

**MARION TECHNICAL COLLEGE  
COURSE SYLLABUS**

COM 1400

Oral Communications

Arts &amp; Science Department

TAG Approved Course – OCM 004

**CREDIT HOURS:** 3

**PREREQUISITE(s):** None

**DAY/TIME:** \_\_\_\_\_

**INSTRUCTOR(S):** Dr. Teresa Plummer      **BLDG/OFFICE NO:** Bryson Hall Room 102E

**TELEPHONE:** 740-389-4636      **EMAIL:** plummert@mtc.edu

**IN CASE OF EMERGENCY:**      Dial 9-911 from any office or courtesy phone on-campus.

**COURSE DESCRIPTION:**

This class prepares the student for communication for the job. Topics included are speaking, outlining, researching and documenting research, communicating nonverbally, and critically thinking. Students will give four speeches.

**TEXTBOOK:** *Exploring Public Speaking***AUTHOR(s):** Barbara Tucker and Kristin Barton**PUBLISHER:** University System of Georgia**YEAR/EDITION:** 4th Edition**TEXT LINK:** <https://www.oercommons.org/courses/exploring-public-speaking/view>**OTHER RESOURCES/ TEXTBOOK:** Canvas will be used to post grades and course materials.

**\*NOTE: A copy of the text is on reserve at the MTC library. You may check it out for periods of 24 hours at a time.**

**MAJOR COURSE LEARNING OBJECTIVES**

1. Students will deliver four major speeches.
2. Students will deliver speeches to inform and to persuade.
3. Students will organize speeches using outlines.
4. Students will recognize required components of an introduction and conclusion.
5. Students will use appropriate visual aids in at least one speech.
6. Students will develop critical thinking and listening skills.
7. Students will use appropriate nonverbal communication in the speeches.
8. Students will integrate research into their speeches.
9. Students will document speeches using appropriate techniques.
10. Students will support a proposition of fact, value, or policy.
11. Students will use varied appeals to establish arguments.
12. Students will select and use the best type of persuasive speech to elicit desired audience responses.
13. Students will display open-mindedness by choosing a topic that is counter to their beliefs, attitudes, or actions.

**ADDITIONAL INFORMATION:**

Eating and drinking is not permitted in any computer classroom or lab. All copyright laws will be observed. It is illegal to copy software.

**EVALUATION PROCEDURES****ATTENDANCE AND PARTICIPATION:**

Consistent with class attendance Policy #721, the student is responsible for attending every class and for the material presented. If a student will not be attending a class, he or she is responsible to contact the instructor and to make sure all assignments are completed. For this course, attendance is based on completion of assignments. When no major assignment is due, an attendance quiz will be posted to track attendance.

**GRADING PROCEDURES:****The grades for this course will be calculated as follows:**

4 Speeches - (100 Points Each – 400 Points Possible)

You will be responsible for giving four speeches during the quarter. Each speech is worth 100 points toward your final grade. You may deliver your speech on campus or you may record your speech.

Midterm Exam – 50 Points

The midterm exam is worth 50 points. A review sheet will be posted on Canvas. You are responsible for reviewing all posted handouts as well as textbook information.

Final Exam - 100 Points

The final exam this quarter which is worth 100 points toward your final grade. A review sheet will be posted on Canvas. You are responsible for information from class handouts as well as textbook information.

Video Clip Quiz Assignments – (20 Points Each – 60 Points Possible)

Links to video clips will be posted. After watching the video, students will take a quiz about the video. The questions on each quiz will be provided before students take the quiz. (In other words, find the answers to the quiz as you watch the videos.)

Self Evaluations – (10 Points Each – 40 Points Possible)

After delivering each speech, students will complete an evaluation form about the speech being delivered. Forms will be posted on Canvas. Please submit the assignment through the link provided on Canvas.

In-Class Work and Homework – 100 Points

**FINAL GRADE CALCULATION:**

90-100% = A

80-89% = B

70-79% = C

60-69% = D

0-59% = F

**MAKE-UP AND LATE POLICY:** Late work is permitted only in documented emergency situations. Examples of documented emergency situations include illness (with a doctor's excuse provided to the instructor), funeral (with an obituary provided to the instructor), or a family emergency (with documented evidence of the emergency provided to the instructor). Students **MUST** contact the course instructor prior to the due date of the assignment to request an extension. If this request is not made prior to the date/time that the assignment is due, then no extension will be granted. All late work, regardless of reason, is assessed a late penalty of 10% per week. Absolutely no work will ever be accepted more than two weeks after the original due date, regardless of reason.

