



COM140 SPEECH COMMUNICATION

FALL 2024

03 credit hours

Jesse T. McCaskill, MAT

Room E6, Chester County High School

Office Hours: 7th period (2:09-3:00), by appointment, or anytime at

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COURSE CONTENT

CATALOG DESCRIPTION: An introduction to the basic concepts of human communication theory with instruction and practice in interpersonal communication, small group communication, and public speaking.

REQUIRED MATERIALS: Communicate! Verderber & Verderber, 15th Edition.

ISBN-978-0-8400-2816-7 OR Communicate 16th edition.

LEARNING OUTCOMES:

Identify models of oral communication.

Determine appropriate strategies for improving mutual understanding.

Create and deliver speeches in a public classroom setting that meet the expectations of an educated audience in content, form, style, delivery and identified purpose.

Identify methods of group problem solving and decision making in various settings.

Identify causes of interpersonal conflict and construction methods to manage conflict.

Critique and listen analytically to one's own work and the work of others.

COURSE OUTLINE

Week 1 – Introduction, Chapter 11

Week 2 – Chapter 12

Week 3 – Chapter 13

Week 4 – Chapter 14

Week 5 – Chapter 15

Week 6 – Chapter 16

Week 7 – Chapter 17

Week 8 – Chapter 1

Week 9 - Chapter 2

Week 10 – Chapter 3

Week 11 – Chapter 4 & 5
Week 12 – Chapter 6
Week 13 – Chapter 7 & 8
Week 14 – Chapter 9 & 10
Week 15 – Wrap up, Final Exam

GRADING POLICY

5 Tests - 100 points each
Final - 300 points
16 Discussion Questions - 100 points each
10 Assignments - 100-300 points each
Several Speeches
Total Points Possible: 4100

GRADING SCALE

A=90-100 - 3,960 - 4,100 POINTS
B= 80-89.9 - 3280 - 3959 POINTS
C= 70-79.9 - 2870 - 3279 POINTS
D= 60-69.9 - 2,460 - 2869 POINTS
E= DNF
F= 0-59.9 - 2459 POINTS AND BELOW

*PLEASE READ THE POLICY ABOUT MAKEUP WORK BELOW.

CONTINUITY OF INSTRUCTION DURING UNIVERSITY CLOSURES

In the case that the University closes for inclement weather, community health trends, or other emergencies, students will be notified via campus email. Some extra details might be provided on Canvas. Some activities and assignments might be rescheduled and/or students might be required to meet via Zoom. Attendance will be taken and deadlines for work will be observed.

CLASSROOM POLICIES

Behavior Policies:

- Expectations
 - Come to class prepared to learn (physically and mentally).
 - Arrive on time.
 - Students will be considered late once the bell rings and the door is closed. Tardy students should report immediately for a tardy slip.
 - Use the restroom facilities between classes.
 - Students will only be allowed to leave class in emergency situations.
 - Participate in all class activities and assignments.
 - Do not disrupt the learning environment.
 - Do not steal time from the teacher or from the learning of others.

- o Always be respectful of others and treat them as you would like to be treated.
 - Never be negatively critical of others' performances.
 - Laughter is acceptable when comedy is the goal of the scene.
 - Do not talk during other students' performances.
 - Any form of disrespect during a student performance will result in an automatic zero and potential office referral. There is an absolute zero tolerance of disrespect in Mr. McCaskill's class.
- o Be seated and begin the daily bellringer by the time the bell rings.
 - Bellringers will be found on the board or instructional technology each day. Students are responsible for completing each day's bellringer without prompting. Each week, all bellringers will be kept on the same sheet of paper and turned in on Friday (or the last school day of that week).
- o Familiarize yourself with the student handbook. All school and district policies will be enforced. (Tardy Policy, Cell Phone Policy, Dress Code, etc.)
- o Cell phones should be put away; however, they may be used when the instructor gives explicit permission. Their use will be reserved for educational purposes or extreme circumstances.
- Consequences
 - o Students who violate school policies or classroom expectations are subject to disciplinary action.
 - o Level one consequences may include: verbal warnings, loss of privileges, calls or emails to parents or guardians, or office referrals.
 - o Level two consequences include an office referral.
- Incentives
 - o Positive behavior is also recognized.
 - o Incentives may include special privileges, praise, candy or food, or other incentives.
 - o Students are responsible for making any known food allergies or intolerances known to Mr. McCaskill.

