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**COM 108: COMMUNICATING EFFECTIVELY**

**Fall Semester (Session 2)**

**Oct 9th, 2023 - December 3rd, 2023**

**INSTRUCTOR:**         Matthew Bearden, MFA

**EMAIL ADDRESS:**   [matt.bearden@reinhardt.edu](mailto:matt.bearden@reinhardt.edu)

**COURSE DESCRIPTION**

This integrated communication skills course incorporates skills in speaking, writing, listening, research and information literacy, leadership, teamwork, visual design, and classroom technologies. Students will learn to compose, organize, and express their arguments, ideas, and feelings in writing and a wide range of speaking situations.

**REQUIRED TEXTBOOK**  
Gunn, Joshua (2021). *Speech Craft*(2e). New York City, NY: Macmillan Learning.

**STUDENT LEARNING OUTCOMES**  
After completing this course, the student will be able to:

* 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.
* 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.
* Create two types of outline structures for larger assignments: both a full outline (with source citations and bibliography) and a brief podium outline.
* Demonstrate adequate information literacy and research skills to be able to complete two major research-based assignments.
* Learn and 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.
* Incorporate Monroe’s Motivated Sequence into this structure for their major persuasive assignment.
* Demonstrate skills in revision by submission of a first draft and subsequent revision into a final draft of their two major assignments.
* Grounded in a framework of intercultural understanding, students will demonstrate how to adapt their approach effectively (language, examples, etc.) to their audiences, understand diverse learning styles and cultural contexts, and approach each situation considering the ethical implications involved.
* Demonstrate the ability to speak extemporaneously and to engage with their audiences using their language, stories, voices, eye contact, and body language.
* Use visual presentation software to create basic PowerPoint presentations to accompany two of their major speeches and classroom technologies for their presentation.
* Demonstrate interpersonal skills, confidence, and leadership, and small group skills through collaborative exercises in a supportive environment.
* Demonstrate listening and observation skills through a series of peer reviews and an outside speaker evaluation.

**CREDIT HOUR STATEMENT**  
Courses offered in an 8-week session are twice as intensive as those held during a traditional full semester. Each week students should expect to spend 14 hours interacting with course content through a combination of direct instruction and out-of-class student work.

Examples of direct instruction may include engaging in class forum discussions with the course instructor and other students, viewing or reading supplementary online content required by the instructor, completing course quizzes and/or examinations, and reading instructor announcements related to course material and instructor feedback on assignments. Examples of out-of-class student work may include reading the assigned course textbook, doing independent library research, completing essay assignments, developing more extensive research papers, and studying in preparation for exams and quizzes.

**COURSE POLICIES AND PROCEDURES ACADEMIC INTEGRITY**

All assignments must be completed by the learner. Learners are expected to read and adhere to the Academic Integrity section of Reinhardt University’s Academic Catalog. Cases of academic dishonesty may result in expulsion from the University, a failing grade for the course, or a failing grade for the assignment.

The following are recognized as unacceptable forms of academic behavior at Reinhardt University:

* Plagiarizing is presenting words or ideas not your own as if they were your own. The words of others must be enclosed in quotation marks and documented. The source of the distinctive ideas must also be acknowledged through appropriate documentation. (NOTE: Strictly adhere to APA citation and referencing guidelines to avoid this).
* Submitting a paper written by another student or another person as if it were your own.
* Submitting a paper containing sentences, paragraphs, or sections lifted from another student’s work or other publication; there must be written documentation.
* Submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor.
* Fabricating evidence or statistics that supposedly represent your original research.
* Cheating of any sort on tests, papers, projects, reports, etc.
* Using the internet inappropriately as a resource. See 3 above.

**COURSE REQUIREMENTS/ASSIGNMENTS**

Knowledge of the material presented in this course will be evaluated based on the satisfactory completion of all coursework. Methods of instruction and learning include module reading assignments, presentations, discussion postings, individual research, speeches, quizzes, and essay assignments. Learners are expected to complete all module activities during the week they are assigned and in the manner prescribed.

**Readings**: Learners are expected to read the assigned textbook chapters for each module, before participating in discussions. These are found under the “VitalSource Course Materials” section.

**Discussion Posts**: Learners are expected to participate in all Discussions for each module through the submission of initial and response postings. Specific directions and deadlines are provided for each module discussion assignment in the Canvas course room under the “Modules” section.

Each Unit Discussion is worth 100 points. Maximum points will be awarded to posts that provide very specific details about the questions under discussion, as opposed to just very general and vague observations. The more effort you put into your answers, the more points you will get. This also goes for your response posts to your fellow students – please be detailed and specific, which is something more than just saying “Great Post” to them. Tell them “WHY” you thought it was a great post, and what it made you think of in your own life that was relevant to the discussion topic. If you disagree with a point being made, please do so civilly and constructively.

**Assignments:**Learners are expected to complete various assignments that focus on concepts in each module and with the use of previous concepts. Specific directions and deadlines are provided for each module essay assignment in the Canvas Course room under the "Modules" section.

**Speech Analysis:**Learners are expected to complete essay assignments that focus on concepts in each module and with the use of previous concepts. Specific directions and deadlines are provided for each module essay assignment in the Canvas Course room under the "Modules" section.

**Speeches**: Learners must complete the two speeches under the "Modules" section. When directed to do so, learners must also submit recorded speeches via the file upload or posting URL links from YouTube.