## COLLEGE GRADUATE COMPETENCIES

Assessment begins with a clear understanding of what students are expected to learn. College Graduate Competencies (CGC's) are common to all areas of study and apply to all students. The individual sub-skills defined in each CGC are taught, reinforced, and/or periodically measured in various courses throughout the curriculum. The six CGC areas and statements are:

1. **Communications:** Communicate effectively both written and orally.
2. **Mathematics:** Solve problems using mathematics.
3. **Problem-Solving:** Solve problems through analysis, creativity, and synthesis to make informed decisions.
4. **Professionalism:** Demonstrate good work habits, effective interpersonal and teamwork skills, and a high level of professionalism.
5. **Technology:** Use technology tools efficiently and effectively to perform personal and professional tasks.
6. **Diversity:** Exhibit respect and sensitivity for individual and institutional differences.

## COMMUNICATIONS DEVICE USAGE

All personal communication devices, including cell phones, must be set to vibrate or off while in classrooms, labs and participating in other class-related activities, unless the use of such a device is specified in the official course syllabus. Infractions will result in warnings and, eventually, grade-related penalties. Exceptions must be approved in writing by the instructor.

Additionally, all personal communication devices, including cell phones, must be deactivated (turned completely off) during exams, quizzes or other evaluations. Any student found to be using a communication device during an exam will be given a grade of zero for the exam.

## ACADEMIC MISCONDUCT

Examples of dishonest or unacceptable scholarly practice at Marion Technical College include but are not limited to:

- A. Work copied verbatim from an original author; work copied practically verbatim with some words altered from the original without proper credit, i.e., reference citations, being given; a copyright explanation and more information is available at [www.copyright.com](http://www.copyright.com).
- B. Copying answers [and/or electronic data] from another's test paper, quizzes, notes, book, etc.
- C. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice, such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students.
- D. Falsification of clinical, practicum, or laboratory records.
- E. Plagiarism – using someone else's ideas or words as your own. In an educational setting you can avoid plagiarism by providing appropriate source documentation. For more information on plagiarism, visit [www.plagiarism.org](http://www.plagiarism.org).

## FINANCIAL AID ATTENDANCE REPORTING

Marion Technical College is required by federal law to verify the enrollment of students who participate in Federal Title IV student aid programs (Federal grants and student loans) and/or who receive educational benefits through the Department of Veterans Affairs. It is the responsibility of the College to identify students who do not commence attendance or who stop attendance in any course for which they are registered and paid. Non-attendance is reported by each instructor, and can result in a student being administratively withdrawn from the class section. Please contact the Financial Aid Office for information regarding the impact of course withdrawals on financial aid eligibility.

**ADDENDUM(s)**

1. Requirements for speeches
2. SRC Addendum

**SPEECH 1 REQUIREMENTS**

- ✓ This speech should teach “how to” do something.
- ✓ You will need to demonstrate (show us how to do) the subject of the speech. If you do not physically show us how to perform a process, then you will not earn a passing grade.
- ✓ The time limit is 3-7 minutes.
- ✓ A penalty of 1 point for every 10 seconds under time or overtime will be assessed (up to a maximum of a 10 point penalty).
- ✓ An outline is required and must be submitted to the instructor prior to speaking – this outline must follow the format posted on Canvas.
- ✓ You need to be attentive and respectful of the speaker – a penalty of up to 10 points may be assessed if you are not attentive and respectful.
- ✓ At least one visual aid is required.
- ✓ The speech should be delivered extemporaneously.

**SPEECH 2 REQUIREMENTS**

- ✓ This speech should inform us.
- ✓ You will need a minimum of one outside source:
  - The source must be cited in the speech and
  - A References Page must be submitted prior to speaking.
- ✓ The time limit is 3-7 minutes.
- ✓ A penalty of 1 point for every 10 seconds under time or overtime will be assessed (up to a maximum of a 10 point penalty).
- ✓ You need to be attentive and respectful of the speaker – a penalty of up to 10 points may be assessed if you are not attentive and respectful.
- ✓ An outline is required and must be submitted to the instructor prior to speaking – this outline must follow the format posted on Canvas.
- ✓ Although no visual aid is required, the use of a visual aid is strongly encouraged if will add understanding for the audience.
- ✓ The speech should be delivered extemporaneously.