Class Attendance

Learning that occurs within the classroom is at the heart of the FHU experience. Student interactions with faculty and with other students, and the relationships that grow from those interactions, are instrumental toward achieving the University's student learning and spiritual formation outcomes. In cases of poor class attendance, accomplishment of these outcomes, as well as the capacity of the University to achieve its overall mission, is in jeopardy. The University has established there is a strong correlation between class attendance and academic success as measured by semester grade point averages. Therefore, students are expected to attend class daily.

Students must attend at least 75 percent of all scheduled class meetings in order to receive academic credit for completing a class. Students who do not complete 75 percent of all scheduled class meetings will be dropped from that class and receive a grade of "WA." Every absence, whether excused or unexcused, will count when determining whether students have missed more than 25 percent of all scheduled class meetings. Absences due to late registration or change of class prior to the drop/add period will be included in the above percentage.

In extreme situations, students may appeal their grade of "WA" with an Academic Petition Form to the associate vice president for instruction. This must be done within five school days following the dismissal from class. The student should continue to attend the class until the appeal has been decided.

Faculty within a college may establish additional attendance requirements. Attendance requirements adopted by a college must at least require 75 percent attendance as outlined in this policy; however,

college attendance requirements may be greater. College attendance requirements, if adopted, must treat excused and unexcused absences consistent with the definitions found in this policy. If adopted, attendance requirements by a college shall be consistently implemented by all faculty teaching courses within the college. Attendance requirements adopted by a college are subject to approval by the vice president for academics.

A faculty member may also establish attendance requirements for a specific class taught by him/her. Class attendance requirements established by a faculty member must at least require 75 percent attendance as outlined in this policy and must at least require attendance consistent with any college requirements. Class attendance requirements adopted by faculty must treat excused and unexcused absences consistent with the definitions found in this policy. Class attendance requirements adopted by faculty are subject to approval by the department chair, the graduate director, the dean, and/or the vice president for academics.

Practicums, honors contracts, online courses, or individualized instructions are governed by separately published policies.

Absences for officially approved school business, sponsored trips, athletic contests, illness, required military training or service (less than 30 days), or a death in the student's immediate family are excusable and will not be penalized, provided they are explained within one week of the student's return to class. These absences, and all excused or unexcused absences, will count toward the 75 percent class attendance explained in the section above regarding undergraduate class attendance. Sponsors should provide a written notice to each student for presentation to the instructor, and one copy should be sent by the sponsor to the Office of Academics.

A faculty member may assign reasonable and relevant makeup work for "excused absences". In case a student misses an examination and has an excused absence, the faculty member may give a makeup examination or average the other grades without considering the examination missed. Final exams must be taken. A student may not be penalized for missing an examination when the student has a clearly demonstrated excused absence. In the case of military service, a copy of military orders should be presented to the instructor as soon as they are available and preferably before the leave takes place.

Unexcused Absences

Penalties for absences that do not meet the excused absence criteria, as stated above, and for tardiness shall be left to the discretion of the faculty member but must adhere to individual college parameters. Faculty members may assign reasonable and relevant makeup work, extend a deadline, or give a makeup examination for any or all missed assignments for an unexcused absence but are not under obligation to do so.

Exempt-Excused Absences

Periodically, the provost may determine that absences for officially approved school business, sponsored trips, or athletic contests are exempt from counting toward the 75 percent class attendance requirement as it pertains to undergraduate class attendance. These absences may be athletic, co-curricular, or academic in nature. Exempt status may be assigned when the provost has determined the University and/or a group has no or very limited control over the required activity.

The provost will notify faculty in writing via email of such exemptions, and names of the students receiving the exemption shall be included.

