# Course Syllabus

COM 108

**COM EFFECTIVELY**

Fall 2023

**Professor Wylie**

**1/8/2024 - 5/5/2024**

# Class Time: MWF 9am-9:50am

**Class Location:** **Main Campus, Falany Performing Arts Center, 176**

**Office: TBD**

**Office Hours: TBD**

**E-Mail: scott.wylie@Reinhardt.edu**

Texts

There is no book to buy. All texts are embedded as links in our Canvas site.

**Grades**

Student progress in the course will be measured by

**Class Reflection 10%**

**One-page Outline per Speech (5) 25%**

**5 speeches 50%**

*1-minute introduction*

*5-minute “How to”*

*10-minute “Informative Speech”*

*10-minute “Debate”*

*15-minute “Presentation/ Special Topic”*

**Attendance and participation. 10%**

**Peer Review - 1 for each of your classmates per speech 5%**

**Late or missing assignments:**

* If you must miss a speech for ANY REASON you will present first at the next class session.
* Deadlines for non-speech assignments are final. Failure to submit will result in a 0.

**Grading Scale:**

90-100 A

80-89 B

70-79 C

60-69 D

Less than 60 F

**Communication Program Objectives (CPO)**

Communication students will: develop and enrich their critical thinking skills and communication skills demonstrate creativity and a variety of research methods in their communication classes and civic Work use technology to enhance communication projects and course assignments

demonstrate respect for individual and cultural differences demonstrate understanding of the historical, informational and organizational aspects of the communication environment

**Learning Outcomes and Course Objectives**

All of the course assignments and learning activities such as writing projects, research assignments, multimedia projects, readings, lectures, class discussions, and examinations will establish a better understanding of the communication environment for students. After completing the course:

Students will demonstrate the ability to compose, organize and express their arguments, ideas and

feelings in a range of speaking situations from formal public speaking to class discussions to interpersonal relationships as well as in formal five-paragraph written essays. (CPO 1, 2, 3, 4, 5)

Students will demonstrate skills in structuring their ideas into effective rhetorical structures for informative, persuasive, motivational, relational and inspirational occasions. Assignments will include both written and oral presentation elements. (CPO 1, 2, 4)

Students will effectively create two types of outline structures for larger assignments: both a full outline (with source citations and bibliography) and a brief podium outline. (CPO 1, 2)

Students will effectively demonstrate adequate information literacy and research skills to be able to complete two major research-based assignments. (CPO 1, 2)

Students will learn and effectively follow a thesis-based structural model for both speeches and essays that includes an attention-getting opener or lead, a clear statement of the thesis or central idea, and a preview of main points, followed by a series of main points with strong supporting

evidence and examples, then concluding with a review summary, a restatement of the central idea and a memorable closing. (CPO 1)

Students will effectively incorporate Monroe’s Motivated Sequence into this structure for their major persuasive assignment. (CPO 1, 4)persuasive assignment. (CPO 1, 4)

Students will demonstrate skills in revision by submission of a first draft and subsequent revisions to a final draft of their two major assignments. (CPO 1)

Grounded in a framework of intercultural understanding, students will demonstrate how to adapt their approach effectively (language, examples, etc.) to their audiences, understanding diverse learning styles and cultural contexts, and to approach each situation considering the ethical implications involved. (CPO 1, 2, 4, 5)

Students will demonstrate the ability to speak extemporaneously and to engage with their audiences using their language, stories, voices, eye contact and body language. (CPO 1, 4)

Students will effectively use visual presentation software to create basic PowerPoint presentations to accompany two of their major speeches and classroom technologies for their presentation.(CPO 3)

Students will demonstrate interpersonal skills, confidence, and leadership and small group skills through collaborative exercises in a supportive environment. (CPO 1, 4, 5)

Students will demonstrate listening and observation skills through a series of peer reviews and an outside speaker evaluation. (CPO 1, 4, 5)

# Academic Dishonesty Policy

If you plagiarize any work for this class, I will fail you for the class. Plagiarism is defined as presenting as your own any work that is not your own, whether it is work written by another student or parent or work copied from a written source or the Internet (**including A.I**).

**Grading Criteria for Class Reflection:**

* On time
* Length: Full one page minimum
* Professionalism: Typed, free of typos

**Grading Criteria for Peer Review:**

* Be unfailingly kind, supportive and helpful to other speakers
* Be honest but constructive in pointing out what needs revision
* Make useful suggestions for things that other speakers could try
* Use vocabulary learned in the class to critique other students’ work
* Compliment other speakers on what they are really good at

**Class Behavior**

My expectations for appropriate and acceptable classroom behavior are as follows:

1. Be on time.
2. If you need to miss class, let me know via e-mail or phone message. Athletes or music/theater majors, provide me with print documents with game or performance schedules.
3. Come prepared.
4. Do not chat or whisper to other students during class.
5. Turn off cellphones and put them away. No text messaging. If I see you doing it, I will ask you to leave the class.
6. Be courteous and respectful of others during class discussion. No derogatory remarks on the basis of gender, race, religion, political affiliation or sexuality will be tolerated. Do not stereotype, rant about, or feel free to say terrible things about any group of people! Reinhardt University does not condone or tolerate discrimination. If any such remarks are made, I will ask you to stop and to meet with me outside of class to discuss the problem. If the problem continues, I will withdraw you from the class.
7. Raise your hand when you want to speak and wait until it’s your turn. Keep your remarks relevant to the discussion and of a reasonable length and number.
8. Be respectful to the professor inside and outside of class. If you have problems or questions regarding a grade, attendance, course expectations or late assignments, the appropriate place to discuss that is in my office.

**Three Strikes Disciplinary Policy**

**You will receive two warnings for rude behavior, which will each be followed up with an e-mail to your coach (if applicable). The third time in a semester that I have to speak to you about a rude or disrespectful behavior, you will be dismissed from my class on the spot and not allowed to return without submitting a 500-word essay explaining what was wrong with your behavior and why you will not do it again, as well as meeting with me, your School Dean and your coach (if applicable) to discuss an action plan for a change in your behavior.**

**Examples of rude behavior include but are not limited to: texting; head down on desk; headphones on; arguing with professor; rude remarks to professor or fellow students; interrupting class; recurrent tardiness; wandering in and out of class.**

**Credit hour statement:**

Over 15 weeks, students will spend 150 minutes per week in lectures, class discussions, and examinations (37.5 hours for the semester). Instructional time includes a 3-hour final exam. Out-of-class work includes homework and preparation for exams and quizzes and is estimated at around 300 minutes per week (75 hours for the semester).

**Important:**

All students, faculty, staff and administration at Reinhardt University are subject to changes in policies if mandated by the State of Georgia. Cur-rent policies and procedures can be found at: : https://www.rein-hardt.edu/back-to-campus

If you have any questions, please refer to the website or contact Rein-hardt University at the numbers below.

Campus Nurse within the Student Health Center nurse@reinhardt.edu, 770-720-5542 or www.reinhardt.edu/nurse.

Public Safety

Non-Emergency Phone: 770.720.5789 Emergency Phone: 770.720.5911 publicsafety@reinhardt.edu

Dean of Students deanofstudents@reinhardt.edu, 770-720-5540

Office of the Provost provost@reinhardt.edu, 770-720-9102.