ORAL COMMUNICATION COURSE SYLLABUS

Course: Oral Communication/Speech
Text: In the Company of Others (3rd Edition)
J. Dan Rothwell
Oxford University Press
Instructor
Information: Dr. Jeremiah M. Dubbs, Ph.D.
Campus Office: n/a
Campus Email: jeremy.dubbs@uaccb.edu
Office Hours: n/a
Please try to utilize the Blackboard email system for all correspondence. My UACCB email is only used if the Blackboard system is down for maintenance or malfunction.

ATTENTION
This course requires easy access to broadband Internet, a copy of the text book, and some video recording equipment. Many video cameras are available at various retail locations for less than $50. You will be required to speak publicly three (3) times, record the events, and successfully upload them to a private media sharing website to be determined.

COURSE DESCRIPTION:
Oral Communication (SPC-1003095) is an introductory course that will survey basic theories of communication and present you with an opportunity to test your speaking skills. My role is to serve as a facilitator of learning, a mediator, and guide as we explore the various forms of communication including, interpersonal, small group, and public communication. This course is meant to provide you with the basic knowledge and skills you will need to sharpen your own abilities and recognize how others are using their abilities on you.

Because this is an online course – much of the focus for learning will be on you. My role is limited in some ways, but more flexible in others. While you generally won't have to work on your assignments at a particular time or place, or attend class in a specific physical location, you will be required to have assignments turned in by their due dates. I am easy to contact via email and routinely check my email once an hour between 10am and 10pm on most days. If I'm away from my email for an extended period of time, you will be informed.

Even though this is an online course, you will still be REQUIRED to speak publicly on three occasions, record those presentations, and upload them to a private media sharing site (to be determined).

This course fulfills the basic oral communication requirement for the Associate of Arts and Associate of Science degree and is accepted as transfer credit. Three semester hours are awarded for successful completion of this course. The learning outcomes are consistent with those identified in the Arkansas Statewide Transfer System Index. Activities in this course emphasize proficiency in basic communication theory, speech organization and delivery, and critical thinking skills. You'll have the opportunity to develop and apply communication skills by completing assignments and special projects, participating in group interactions, and delivering presentations.

Should you complete this course with a GRADE C or higher you will receive three semester hours credit towards your degree.
EXPECTED LEARNING OUTCOMES:
- Improved critical thinking and listening skills
- Improved research and organizational skills
- Improved verbal and nonverbal presentation skills
- Improved knowledge of oral communication theory
- More experience with collaborative learning
- Develop effective interpersonal, small group, and public speaking skills
- Develop high-demand workforce skills valued by employers

GENERAL EDUCATION OUTCOMES:
Please read the General Education Outcomes included in the current College catalog. Our work together in this course will help you develop the skills necessary to achieve these outcomes.

ATTENDANCE AND PARTICIPATION:
Because this is an online course, there is no attendance in the sense that you may be used to in a physical course on a college campus. Nevertheless, this course does require you to participate in weekly discussions, collaborate on one group project, and have all your assignments submitted before the due date. The due dates change so it is important for you to keep track of them. During the group project, you and those within your group will need to coordinate your time so that you can work together to complete a project. Working on and completing projects exclusively online is increasingly common in the business world and other realms. This will be a challenge but students who have worked together have often managed to do well in the past and the task is relatively simple and will be fully explained when we get to it.

MISSED CLASSWORK:
The online format of this course means that there is generally no accepted excuse for missing classwork.

MISSED ASSIGNMENTS:
Assignments missed cannot be made up.

STUDENT RESPONSIBILITIES:
YOU MUST CHECK YOUR BLACKBOARD EMAIL ACCOUNT SEVERAL TIMES EACH WEEK, AS WELL AS ACCESS ANNOUNCEMENTS/MESSAGE BOARD AND FILES! ASSIGNMENTS AND COURSE NOTES ARE OFTEN POSTED TO THE COURSE WEBPAGE.

KEEP ALL COPIES OF YOUR PAPERS AND EVALUATION FORMS FOR ALL ASSIGNMENTS IN CASE OF GRADE DISPUTE AT THE END OF THE SEMESTER.

By taking this course, you agree to maintain a record of your grades and copies of materials sent and received.

REQUIRED ACTIVITIES:
There are a number of required activities that must be completed on time in order to complete this course successfully. You will be required to speak in front of an audience at least twice, possibly more. You will be required to participate in at least one group project. There are five fundamental learning sections, Self and Perception, Intercultural Communication, Verbal Communication, Nonverbal Communication, and Interpersonal Communication and each of these incorporate a discussion forum, special projects, and essays. There is no final exam but there is a term paper required.