In addition, exempt absences will also be considered excused absences. As outlined in the “excused absences” section, a faculty member may assign reasonable and relevant makeup work for excused absences. In case a student misses an examination and has an exempt-excused absence, the faculty member may give a makeup examination or average the other grades without considering the examination missed. A student may not be penalized for missing an examination when the student has clearly demonstrated an exempt-excused absence. Final exams must be taken.

Bible Class Probation

The first time a full-time, undergraduate student has excessive absences in his/her only Bible course, the student will be withdrawn from the class, will receive the grade of a “WA,” and will be placed on Bible Class Attendance Probation. A student placed on Bible Class Attendance Probation must sign a Bible Class Attendance Contract in the Office of Academics prior to completing the current semester and before registering for the next semester. Bible Class Attendance Probation will continue through graduation. A full-time undergraduate student who is on Bible Class Attendance Probation and who has excessive absences in his/her only Bible course in a subsequent semester will be withdrawn from the Bible class with a grade of “WA” and will be suspended from the University at the end of the semester.

MAKEUP WORK

As a part of the learning objectives for this course, it is mandatory to capture photographs and submit them during class. In the event of an unexcused absence leading to a missed class, a grade of zero will be assigned for that particular assignment. Please note that receiving one zero in this course may lead to a complete letter grade reduction. If an assignment is missed due to an excused absence (such as athletics or a documented medical issue, as explained above), the subsequent assignment will be weighted double. Failure to submit any assignment by the specified due date will result in a grade of zero.

ACADEMIC INTEGRITY

Academic dishonesty violates the Christian principles and standards of Freed–Hardeman University.

The following are examples of intentional academic dishonesty:

- Cheating—using or attempting to use unauthorized materials, information, or study aids in an academic exercise. The term “academic exercise” includes all forms of work submitted for credit.
- Fabrication—falsifying or inventing any material in an academic exercise.
- Facilitating academic dishonesty—helping or attempting to help another to violate academic integrity.
- Plagiarism—adopting or reproducing another person’s words or ideas without acknowledgement.
- Artificial Intelligence—Relying on AI-generated content hinders the growth of critical thinking skills, as it bypasses the cognitive processes involved in analyzing, synthesizing, and connecting information.

The minimum penalty for an obvious violation of academic integrity is a failing grade on the assignment. In addition, at the discretion of the instructor, the student may receive a failing grade for the course and be dropped from the class.

Academic dishonesty should be reported to the associate vice president for instruction. No student may avoid receiving a failing grade for academic dishonesty by subsequently withdrawing from the course. Egregious violations will be reviewed by the vice president for academics, who may prescribe additional penalties, including academic suspension or expulsion. Egregious violations may include, but are not limited to the following examples:

- Any act that compromises the integrity of a quiz, exam, or other class assignment(s), and thereby causes other students' grades to be in question or may cause a faculty member to alter grading plans or repeat a quiz or exam.
- Theft of a copy of an exam before it is given that requires the faculty member to postpone or redo the exam.
- Theft of one or more copies of a completed exam or assignment. Dissemination of information about the contents of an exam to other students.
- Selling, sharing, or otherwise providing copies of a quiz or exam, or wholly or partially completed written assignments to other students.
- Giving false or misleading testimony or performing an action that places blame for an act of academic dishonesty on an innocent student.
- Any act of intimidation intended to cause another to violate expectations of academic integrity. Plagiarism is a violation of academic integrity; however, plagiarism of another student's work without that student's permission potentially damages another's reputation and is egregious.
- Electronically or physically obtaining access to or altering faculty or University confidential records, such as a grade book or grade records, violates another students' expectations of confidentiality and provides a potential opportunity for modifying students' grades.
- Electronically manipulating transcripts, University correspondence, or other University documents in an attempt to mislead others.

Multiple violations may also be reviewed by the vice president for academics, who may prescribe additional penalties including academic suspension or expulsion. In instances of egregious or multiple violations, the vice president for academics may determine the length of suspension, but at a minimum shall be for the remainder of the current semester plus one (1) additional semester.

If a student is suspended or expelled due to academic dishonesty, the student may appeal to the Freed-Hardeman University Academic Affairs Committee.

