

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring/2011

| | | | |
|------------------------|---------------------|----------------------|-----------------------------|
| COURSE NUMBER: | ENG 115 (40E) | INSTRUCTOR: | Geraldine Rodgers |
| COURSE TITLE: | Oral Communications | ROOM NO: | 6A/Bertie Campus |
| CREDIT HOURS: | 3 | PHONE NO: | 252.793.5914 |
| CONTACT HRS/WK: | 3 | E-MAIL: | Contact instructor by phone |
| PREREQUISITES: | None | COREQUISITES: | None |

COURSE DESCRIPTION: This course introduces the basic principles of oral communication in both small groups and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion of the course, the students should be able to demonstrate the principles of effective oral communication in small group and public settings.

PROGRAM LEARNING OUTCOMES:

1. Demonstrate appropriate mathematical skills required for academic and work-related tasks.
2. Apply principles of sound critical thinking to analyze and solve problems and make logical decision
3. Demonstrate effective speaking, writing, and reading skills
4. Demonstrate appropriate technology skills required for academic and work-related tasks

COURSE LEARNING OUTCOMES:

1. Apply components of communicative process.
2. Demonstrate effective oral communication in small group settings.
3. Demonstrate effective oral communication in public settings.

REQUIRED TEXTBOOKS: Vasile, Albert J. (2008). *Speak with confidence*. (10th ed.), Boston; Pearson. ISBN#978-0-205-49886-4.

SUPPLEMENTAL RESOURCES: Notebook, Note-cards, Writing Utensils, Flash Drive.

LEARNING/TEACHING METHODS: Lecture, Outside Reading Assignments, Writing, Reflecting, Note-taking, Speaking, Group Discussion and Interaction. Use of appropriate discipline-related technology.

ASSESSMENTS/METHODS OF EVALUATION:

To demonstrate attainment in program and learning outcomes for English 115, you must achieve an overall average of 70 or better. To achieve these outcomes, you must successfully complete the following:

- 1. Speeches.....50%
- 2. Tests25%
- 3. Final Exam.....15%
- 4. Outside Reading10%

Grading Scale:

- A (93 – 100)
- B (85 – 92)
- C (77 – 84)
- D (70 – 76)
- F (Below 70)

College Transfer Note: If you make a D for English 115, you may receive credit at Martin Community College; however, you must make at least a C to successfully transfer the course to another institution.

COURSE OUTLINE:

- Week 1: Introduction to Public Speaking (Ch.1), Introductory Speeches (Ch.2), Nonverbal Communication (Ch.3)
- Week 2: Nonverbal Communication (Ch.3), Organization (Ch.8)
- Week 3: Test 1
- Week 4: Present Introductory Speeches
- Week 5: Listening (Ch.4), C’s of communication (Ch.5)
- Week 6: Audience Awareness (Ch.6), visual Aids (Ch.12)
- Week 7: Test 2
- Week 8: Present Demonstration Speeches
- Week 9: Informative Speaking (Ch.10), Research (Ch.7)
- Week 10: Delivery (Ch.9)
- Week 11: Present Informative Speeches
- Week 12: Persuasive Speaking (Ch.11)
- Week 13: Short Speeches (Ch.13)
- Week 14: Interactive Speaking (Ch.14)
- Week 15: Present Persuasive Speeches
- Final Exam TBA

STUDENT ATTENDANCE POLICY:

The maximum number of absences allowed for this class is ten percent of the class contact hours. Students who exceed this number of absences will fail the course with a “WF.” The student is responsible for completing any missed assignments and gathering any missing materials. Absences do not excuse you from tests, as test dates are announced in advance. Habitual tardiness may result in absences. Attendance

in this course is required and very important. We will complete many class activities that cannot be done outside of the classroom.

In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year. Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

1. Academic Integrity: Students are expected to follow the academic integrity policy. Instances of cheating, lying, or plagiarizing will not be tolerated. Assignments and tests that have been plagiarized or exhibit proof of cheating will earn a grade of "F" for the first offense. Subsequent offenses will earn the student a failing grade for the entire course.
2. Absences: It is your responsibility to keep track of your absences. I will not warn you are close to or over the limit. It is also your responsibility to make up any missing assignments. You are responsible for material covered in class whether you are present or not, including announcements of class-work due or test date changes if it becomes necessary. Excused absences include only those with medical or other legitimate documentation.
3. Excused Absences: Absence from class may be excused in the following circumstances:
Verifiable death of an immediate family member
Verifiable hospitalization of self or immediate family member
Documented emergency at the discretion of the instructor
(Definition of "immediate family member": mother, father, sibling, spouse, child, grandparent)
4. Tardiness: If you are more than ten minutes late to class, you will be marked "tardy." Three tardies are counted as an absence for attendance purposes. Leaving class early may also result in a tardy. You are responsible to collect any missing material that may result from any tardies.
5. Make-Up Work: You are responsible for completing work by the assigned date. You may qualify to make-up work only if you have a prearranged absence, meaning you have contacted me concerning your absence beforehand. A 10 point per day penalty will be assessed for each day the makeup test or other make-up work is not taken or handed in immediately upon returning to class, including weekends. After four days, a grade of zero will be given to those students who have not made up work.

6. **Electronic Devices:** Cell phone use is strictly prohibited during class. This includes “Bluetooth” and any other hands free device. If the instructor finds a student using a cell phone during class, she will ask the student to leave class, which will result in an unexcused absence for the student. Keep your cell phone turned off or placed on vibrate and put away at all times during class. If you have an emergency situation and must make or receive a call on your cell phone, please be courteous and exit the classroom first.
7. **Test/Speech Policies:** There is to be no talking during an exam or a speech. Raise your hand and wait to be recognized by the instructor before speaking during an exam or speech. Any student talking during an exam or speech may receive a zero for that assignment grade. Exams and speeches will begin and end on time; therefore, students arriving late will not receive additional time. If you are tardy to class and a student is presenting a speech, please be courteous and wait to enter the classroom until after the student has finished speaking.
8. **Computer Lab Usage:** On occasion, students may meet in a computer lab for class, in which case all computer lab policies must be enforced. Students may not eat or drink in the computer lab. When class meets in the computer lab, there will be a computer assignment for the class session. Students who use the computer for other purposes in such case will be asked to leave class, which will count as an unexcused absence.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252) 789-0246 or (252) 724-789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2 Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.