Learners are cautioned not to engage in plagiarism. **All postings and replies must cite sources where appropriate using APA 8thedition requirements and must use proper grammar and punctuation.**

**EVALUATION & GRADING**  
The following grading scale will be utilized in the determination of the student’s course grade:

|  |  |
| --- | --- |
| **GRADE PERCENTAGE** | **LETTER GRADE** |
| 90-100% | A |
| 80 to 89% | B |
| 70 to 79% | C |
| 60 to 69% | D |
| 0 to 59% | F |

**LATE WORK POLICY**

5% per hour will be automatically deducted for any assignment turned in late. Assignments such as Assignments, Discussion Posts, Speech Analysis, and Quizzes may be turned in late during the week's module. There is a chance that an assignment can be graded as a 0 because of this penalty, no matter how top-notch the submission is. Assignments such as Informative and Persuasive Speech will **not be accepted late**.

**FINAL AVERAGE BREAKDOWN**

|  |  |
| --- | --- |
| **ASSIGNMENT CATEGORY** | **PERCENTAGE OF FINAL GRADE** |
| Quizzes | 10% |
| Assignments | 10% |
| Discussion Posts | 15% |
| Speech Analysis | 15% |
| Informative Speech | 25% |
| Persuasive Speech | 25% |

**PROJECTED READING & SPEECH SCHEDULE**

**Module 1 (1 Week: Monday Oct 9 – Sunday Oct 15)**

* Chapters 1, 2, 3

**Module 2 (1 Week: Monday, Oct 16 – Sunday, Oct 22)**

* Chapters 4, 5, 6

**Module 3 (1 Week: Monday, Oct 23 – Sunday, Oct 29)**

* Chapters 7, 8, 12

**Module 4 (1 Week: Monday, Oct 30 – Sunday, Nov 5)**

* Chapters 11, 14, 18
* Informative Speeches Due

**Module 5 (1 Week: Monday, Nov 6 – Sunday, Nov 12)**

* Chapters 9, 10

**Module 6 (1 Week: Monday, Nov 13 – Sunday, Nov 19)**

* Chapters 15, 16

**Module 7 (2 Weeks: Monday, Nov 20 – Sunday, Dec 3)**

* Chapters 13, 19
* Persuasive Speeches due

**ONLINE ATTENDANCE AND WITHDRAWAL POLICY**  
Students are accountable for all required work in each of their courses. They must assume full responsibility for class attendance in a way satisfactory to the instructor and for work missed because of absence. Since class sessions function not merely for individual learning but also group interaction, absences can become a serious problem both for the individual and for the group.

Online courses are generally delivered over seven or eight weeks with activities and assignments specified for each week. An online week is defined as being Monday at 12:00 AM (EST) through Sunday at 11:59 PM (EST). Deadlines for attendance are based on Eastern Standard Time.

A student will be considered in attendance for a given week of online instruction if he or she participates in the course. Participation is defined as posting a response to a discussion assignment or submitting a completed course room activity/assignment during the online week before Sunday at 11:59 PM (EST).

**Initial Course Participation**  
A student who fails to participate during the first 8 calendar days of a course shall be administratively dropped from the course.

**Ongoing Course Participation**  
Ongoing course participation is satisfied through the continued completion of course room activities, such as written assignments, quizzes, or discussion question responses. Students who do not participate in a course for 7 or more consecutive days are not satisfying ongoing course participation.

Students who are not satisfying the ongoing course participation requirement shall be notified by a University representative via University email. The learner must resume participation in the course within 3 calendar days following the sending of the notification.

Students who do not resume participation in the course will be administratively withdrawn from the course and be issued a grade of “W” or “F.”

A grade of “W’ will be issued if an administrative or voluntary withdrawal occurs before 11:59 PM (EST) on Monday of the fifth week of the course.

A grade of “F” will be issued if an administrative or voluntary withdrawal occurs after 11:59 PM (EST) on Monday of the fifth week of the course.

Students may be impacted academically and financially in the case of voluntary and administrative withdrawals. It is the student’s responsibility to understand these implications.

**ONLINE ACADEMIC SUPPORT SERVICES**  
Reinhardt University offers academic support services for online students through BrainFuse HelpNow. Services include access to live tutors, writing lab assistance, and study center resources. These resources are offered at no additional charge and are available on demand through [Course Resources](https://reinhardtuniversity.instructure.com/courses/8332/pages/course-resources).

[Links to an external site.](http://www.brainfuse.com/highed/helpNow.asp?a_id=68F429E2&ss=&r=)The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a documented disability requiring accommodation, please contact the Academic Support Office (ASO).

Reinhardt University is committed to providing reasonable accommodations for all persons with disabilities. Therefore, if you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Academic Support Office (ASO). ASO is located in the basement of Lawson Building. Phone is 770-720-5567. To receive academic accommodations for this class, please obtain the proper ASO letters/forms.

**NON-DISCRIMINATION STATEMENT**  
Reinhardt University does not discriminate in any of its policies, programs, or activities on the basis of race, color, age, culture, national origin, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability or genetic information.

**Tips for Success**

* Conduct an independent study on what it means to be a “critical thinker.”
* Conduct an independent study on the components of a critical argument.
* Save sources from discussion posts and completes…students may be able to use these in the paper and it saves time!
* Start work on your project now…do not procrastinate…it will be due before you realize it and you’ll stress yourself out if you wait to start the week the paper is due.
* Have your paper proofed before submission by the Brainfuse Writing Lab. We all make mistakes and it is best to have another set of eyes look the product over.
* Exceed the minimum requirements…don’t just do enough to get by…seek to stand above the rest by exceeding and surpassing expectations.
* Study APA formatting and seek help from the instructor.