Catalog

ADDITIONAL INFORMATION (guidance provided by Dr. Corey Markham)

All work turned in by you is to be your own work, not work produced by someone else. Plagiarism and other forms of cheating and misrepresentation of your work will not be tolerated. Plagiarism is the use of the words, syntax, or ideas of another and passing them off as one's own. Copying something from a source word for word or without proper quotation marks or citation is plagiarism. Duplicating the syntax—the sentence structure or arrangement of words—of another source also constitutes plagiarism. Using the ideas of another person, even after putting them in your own words, is a plagiarism of ideas. That form of plagiarism can be avoided by proper citation.

Proper citation within the assignment means that each point must have some documentation, unless the information, idea, or opinion is entirely your own or the information is knowledge commonly available. An example of the latter case is the statement, "George Washington was the first president of the United States." That is information commonly available and known, and no documentation is required. If you're in doubt on this point, the safest procedure is to cite the source.

Many students assume that putting part of a sentence in their own words places them in the clear. That is an incorrect assumption. The use of as few as four words from another source without quotation marks constitutes plagiarism. Using a passage from our American History textbook, *The Enduring Vision*, I will provide an example of paraphrasing, or re-wording and summarizing a source. The first example shows how not to paraphrase; the second example shows a correct paraphrase:

QUOTATION: "The witchcraft hysteria reflected profound anxieties over social change.

The underlying causes of this tension became clear as Salem Village's communally oriented farmers directed their wrath toward Salem Town's competitive and individualistic merchants."¹

¹Paul S. Boyer, et al., *The Enduring Vision*, 2nd ed (Boston: D.C. Heath, 1994), 50.

EXAMPLE 1: The Salem witchcraft scare revealed profound anxieties over social change. The underlying causes of this crisis became clear as Salem Village's community-minded farmers focused their anger on Salem Town's aggressive and individualistic merchants.¹

¹Paul S. Boyer, et al., *The Enduring Vision*, 2nd ed. (Boston: D.C. Heath, 1994), 50.

In this example slight alterations have been made in the wording of sentences, but significant portions of the original passage are presented as the student's own words. In addition, the original syntax is maintained. The student cited the source and thus did not plagiarize Paul Boyer's ideas; but the student plagiarized Boyer's words and sentence structure.

EXAMPLE 2: Underneath the accusations of witchcraft, were intense and understandable concerns over the rapid pace of social change in New England. When one examines the evidence to identify accusers and accused, this climate of uneasiness and suspicion becomes clearer. Poor, communal farmers in Salem Village distrusted the new values of worldliness and individualism displayed by the merchants of Salem Town.¹

¹Paul S. Boyer, et al., *The Enduring Vision*, 2nd ed. (Boston: D.C. Heath, 1994), 50.

In this example the author has employed his own words, altered the sentence structure, and supplied a citation that indicates that these ideas were not his own, and came from another source. This example correctly paraphrases, or re-words, the original source. The use of two words—social change—from the original source does not constitute

plagiarism. On occasion a writer may be stumped and have to use a word from the original—there are, after all, only so many ways of presenting an idea. In this example only two words are used, and that does not constitute plagiarism. Still, it is always better present information in your own words. For example, if the writer of your source characterizes an idea as esoteric, a word you and your friends wouldn't dream of using, it's better to present that thought in your own vernacular, and write private or confidential instead. It is important to

remember that Example 2 is just that—an example. The author could have paraphrased the passage differently and it still would have been correct, so long as he employed his own words and sentence structure, and supplied a proper citation.

CITATIONS: Cite the source(s) of your ideas. When writing an essay for this course, employ Turabian style of citation, which is based on the Chicago Manual of Style. If you're presenting your own ideas or conclusions, there's no need for a citation unless those conclusions are based on evidence drawn from other sources.

IMAGES: This also applies to images that may be provided as part of a presentation or paper. Please be certain to properly cite ALL sources.

