

Syllabus for
COM 101—Oral Communication
3 Credit Hours
Fall 2021

Coronavirus: All faculty members and students are expected to be face-to-face in the classroom except under conditions provided in the ORU Coronavirus Response Plan, which can be found at <https://oru.edu/campus-health/>.

I. COURSE DESCRIPTION

- A. An investigation of basic principles of communication and their application to intrapersonal, interpersonal, small group, and public communication. (Honors sections are available for this course.)
Course fee: \$5.
- B. The course interweaves theory and practice in three interrelated units with intercultural and ethical responsibilities.
 - 1. Unit I explores communication within an individual with lectures and exercises on perception, self-concept, thinking, speaking, listening, and nonverbal communication. Objectives include recognizing that any person's knowledge is to a great extent unique, biased, selective, and perhaps even distorted.
 - 2. Unit II explores communication to build, evaluate and improve relationships in careers, marriages, families etc. Students practice skills as a participants and leaders through a group presentation.
 - 3. Unit III builds on units one and two. Each student presents a five-minute informative and a seven-minute persuasive speech. This unit may also explore mass communication. The objective is to practice communicating Truth in larger groups.

II. COURSE GOALS

- A. Grapple with the importance of spoken and unspoken communication by the self, others, and the Lord.
- B. Anticipate the limitations of communication in daily life, careers, and cross cultural situations.
- C. Improve communication skills via guided introspection and reviews from peers and the instructor.
- D. Adjust to communication situations.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

- A. Develop empathy and influence by identifying contributing factors to the self and to perceptual patterns.
- B. Improve relationships and comprehension by distinguishing among stages, types, and purposes of listening.
- C. Speak with clarity and cultural sensitivity.

- D. Monitor nonverbal messages.
- E. Nurture relationships with appropriate self-disclosure.
- F. Promote peace and efficacy through conflict management, working within and leading groups.
- G. Plan and structure public presentations with integrity.
- H. Deliver a presentation with confidence.
- I. Meet community needs through an informative speech.
- J. Offer an ethical persuasive speech.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

A. Required Materials

1. Textbook: ISBN 978-1-5249-6719-2 *Becoming a Better Communicator A Basic Course in Interpersonal and Public Communication 3rd edition* by Gallagher, Farmer, McMurray, Miller, Olsen, published by Kendall Hunt new or used, electronic or hard copy
2. Workbook: *Becoming a Better Communicator A Basic Course in Interpersonal and Public Communication Workbook* by Miller published by Kendall Hunt required and available in the campus bookstore. The Workbook must be new, hard copy, and current for this semester.
3. Other:
 - a. Audio-video recording device such as a phone or computer
 - b. Syllabus may be accessed on line. From (<https://syllabi.oru.edu>)
 - c. One or more scantrons for exams, 40-50 questions each

B. Presentational aids for group and individual presentations.

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
2. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include, but are not limited to the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;

- d. Creating results for experiments, observations, interviews, or projects that were not done;
- e. Receiving or giving unauthorized help on assignments.

By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment, or failing the course, or expulsion from the University, as determined by department and University guidelines.

- 3. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
- 4. Students are to be in compliance with University, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the WPA handbooks for requirements regarding general education and the students' majors.

B. Department Policies and Procedures

- 1. **Attendance**—At Oral Roberts University, students are expected to attend all classes. Understanding that there are sometimes unavoidable circumstances that prevent perfect attendance, each student is allowed to miss class the number of times per week a class meets. This allowance is for illness, personal business, and personal emergency. Students may consider this personal days or sick leave. If a student has absences in excess of this number, the earned grade for the course will be reduced one letter grade for each hour's absence above those allowed. Extended illnesses are handled on an individual basis and require a doctor's excuse.
- 2. **Administratively Excused Absences**—Students who must miss class for University sponsored activities must follow these procedures:
 - a. Inform the professor before the event.
 - b. Arrange to complete missed work within one week.
 - c. Not commit to class performances (oral reports, speeches, television tapings, group presentations, etc.) on a date the student will be gone. Makeup work is not permitted if the student voluntarily commits to a performance on the date of an administratively excused absence.
 - d. Present an excuse, signed by the Dean or the department issuing the administrative excuse, the day the student returns.
- 3. **Tardies**—Tardies are an inconvenience to the other class members and the professor, and they prevent the late student from obtaining maximum value from the class. Therefore, tardies are calculated in the attendance provision of this course. Three tardies equal one absence and are included in the absences when determining the course grade. It is to the student's advantage to make sure that the professor is informed immediately following the close of the class that the student was tardy and not absent. It is not the professor's responsibility to stop the class to mark the student late; the student is the one responsible to convey that information following that class. Students should not expect to be credible the following class session concerning a late arrival on a previous day.
- 4. **Late Work**—The student is responsible for obtaining class assignments and material covered during an absence. All work must be completed as scheduled. An absence is not an excuse for turning in late work or for being unprepared with assignments for the class following the absence. If late work is accepted, a substantial penalty will be assessed.
- 5. **Literacy**—The School of Communication & Public Affairs does not accept for credit any written assignment that contains more than an average of three grammatical, spelling, and/or typographical errors per page.

