Tentative Course Schedule:

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Class Meeting Activity and Reading Assignment Due (chapter from text)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>09</td>
<td>M</td>
<td>Course Introduction: Roll Verification, Review of Requirements</td>
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<tr>
<td></td>
<td>11</td>
<td>W</td>
<td>Communication Model and Listening (1,2,3)</td>
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<tr>
<td></td>
<td>16</td>
<td>M</td>
<td><strong>No Class</strong>  Martin Luther King Day</td>
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<tr>
<td></td>
<td>18</td>
<td>W</td>
<td>Speech Preparation: Topics &amp; Thesis Statements (7), Audience &amp; Occasion Analysis (6)</td>
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<tr>
<td></td>
<td>23</td>
<td>M</td>
<td>Speech Preparation: Delivery Methods and Organizational Patterns (13, 17)</td>
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|         | 25   | W   | Speech Preparation: Impromptu Speech Preparation  
  
  *Break into working groups for the semester*  |
|         | 30   | M   | Impromptu Speeches  |
| February| 01   | W   | Impromptu Speeches  |
|         | 06   | M   | Speech Preparation: Research and Information Gathering (8, 9,10,11) -- *Topics Due*  |
|         | 08   | W   | Speech Preparation: Outlining (12, 14, 15)  |
|         | 13   | M   | Speech Preparation: Persuasive Speaking (24)  |
|         | 15   | W   | **No Class**  Strategic Planning Day  |
|         | 20   | M   | Speech Preparation: Persuasive Speaking (continued) / *Group Contracts Due*  |
|         | 22   | W   | Listening & Speech Critique/Evaluation (4,5)  
  
  Speech Preparation: Extemporaneous Speech Assignment  |
|         | 27   | M   | Mid-Term Exam (100 points) -- Chapters 1-15,17, 24 and class discussion  |
|         | 29   | W   | Speech Preparation: Group Presentations & Informative Speaking (23,34,35)  |
| March   | 05-09|      | Spring Break  |
|         | 12   | M   | Speech Preparation: Incorporating and Using Visual Aids Effectively (20-22)  |
|         | 14   | W   | Extemporaneous Speeches  
  
  *(Persuasive Preparation Outlines Due)*  |
|         | 19   | M   | Extemporaneous Speeches  |
|         | 21   | W   | Extemporaneous Speeches  |
|         | 26   | M   | Speech Preparation: Language--Verbal Aspects of Delivery (16)  |
|         | 28   | W   | **No Class**  Advising until 5:30pm  |
| April   | 02   | M   | Speech Preparation: Nonverbal Aspects of Delivery (18,19)  |
|         | 04   | W   | Persuasive Speeches  
  
  *(Final outline and bibliography due)*  |
|         | 09   | M   | **No Class**  / *(Group Presentation Preparation Outlines Due via D2L)*  |
|         | 11   | W   | Persuasive Speeches  
  
  *(Self evaluations are due the class period following your speech)*  |
|         | 16   | M   | Persuasive Speeches  |
|         | 18   | W   | Persuasive Speeches  |
May 01 T 12:00-1:50pm Final Quiz/Exam (75 points) – Chapters 16, 18-23, 34,35 and class discussion; Course Review and Evaluation

Grading:

The following table represents the point values for the written and oral assignments in this course. Please use the blanks at the right to keep track of your own total as we move through the term.

**Speaking Assignments:**
- Impromptu Speech Assignment (3-5 min.)............................... 50 points
- Extemporaneous Speech Assignment (4-6 min.)........................... 75 points
- Persuasive Speech Assignment (5-7 min.)*................................. 100 points
- Group Presentation Assignment (18-20 min.)*........................... 100 points
  * these speeches require a sentence outline and bibliography

**Preparation and Listening Assignments:**
- Inform & Persuade Topics/Thesis Statements.............................. 10 points
- Group Contract † ................................................................. 10 points
- Persuasive Topic Analysis Worksheet ........................................... 5 points
- Persuasive Speech Preparation Outline ...................................... 10 points
- Group Presentation Preparation Outline † .................................... 10 points
- Group Meeting Minutes † ......................................................... 15 points
- Extemporaneous Peer Evaluations ............................................. 20 points
- Persuasive Peer Evaluations .................................................... 20 points
- Group Presentation Peer Evaluations ........................................ 20 points
- Persuasive Speech Self-Evaluation ............................................. 20 points

**Exams:**
- Mid-term Exam ........................................................................ 100 points
- Final Quiz/Exam ......................................................................... 75 points

**Total:** 640 points

Final course grades will be determined using the following scale:

- 100.0-96.67% = A+
- 89.99-86.67% = B+
- 79.99-76.67% = C+
- 69.99-66.67% = D+
- 96.66-93.34% = A
- 86.66-83.34% = B
- 76.66-73.34% = C
- 66.66-63.34% = D
- 93.33-90.00% = A-
- 83.33-80.00% = B-
- 73.33-70.00% = C-
- 63.33-60.00% = D-
- 59.99-00.00% = F

†Group assignments will be graded on a group and individual basis. Recorded grades will be the average of a group grade and an individual grade. Students missing group presentations will not be allowed to make up the presentation.
Additional Course Requirements:

1. **IMPORTANT:** You cannot pass this course without completing all major assignments on time. Major assignments include all those worth 20 points or more.
2. One the first scheduled day of each set of the persuasive speeches and the group presentations, the final copy of your outline and bibliography must be turned in. Students who do not turn in an outline on the first day of speeches will not be allowed to give that speech and as a result will fail the class.
3. Requirements for each major assignment have been made available & will be discussed in class. Please review them prior to completing the assignment. Failure to meet the basic requirements of an assignment will be reflected in your grade.
4. The two exams during the term will be curved (if needed) to a mean of 75%. No make-up exams will be given without prior arrangements made with the instructor.
5. All the persuasive speeches will be recorded for the purposes of self-evaluation and the Speech Communication Program’s on-going assessment efforts. The speeches will be made available to students in a confidential and private format.
6. The instructor reserves the right to change this syllabus at any time if fulfillment of course objectives require it.

Electronic Devices:

The use of portable electronic devices in this class must NOT interfere with the progression of classroom time. Cellular phones, pagers and other electronic devices that could be a distraction should be turned off during the duration of class. In the event that repeated interruptions occur, the instructor may require that such devices be turned in to him/her for the class period.

Student Assistance and Special Needs:

Students often times need assistance, but are reluctant to take advantage of the services offered at the university designed to help the student succeed in school. If you are having an academic problem, please talk to the instructor and we will try to find a solution or a campus resource that can help you. If you have a need for special accommodations, as documented through the Academic and Diversity Resources, please inform the instructor so the necessary accommodations can be arranged.

Assignments and Course Materials:

Specific Assignments and sample materials for this course must be accessed through the Desire-2-Learn (D2L) site for this course. Once you have entered the course page, instructions will tell you how to access the course materials. It is important that you confirm access to these documents by the second class meeting. If you are having difficulty downloading the assignments, you must see the instructor at the second class meeting. If you do not contact the instructor by this time, he will assume you have access to these documents and will hold you responsible for their content.