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

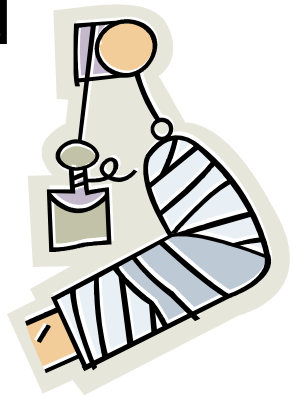
- ARE AVAILABLE ON-LINE AT http://www.opsu.edu/UnivSchools/LiberalArts/russGuthrie/russGuthrie.htm
- MAY ALSO BE OBTAINED FROM ME
- NO COMPLETED FORM = NO EXCUSED ABSENCE

LATE TO CLASS?

- IF YOU ARRIVE LATE, <u>CHECK WITH ME AT END OF CLASS</u> 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.

RULES CONT.

- 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

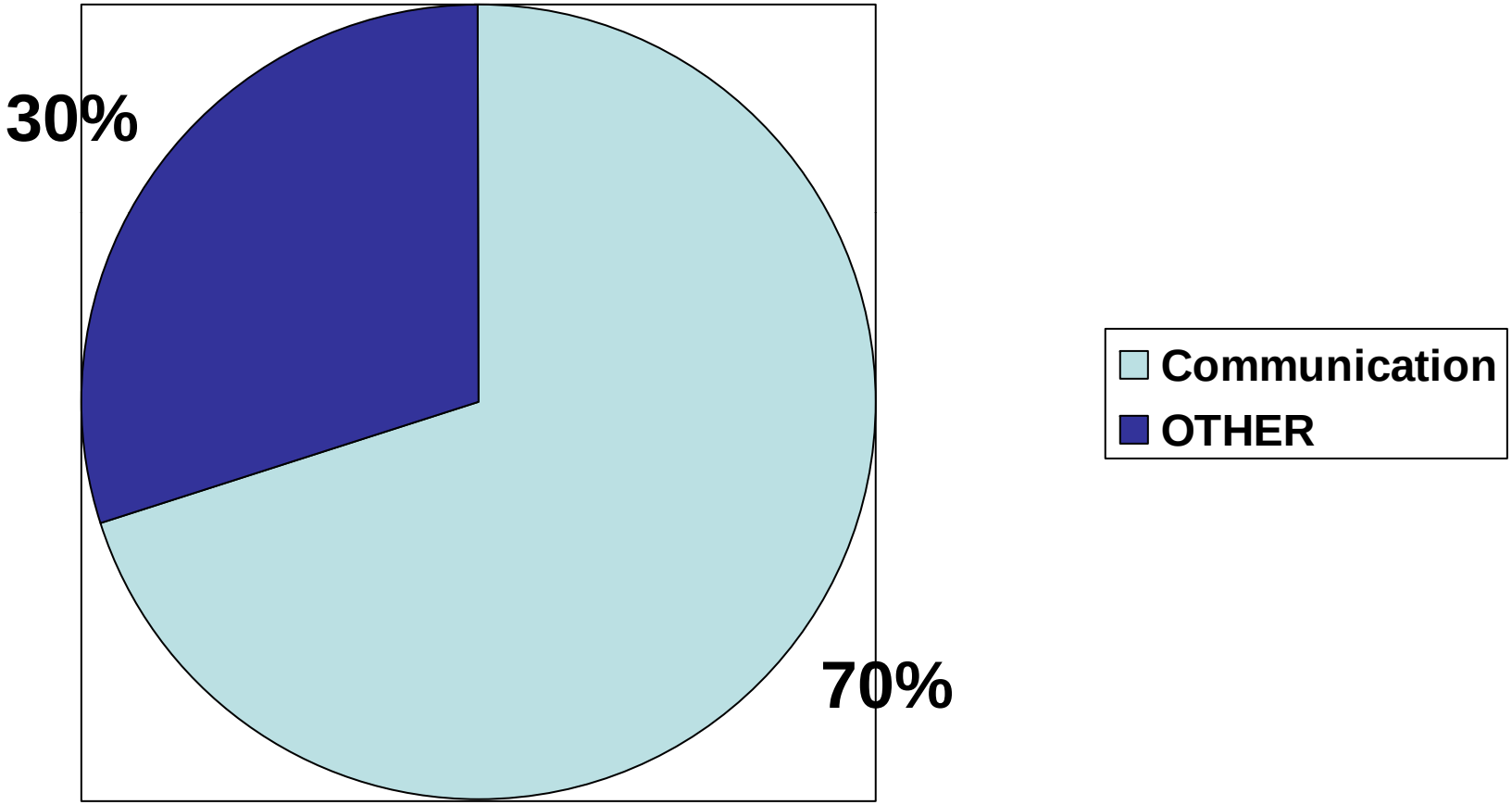
TESTS

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

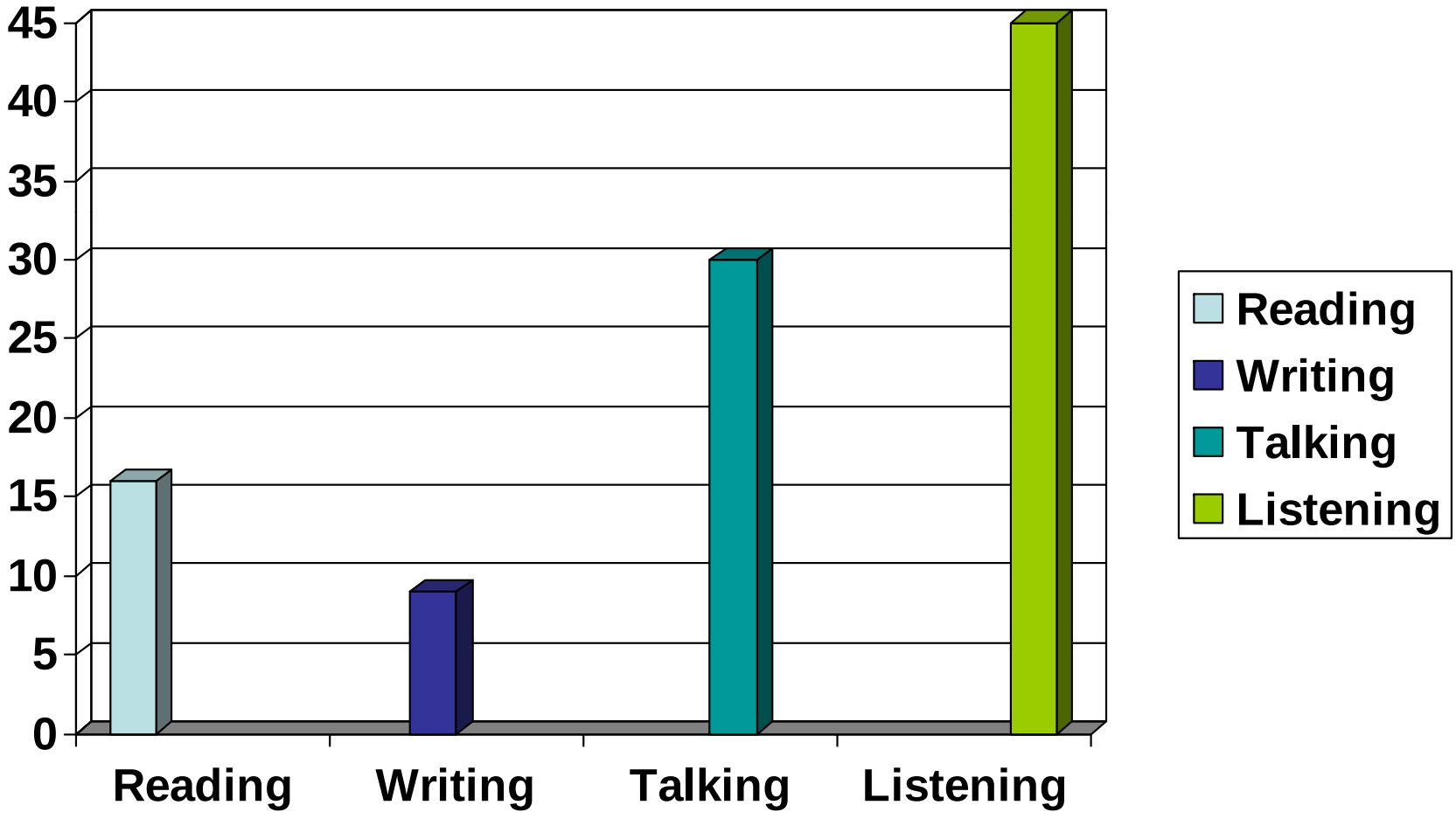
Levels of Communication

- Intrapersonal
- Interpersonal
- Public
- Mass

HOW MUCH DO WE COMMUNICATE IN A DAY?



BASIC COMMUNICATION ACTIVITIES

- READING
- WRITING
- TALKING
- LISTENING

HOW WE SPEND OUR COMMUNICATION DAY