speaking Recap	27 Persuasion Lecture	Persuasion Lecture Persuasion Practice <b>Quiz 3</b>
10	Persuasion Persuasive Strategies Modes of Delivery	22, 23, 24	Persuasion Practice Persuasion Practice <b>Minor Speech #3 Assignment</b>
11	Vocal Delivery Physical Delivery Adapting to the Speech Situation Answering Questions	25, 26, 28, 29	<b>Minor Speech #3</b> Persuasion <b>Quiz #4 prep Tabs 22- 29</b>
12	Persuasion Analyzing Speech Contexts Educational Context Workplace Context Social and Ceremonial Context	30, 31, 32, 33	Persuasion Practice  <b>Quiz #4</b>
13	Persuasion Civic and Political Context Leadership Across Contexts	34, 35	<b>Major Speech #2 Assignment</b> Persuasion with VA
14	Persuasion		<b>Major Speech #2 Persuasive With Speech/VA</b>

<b>Week</b>	<b>Topic</b>	<b>Chapter</b>	<b>Assignment Due</b>
<b>15</b>	<b>Any Persuasion Last Class Day Make Up</b>		<b>Quiz #5 Prep Tabs 29-35 Quiz #5 on Final day</b>
<b>Final Exam: Quiz #5</b>		<b>Wednesday, December 13th</b>	<b>1500</b>

Information Sheet

Name \_\_\_\_\_

Phone # \_\_\_\_\_ Class Level \_\_\_\_\_

What are some other communication classes you have taken, and where have you taken them?

What are your career objectives, and what do you hope to gain from this course to meet those objectives?

Do you have any concerns about completing this course?

What grade will you be working towards?

Do you understand the policies set forth in the syllabus? If you do and you agree to abide by them, please sign

below. If you have any questions or concerns, please see your instructor as soon as possible.

\_\_\_\_\_  
Signature Date

Note: Complete this form and give it to your instructor during the first two weeks of classes.

If your instructor does not have this sheet signed and in his files NO GRADE will be given for the course!