6. **Whole Person Assessment**—Refer to the General Education WPA handbook for policies.

C. Course Policies and Procedures

1. Assignments and Evaluation Procedures

- a. This course is comprised of lectures, discussions, exercises, and student speeches.
- b. All readings, projects, quizzes, speeches, and other responsibilities must be done well and on time to receive credit.
 - i. Normally they may not be made up.
 - ii. Both the informative speech and the persuasive speech must be completed in class to pass the course.
 - iii. The reading assignments shown on the daily schedule should be completed by the date shown because quizzes over reading assignments may be given at any time.
- c. Students may choose their own speech topics within the framework of the specific goal of the assignment and the needs and moral acceptance of the audience and the honor code of the university.
 - i. An acceptable outline will be submitted prior to each oral presentation.
 - ii. Use of note cards is prohibited or restricted to direct quotes or statistics.
- d. Documents submitted for credit must be compatible with Microsoft Office 2003.
- e. Oral Communication classes do not accept for credit any document containing **MORE THAN THREE ERRORS ON THE FIRST PAGE.**
- f. The instructor may ask the class to attend and evaluate an event(s) to observe communication processes.
- g. The grading for the course will be determined according to this formula.

Exams:	Three unit exams (40-50-multiple choice) and a comprehensive final exam (40-50-multiple choice)	40%
Other:	Assignments, quizzes, group project, papers, speech outlines, and speeches.	60%
		100%

2. Whole Person Assessment Requirements

- a. The small group project: group evaluation: 4B Interpersonal Skills in Group Settings
- b. The persuasive speech: 4A Communication Skills
- c. The professor, not the student, will make all ePortfolio submissions.

3. Other Policies and/or Procedures:

- a. If the professor's office hours are not convenient, students may request an appointment for another time.
- b. Exam Procedure
 - (1) Makeup tests are allowed only for academically excused absences (no late test fee), for verified medical excuse (with payment of a \$15 late-test fee at the Student Accounts Office), and for other dire emergencies (payment of late-test fee). All late tests, regardless of reason, may require additional essay and true-false questions and/or different multiple-choice questions.
 - (2) Students must return the test booklet and scantron with their names and

- section numbers to earn credit.
- (3) Students who bring any bags, books, notebooks, electronic devices including phones, or notes to the final exam may forfeit credit. Neither ORU nor any faculty member is responsible for the property of any student.
 - (4) Students should always mark just one response on an exam. There is never more than one "best" answer.
 - (5) Students who encounter questions that seem problematic may complete the Test Question Rationale Form. Every student has a means of very respectable "protest". The faculty welcomes the students' contributions to make Oral Communication a better class.

VI. COURSE CALENDAR

This calendar may be modified.

**Oral Communication Fall 2021
COURSE CALENDAR**

Week		Class Topic	Students: <ul style="list-style-type: none"> • have read this chapter • have this assignment ready • will take this exam, perform this presentation, etc.
1		Class Orientation, Better Communicator's Overview <i>Optional: Assignment of:</i> <ul style="list-style-type: none"> • <i>Self-Introduction Speech in workbook</i> • <i>Annotated Bibliography in workbook</i> • <i>Orientation Quiz</i> De-enrollment	Ch. 1
2		Self-Aware, Perceptive, <i>Optional:</i> <ul style="list-style-type: none"> • <i>Fish Philosophy</i> • <i>Johari Window(assigned one day for homework, analyzed another day)</i> • <i>YouTube Perception Check 101</i> • <i>Chapter quizzes</i> 	Ch. 2, 3
3		Nonverbal Assign Group Project pages in workbook <ul style="list-style-type: none"> • <i>Presentation rubric</i> • <i>Interpersonal rubric</i> • <i>Reflection</i> <i>Optional:</i> <ul style="list-style-type: none"> • <i>Nonverbal Hunt</i> • <i>Group officers/norm setting from workbook</i> • <i>Exam Review Preparation in workbook</i> 	Ch. 4