LATE WORK:
No late or make-up work will be accepted.

ACADEMIC DISHONESTY:
All work that is submitted for grading or otherwise presented in class by students is expected to be their own and any quotes or source materials used should be properly cited. I prefer the APA citation format and information on that format, like most things, can be found on Google. Any student committing an act of academic dishonesty, such as plagiarism, will be subject to disciplinary action. I subscribe to a proprietary search tool that allows me to EASILY scan your work for passages and sections lifted from other works. If you purchase a speech or paper from the internet and expect that to work, you’ll almost certainly be caught and fail this course and possibly be suspended from the college. I will have no mercy.

“CLASSROOM” PROTOCOL:
The fact that this is an online course in no way relieves you of the responsibility to be courteous and polite towards your fellow students. This class is designed for you to challenge each others ideas; however, any form of disrespect will not be tolerated. If you engage in disruptive behavior, you may be temporarily denied access to the course, and future disruptions may result in your ejection from the course and the receipt of a failing grade.

STUDENTS NEEDING ACADEMIC HELP:
Students needing outside help can be referred to the Student Success Center, located in the Main Classroom Building. This is a peer-tutoring program offered in many subjects. At faculty request, the Tutoring Coordinator will speak to classes about services offered by the Student Success Center. Thorough records are kept for faculty who assign tutoring to their students. Brochures are available in the Student Success Center. Contact the Tutoring Coordinator or Director of Student Development for more information.

DISABILITY SERVICES:
UACCB provides reasonable accommodations and services to students qualifying for such services under the Americans with Disabilities Act (ADA) and Vocational Rehabilitation Act. Students must notify instructors and contact the Office of Student Development EACH semester they wish to receive accommodations. A Letter of Accommodation, a form to assist with notifying instructors, is available from the Director of Student Development. We encourage students to contact instructors as soon as possible each semester during office hours to discuss such matters in confidence.

TRIO Student Support Program
If you are a student who is the first in your family to attend college, or receive a Pell grant, or have a documented disability, you may be eligible for assistance from the Student Support Services (SSS) program. If you are interested, please tell your instructor or stop by the SSS office for more information.

CAREER SERVICES:
The UACCB career planning program offers students the opportunity to research and explore career opportunities. The counselor assists students to better understand their interests, skills and values through a variety of career assessments which serves as the foundation of the career counseling process. The program includes services such as Individual Counseling, Career Planning Assessments, Career Development Workshops, and Annual Career Fairs. The Career Services Office also offers an internet-based job search system called Career Corner, which allows students to conduct on-line job searches with employers who post employment opportunities with this institution as well as work study positions. Students can upload their resumes, apply for open positions, and sign up for campus events through this system. Contact
the Career Services Counselor for more information.

**INCLEMENT WEATHER:**
In general, inclement weather is not a barrier to online courses. However, weather-related circumstances may arise that prevent you or me from accessing the course. These circumstances will be evaluated and decisions about make-up assignments or extensions of deadlines may be made.

**COURSE ASSESSMENT:**
You may be required to participate in a course assessment for accreditation purposes.

**VALUE FOR GRADED ASSIGNMENTS:**
90-100% = A (Excellent work and/or outstanding improvement)
80-89% = B (Above average work and/or substantial improvement)
70-79% = C (Average work and/or some improvement)
60-69% = D (Below average work and/or little to no improvement)
BELOW 60% = F (Epic Fail, Missed Assignments)

**GRADED ASSIGNMENTS (NO PARTICULAR ORDER) - POINT VALUE**

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<thead>
<tr>
<th>TOTAL POSSIBLE POINTS FOR THE COURSE 940</th>
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<tbody>
<tr>
<td>940 - 846 A</td>
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<tr>
<td>845 - 752 B</td>
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<tr>
<td>751 - 658 C</td>
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<tr>
<td>657 - 564 D</td>
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<td>563 - 0 F</td>
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**ALL COURSE WORK AND ASSIGNMENTS MUST BE COMPLETED IN ORDER TO COMPLETE THE COURSE. DISPUTES WITH THE INSTRUCTOR REGARDING GRADES, ASSIGNMENTS, AND ATTENDANCE: STUDENTS MUST FOLLOW THE ACADEMIC APPEALS PROCEDURE AS LISTED IN THE COLLEGE CATALOGUE.**

- Introductory Speech 100
- Informative Speech 100
- Persuasive Speech 100
- Speech Outlines 50
- Group Project 100
- Discussion Group Participation 100
- Section Essays 190
- Term Paper 200

**Total: 940**