**SPEECH 3 REQUIREMENTS**

- ✓ This speech should persuade us to do something or believe something.
- ✓ The time limit is 3-7 minutes.
- ✓ You will need a minimum of three outside sources:
  - The sources must be cited in the speech and
  - A References Page must be submitted prior to speaking.
- ✓ A penalty of 1 point for every 10 seconds under time or overtime will be assessed (up to a maximum of a 10 point penalty).
- ✓ An outline is required and must be submitted to the instructor prior to speaking – this outline must follow the format posted on Canvas.
- ✓ You need to be attentive and respectful of the speaker – a penalty of up to 10 points may be assessed if you are not attentive and respectful.
- ✓ The speech should be delivered extemporaneously.

Topic Limitations: I would like to request that no one speak on the subject of animal abuse. This is a sensitive topic for me, and I become very emotional about this subject. When I am emotional, I find it difficult to listen. Therefore, I would like to respectfully request that this topic be avoided. Similar topics are fine. For example, you might try to get us to donate money to a no-kill animal shelter. Or, you might try to convince us to spay and neuter our animals. I apologize if this causes any inconvenience.

**SPEECH 4 REQUIREMENTS**

- ✓ This speech should persuade us to do something or believe something.
- ✓ Choose a topic that opposes what you really believe.
- ✓ The time limit is 3-7 minutes.
- ✓ You will need a minimum of three outside sources:
  - The sources must be cited in the speech and
  - A References Page must be submitted prior to speaking.
- ✓ A penalty of 1 point for every 10 seconds under time or overtime will be assessed (up to a maximum of a 10 point penalty).
- ✓ An outline is required and must be submitted to the instructor prior to speaking – this outline must follow the format posted on Canvas.
- ✓ You need to be attentive and respectful of the speaker – a penalty of up to 10 points may be assessed if you are not attentive and respectful.
- ✓ The speech should be delivered extemporaneously.

This is the most unusual speech that we deliver because you must choose a topic that is the opposite of what you really believe. You do not have to choose a controversial subject!

Topic Examples:

Example 1: I buy shampoo at Meijer or Wal-Mart. For this speech, I might try to persuade everyone to only buy expensive salon shampoos.

Example 2: I believe that pets should be adopted from animal shelters. For this speech, I will try to persuade everyone to adopt only purebred animals.

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## MTC Syllabus Addendum

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The following information is provided to help make you more aware of resources which may aid in your academic success. For additional information on these topics, please refer to [www.mtc.edu](http://www.mtc.edu), the Student Handbook, or an MTC staff or faculty member.

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**Tutoring:** Free one-on-one, small group and online tutoring services are available for many of the classes you take at MTC. If you are having difficulties in a course, it is very important to immediately seek out solutions for your academic concerns. Falling behind will quickly create additional problems. For more information about tutoring, please contact Kathy Rice in the Academic Success Center in Bryson Hall, Room 197 or email [ricek@mtc.edu](mailto:ricek@mtc.edu).

Your instructors want to see you succeed and are available to answer questions before, during, and after class. Your study skills may also be enhanced by forming a study group, becoming friends with a classmate, preparing assignments early, managing your time using a weekly planner, and prioritizing to-do lists.

**Students with Disabilities:** If you believe yourself to have a physical, learning or mental disability preventing you from being successful in your class, contact Jenifer Montag in the Student Resource Center, Room 183 or email [montagi@mtc.edu](mailto:montagi@mtc.edu). Students with certain disabilities may qualify for specific academic accommodations. Academic accommodations are considered and approved through the **Office of Student Disability Services**.

You should inform your instructor the first week of classes of any medical or learning conditions that might impact the classroom or your ability to learn.

**Drug/Alcohol & Mental Health Concerns:** The SRC has a licensed mental health counselor on staff to guide you on getting help with personal matters that may distract you from performing well in your studies. Contact Mike Stuckey at [stuckeym@mtc.edu](mailto:stuckeym@mtc.edu) or 740-386-4171 if you believe a counselor can be of assistance regarding topics such as depression or persistent sadness, feeling overwhelmed, stress, difficulties making decisions, anxiety, or substance abuse.