PENALTIES: The penalty for plagiarism varies according to the seriousness of the offense. When a student inadvertently plagiarizes part of a sentence or a few words, which usually results from sloppiness and lack of proofreading, the penalty is a reduced grade for the assignment. In cases where the student plagiarizes other sources

throughout a paper—for example, lifting substantial portions of a paper from Internet or library sources or another student—the penalty will be **AT MINIMUM, FAILURE FOR THE ASSIGNMENT, AND UP TO FAILURE FOR THE COURSE AND/OR ADMINISTRATIVE WITHDRAWAL**. If, based on information from other university professional staff, I determine that the student has been guilty of plagiarism before in other classes, the student will be dropped from the class and given an **F. BEHAVIOR**

Write your expectations for students enrolled in this course.

DRESS CODE

In keeping with the mission of the university, students should remember that modesty is the key to determining appropriate dress. Students are expected to comply with the dress code located in the Student Handbook. A student who is asked by an instructor to change clothes should comply immediately.

TECHNOLOGY

Using Technology in the Classroom

Using electronic devices in the classroom can enhance or hinder learning outcomes. Thus, the following guidelines must be adhered to:

1. Cell phones and other communication devices should be turned off or silenced and not used while in class unless otherwise permitted by the instructor.
2. Electronic devices are to be used solely for purposes related directly to the class. This might include, but is not limited to, applications, note taking, viewing of presentation material, or instructor-directed Internet searches or projects. Use of electronic devices for reasons not directly related to the class is strictly prohibited.
3. Occasionally, an instructor may prohibit or limit electronic devices in the classroom. For example, an instructor may prohibit electronic devices during exams.
4. The instructor must state in the syllabus consequences for those who violate this policy.

www.fhu.edu/policy: Policy 3.2.2.26 Using Technology in the Classroom

Additional information and details for this course

Write specific details regarding your policy here.

MINIMUM COMPUTING REQUIREMENTS

The following recommendations should be used when choosing a notebook (laptop) to use at Freed-Hardeman University. These configurations allow computers to run hardware and software in a manner to give our students the best learning experiences both inside and outside of the classroom.

The recommended hardware systems specified are sufficient to run new operating systems, as they are made available.

Note: The below recommendations represent basic computer configurations for students. Some courses or majors may require additional hardware and/or software to successfully complete the course. Contact your instructor or program coordinator for specific course requirements.

Important: FHU's learning systems will require high speed Internet access (1.5 Mb or higher).

Student Computing Standards: Minimum Configurations

	Minimum	Recommendation
Operating System	Mac OS X 10.12 Windows 10 (64-bit)	Mac OS X 10.13 Windows 10 (64-bit)
Processor	Intel i5 (2.0 GHz or higher)	Intel i7 (2.67 GHz or higher)
Memory	4GB RAM Minimum	8GB RAM
Disk Space	250GB Hard Drive Minimum	500GB Hard Drive or more Solid State Drive (Performance)
Wireless Network Access	802.11 n	802.11 n/ac
Other Hardware	Web Camera and Microphone	Web Camera and Microphone
Application Software	Microsoft Office	Microsoft Office

Additional Assistance

Contact the HelpDesk at <http://helpdesk.fhu.edu> or by phone at 731-989-6111 for additional assistance.

Additional software or hardware requirements for this course

Write specific details regarding your policy here.

FOOD AND DRINK

Food, drinks and candy are not to be brought into classrooms with the exception of clear water.

www.fhu.edu/policy: Facilities and Campus Grounds, Section 4.1.1

DISABILITY SERVICES

Freed-Hardeman University is committed to providing equal opportunity in education to qualified students. The University looks to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 for standards. Those students with a disability who are prevented from meeting course requirements in the way the course is regularly taught should contact the Office of Student Accessibility by phone (731) 989-6029 or by email mellis@fhu.edu. Students are required to provide documentation from an acceptable evaluator in order to receive accommodations.

The University will assist an individual who has a documented disability with appropriate accommodations and modifications; but does not, however, guarantee successful completion of a course or a program. Students must cooperate with the University and take responsibility for learning. Those with an approved accommodation plan should notify the instructor of any affected class within the first three days after receiving accommodations.

Accommodations are not effective retroactively, and students are encouraged to register upon realization of need for services.