		<ul style="list-style-type: none"> • <i>Chapter Quiz</i> 	
4		<p>Listening Assign Interpersonal Reflection Exam I <i>Optional:</i></p> <ul style="list-style-type: none"> • <i>Exam Review from workbook</i> • <i>Role playing non-empathic listening</i> • <i>Chapter Quiz</i> 	<p>Ch. 5 Exam I: Ch. 1, 2, 3, 4, 5</p>
5		<p>Connected, Diverse, Aware of Words <i>Optional:</i></p> <ul style="list-style-type: none"> • <i>Hofstede's Country Comparison</i> • <i>YouTube Key and Peele's code-switching "Phone Call"</i> • <i>YouTube Joy Luck Club "Meet the Parents"</i> • <i>Group Problem-solving simulation with data collection and interpretation in class</i> • <i>"Resisting Manipulation" role playing by Terry Gillen</i> • <i>Say "No" Gracefully by Christine Carter</i> • <i>Chapter Quizzes</i> 	<p>Ch. 6, 7, 8</p>
6		<p>Group 1 and 2 Presentations: Problem Solvers Group 3 and 4 Presentations: Leaders and Followers <i>Optional:</i></p> <ul style="list-style-type: none"> • <i>Practice I – You statements in Ch. 9 sidebar</i> • <i>Practice the 4-step apology in Ch. 9 sidebar</i> 	<ul style="list-style-type: none"> • Group Presentations • Ch. 9 and 10
7		<p>Exam II Assign Interview Homework from Workbook Considerate <i>Optional:</i></p> <ul style="list-style-type: none"> • <i>Roleplay interview CAR from Workbook</i> • <i>Assign audience analysis from Workbook</i> 	<ul style="list-style-type: none"> • Exam II: Ch. 6, 7, 8, 9, 10 • Ch. 11 • Corporate Reflection of the Group Project with personal paragraph • Completed peer grading for Interpersonal Communication in Group Settings, 4B
8		<p>Informative, Organized <i>Optional:</i></p>	<p>Ch. 12, 13</p>

		<ul style="list-style-type: none"> • <i>Mid-term course evaluation</i> • <i>Informative Speech Outline Workshop I</i> 	
9		<p>Confident Begin Informative Speech Presentations <i>Optional:</i></p> <ul style="list-style-type: none"> • <i>Informative Speech Outline Workshop 2</i> • <i>Visuals</i> • <i>Virtual Reality</i> • <i>Videographer, Timer, Friendly Evaluator</i> 	<ul style="list-style-type: none"> • Ch. 14 • Three supports for each main point • Informative Speech Presentations
		Break	
11		Persuasive Speech Workshop I Exam III	<ul style="list-style-type: none"> • Reflection of the Informative Speech • Three supports for each main point of the Persuasive Speech • Ch. 15 • Exam III: Ch. 11, 12, 13, 14, 15, and Appendices A, B, C, D
13		Persuasive Speech Presentations Assign Reflection of Persuasive Speech	Persuasive Speech Presentations
14		Persuasive Speech Presentations	Persuasive Speech Presentations
15		Persuasive Speech Presentations	Persuasive Speech Presentations
16		Persuasive Speeches Student Opinion Survey <i>Optional:</i>	Reflection of Persuasive Speech
Final		Final Exam	Chapters 1 – 15 Appendices A - D

All students from all sections:

- Take the final exam together in the Chapel
- Wear dress code.
- Bring no food, drink, electronics, bags, books, or phones into the testing area.

Exam I	Ch. 1-5
Exam II	Ch. 6-10
Exam III	Ch. 11-15, Appendices A-D
Final Exam	Ch. 1-15, Appendices A-D