Illegal use, possession, or distribution of alcohol or drugs is strictly prohibited on the Marion Campus. As of August 1<sup>st</sup>, 2016, the Marion Campus, which includes all buildings, grounds, and parking lots, is now tobacco free. For more information, please visit MTC's website.

**Academic Advising:** It is in your best interest to get to know your academic advisor. Not only is your advisor available to guide you in course selection, registration, and career planning, he/she can be helpful in discussing academic difficulties and personal goals. Communicate with your advisor on a regular basis. Your advisor needs to be considered a significant part of your life for the years ahead. If you are not sure of your advisor's name or office location, log-in to MyPlan (academic planning website) through MyMTC. You can also check with your academic department secretary or the Student Resource Center.

**Financial Aid:** Regularly attending class is critical in achieving academic success. If you receive some form of financial aid, such as the Pell Grant and/or the Federal Direct Student Loan, **federal regulations require you to attend classes**. In part, this is why your instructor records attendance. Maintaining satisfactory academic progress (SAP) is important in preserving your future eligibility for financial resources. If you ever have questions or concerns, please contact the Office of Financial Aid.

### **Emergency Procedures**

MTC is committed to providing a safe and secure environment for students. We want you to have the resources and knowledge that aid your response to emergency situations in an appropriate and confident manner. MTC shares Public

Safety Services with the Ohio State University at Marion (OSUM) and employs two officers. Additionally, MTC and OSUM contracts with the Marion County Sheriff's Office to cover campus security when needed.

**"Buckeye Alert" Emergency Notification System:** MTC students are automatically signed up to receive campus wide emergency notifications when they provide their cell phone number during the admission process. Buckeye Alert will be used to notify the campus community of campus wide emergencies, closings, and crime alerts. Emergency notifications for the campus may be generated by the OSU Public Safety Services. Phone numbers are not related to other parties and are strictly used for emergency notifications only.

**911 Emergencies:** In the event of a medical, fire, or safety/security incident requiring an emergency response, please call 911. Phones are located in most MTC classrooms.

<b><u>Important Numbers:</u></b>	Marion Campus Public Safety (Non-Emergency)	740-725-6300
	Marion County Sheriff's Office (Non-Emergency)	740-382-8244
	Marion Township Fire Dept (Non-Emergency)	740-387-5404

**Public Safety Escort:** A safety escort is available during campus hours. The service is free and requires your MTC identification card. To arrange a safety escort, contact the Marion Campus Public Safety Office at 740-725-6300.

**Active Shooter:** Be familiar with your options in the event of an active shooter. If you can escape, do so immediately! Run away from the campus. If you cannot escape, lock and barricade the door. Remain quiet and silence all electronic devices and phones. Do NOT huddle together or stay close. Spread out in the room and develop a way to attack the shooter if they enter the room. An informative six minute video "Surviving an Active Shooter" is available for viewing at <https://www.youtube.com/watch?v=9Z9zkU--FLQ>. We encourage you to watch this video to better prepare should an active shooter incident take place on campus.

**Building Evacuation Maps:** There are building evacuation maps located in each campus building. Maps in the single floor buildings are located near the doors. Maps are located in multiple floor buildings at the top of each staircase. The maps include the following information: exit and exit routes (for evacuation), assembly points (to meet in the event of an evacuation), severe weather shelter areas (in the event of a tornado or inclement weather), and AEDs (Automated External Defibrillator – for use in the case of a heart attack).

Be prepared in the event of an emergency. Familiarize yourself with the maps in each building you utilize. Note where the fire extinguishers are located in each building along with fire alarm pull stations.

**Emergency Procedures Flip Charts:** Familiarize yourself with the quick reference flip charts, conveniently hung on hooks in all classrooms and department areas close to the doors. They provide information on various emergency procedures and contain safety information that is beneficial for you to know.

**MTC Website:** Additional safety and security information can be found online at <https://www.mtc.edu/current-students/health-safety-services/>, or go to the MyMTC website and scroll down to Campus Resources. Note: some links will route you to the OSU Safety and Security website.

