COMM 1113
SPEECH COMMUNICATION

Enrollment must be CONFIRMED by noon Friday or you will be dropped from all classes.
GRADING INFORMATION

• I USE 10% SCALE WITH 90 AS AN A.
• LATE OUTLINES ARE NOT ACCEPTED.
• ABSENCES WILL BE HANDLED AS PER PAGE 2 OF THE COURSE DESCRIPTION.
• SEVEN (7) UNEXCUSED ABSENCES (20%) IS AN AUTOMATIC F.
ABSENCES

• ONLY UNIVERSITY ACTIVITIES WILL NORMALLY BE EXCUSED.

• JURY SUMMONS, SUBPOENAS, ETC, WILL ALSO BE EXCUSED.

• MEDICAL CONDITIONS MAY BE CONSIDERED—SEE ME.

• IN ALL Instances, I NEED A COMPLETED ABSENCE FORM.
ABSENCE FORMS

• ARE AVAILABLE ON-LINE AT
  http://www.opsu.edu/UnivSchools/LiberalArts/russGuthrie/russGuthrie.htm

• MAY ALSO BE OBTAINED FROM ME

• NO COMPLETED FORM = NO EXCUSED ABSENCE
LATE TO CLASS?

• IF YOU ARRIVE LATE, CHECK WITH ME AT END OF CLASS OR YOU REMAIN ABSENT ON ROLL

• DO NOT DISTURB A SPEAKER BY ENTERING

• THREE TARDIES = ONE ABSENCE
INCLEMENT WEATHER

• CLASS WILL MEET

• CONTACT ME IF YOU BELIEVE IT IS UNSAFE TO COMMUTE FROM OUTSIDE GOODWELL

• I PREFER LIVE STUDENTS WHO DON’T MAKE IT TO CLASS OVER STUDENTS WHO WILL NEVER ATTEND AGAIN
CLASS RULES

• Hats, caps, & all other head coverings are not to be worn during class [this applies to both genders].
• The use of tobacco in any form is prohibited.
• If you bring a drink to class, dispose of the container properly.
• Please be courteous to speakers and give them your full attention.
• Cell phones, pagers, and other electronic media are to be turned off during class. Use of any during testing will be considered academic dishonesty.
• If you leave during class, don’t return. Exception: consult with instructor before class and sit by door.

• Academic misconduct, as defined on pages 73-74 of the General Catalog, may result in any or all of the following: a grade of zero on the assignment, a failing grade in the course, and/or suspension from the university.
WRITTEN ASSIGNMENTS

• MUST BE TYPED OR WORD-PROCESSED

• 8 ½ X 11 PAPER

• ONE SIDE ONLY

• BIBLIOGRAPHIES/WORKS CITED MUST ADHERE TO MLA OR APA STYLE
SPEECHES

• 3 MAJOR GRADED PERFORMANCES
  – Demonstrative
  – Informative
  – Persuasive
• EACH WILL BE TIMED
• EACH REQUIRES AN OUTLINE
• THERE IS NO Q & A SESSION AFTER A SPEECH
• APPEARANCE WILL BE PART OF GRADE
TESTS

• MOSTLY OBJECTIVE QUESTIONS
• TAKEN FROM TEXT & CLASS NOTES
• ONE ESSAY OR LONG ANSWER
• NO STUDY GUIDES
• MAKEUPS ONLY IN EXTRAORDINARY CIRCUMSTANCES
Levels of Communication

- Intraphenomenal
- Interphendral
- Public
- Mass
HOW MUCH DO WE COMMUNICATE IN A DAY?

30% Communication
70% OTHER
BASIC COMMUNICATION ACTIVITIES

- READING
- WRITING
- TALKING
- LISTENING
HOW WE SPEND OUR COMMUNICATION DAY

Reading  Writing  Talking  Listening

<table>
<thead>
<tr>
<th>Activity</th>
<th>Reading</th>
<th>Writing</th>
<th>Talking</th>
<th>Listening</th>
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<tbody>
<tr>
<td></td>
<td>15</td>
<td>10</td>
<td>25</td>
<td>45</td>
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Symbols:
- Light blue bar for Reading
- Purple bar for Writing
- Teal bar for Talking
- Yellow bar for Listening