

**MARTIN COMMUNITY COLLEGE**  
**COURSE SYLLABUS**  
**Semester/Year: Fall /2010**

**COURSE NUMBER:** ENG 115 (01)

**INSTRUCTOR:** Mitch W. Butts

**COURSE TITLE:** Oral Communications

**OFFICE NO:** Building 4, Office 4

**CREDIT HOURS:** 3

**OFFICE/VIRTUAL HOURS**

Monday: 8-10 a.m. & 12- 1 p.m.

**CONTACT HRS/WK:** 3

Tuesday: 8010 a.m., 12-1 p.m., & 5-6 p.m.

Wednesday: 8-10 a.m. & 12- 1 p.m.

**PREREQUISITES:** None

Thursday: 8- 10 a.m.

Friday: 8-10 a.m. & 12 – 1 p.m.

**COREQUISITES:** None

**PHONE NO:** (252) 780-0217

**FAX:** (252) 792-0826

**E-MAIL:** mbutts@martincc.edu

**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 decisions.
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*. (10<sup>th</sup> ed.). Boston: Pearson. ISBN#978-0-205-49886-4.

**SUPPLEMENTAL RESOURCES:**

- A three ring binder
- A flash drive

**LEARNING/TEACHING METHODS:** Lecture, in and out of class drafting, revising, and editing; outside reading assignments; writing and grammar practice; use of appropriate discipline related technology.

## ASSESSMENTS/METHODS OF EVALUATION:

- |                                |     |
|--------------------------------|-----|
| 1. Speeches                    | 50% |
| 2. Tests                       | 20% |
| 3. Outside Reading Assignments | 10% |
| 4. Final Exam/Speech           | 20% |

## GRADING POLICY:

### Grading Scale:

A	93 – 100
B	85 – 92
C	77 – 84
D	76 – 70
F	75 and below

Note: A grade of D may not be assigned; it will not transfer or allow the student to advance to the next developmental or curriculum course.

## COURSE OUTLINE: (This outline is subject to change)

### Week

1	General Info. Chap 2 Introductions prep.
2	<b>Introductory Speech</b> General notes
3	Chaps. 3 & 4 Analyzing a quote prep.
4	Chap. 5 <b>Quote analysis speech</b> Audience (children/teen) prep
5	Chaps. 6, 7, & 8
6	<b>Audience analysis speech</b> Chap 9 Extempereaneous prep.
7	Chaps 10 & 12 <b>Ext. speech</b> informative prep.
8	Chap 13 short speech prep.
9	<b>Informative speech</b> short speech prep
10	Chap 14 Business job interviews prep
11	<b>Short Speeches</b>
12	Chap 11 Persuasion
13	Chap 11 Persuasion prep.
14	<b>Job interviews</b>
15	<b>Final - persuasive speech</b>
16	<b>Final – persuasive speech</b>

## STUDENT ATTENDANCE POLICY:

### 1. Absences:

The maximum number of absences for this class is ten percent of the class contact hours.

Try not to miss class. Each day is a new learning experience. An excused absence will be considered for the following:

- \*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, grandparents.)

**AN EXCUSED ABSENCE DOES NOT MEAN I DO NOT COUNT THE ABSENCE. “EXCUSED” MEANS I WILL ALLOW YOU TO TAKE A MISSED TEST. I WILL COUNT YOU AS ABSENT.**

THIS IS A SPEECH CLASS. WE GIVE SPEECHES. IF YOU ARE ABSENT AT YOUR ASSIGNED TIME TO SPEAK, YOU WILL RECEIVE A ZERO. MAKING UP SPEECHES IS VERY TIME CONSUMING AND THROWS THE WHOLE CLASS OFF. I WILL ASSIGN YOU A DAY AND A TIME TO DO YOUR SPEECH IN ADVANCE.

Students will be counted absent from the date of registration. Students must be present in at least one class during the first ten percent of a course in order to be considered enrolled in the course. Students will be administratively withdrawn from the course for the following attendance issues:

- a. If a student has not attended at least one class by the ten percent census date.
- b. If a student is absent for more than ten percent of the class meetings.

Students who are administratively withdrawn from the course must submit the paperwork must submit the paperwork to officially withdraw before the last date of withdrawal in order to avoid a “WF.” The “WF” is equivalent to an “F” when calculated into the student’s GPA. The last day to officially withdraw before receiving an “F” is published in the academic calendar for each academic year.

## **(2) Tardy:**

Three tardies equal one absence. A tardy occurs if the student is more than 10 minutes late for class. Leaving class early will also result in a tardy.

## **(3) Request for Excused Absences for Religious Observances\***

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 maximum 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:

- All written work must be typed using a **12-point font in Times New Roman**, 1 inch margins, black ink, and **double-spaced**. Save documents as rich text format (.rtf) or Word documents (.doc). You are responsible for saving for yourself a copy of all work submitted to me. Keep these for the entire semester.
- Keep up with all reading assignments! These are the basis for your speeches. Work slowly and steadily. You should have plenty of time to read the assigned materials before your assignment due dates.
- I expect honesty and integrity in your work. Dishonesty, including plagiarism, will be subject to disciplinary action. Evidence of **plagiarism** will result in a zero for the assignment and possible suspension from the class. It may also result in suspension from the college. **Plagiarism** is the use of another person's ideas as if they were your own. This includes copying another student's paper, copying words or ideas from a book or the Internet and not documenting it, and taking parts of others speeches and using it as your own.
- Late Speeches and Papers/Missed Tests: The instructor will assign due dates for speeches and papers. Speeches are due on the assigned date. Papers will be due at the **beginning of class** on the assigned date. Speeches not given and work not turned in at the assigned time will not be made up.
- Reminder - Second Time

**THIS IS A SPEECH CLASS. WE GIVE SPEECHES. IF YOU ARE ABSENT AT YOUR ASSIGNED TIME TO SPEAK, YOU WILL RECEIVE A ZERO. MAKING UP SPEECHES IS VERY TIME CONSUMING AND THROWS THE WHOLE CLASS OFF. I WILL ASSIGN YOU A DAY AND A TIME TO DO YOUR SPEECH IN ADVANCE.**

- Quizzes are not given if missed.
- Missed tests must taken within 2 days. If you miss a test, you are responsible for seeing the instructor in order to make the test up. Missed tests may be made up 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)

**NO OTHER ASSIGNMENTS WILL BE EXCUSED IF MISSED.**

- No children or pets will be allowed in class at any time (see page 44 of the MCC Catalog for details).
- Please turn off your cell phone and/or pager in class; text-messaging from a cell phone while in class is prohibited. **DO NOT ANSWER THE PHONE WHILE IN CLASS; DO NOT GET UP AND LEAVE CLASS IN ORDER TO ANSWER THE PHONE; DO NOT CHECK YOUR PHONE TO SEE WHO IS CALLING.** Put the phone away. Leave it alone.
- **GROUPS:** You will be part of a study group made up of 4-5 students. If you are absent, call members of your study group to get any assignments you missed by not being in class. You should also get homework assignments. Being absent does not excuse you from not having required homework ready when you return to class or having a speech prepared if assigned.

- **Outside Reading Assignment:** Everyone will read one of the three chosen books this semester. You will have weekly questions to submit based on the chapters I have assigned on Blackboard. When on Blackboard, please note the dates for submitting work. I do not accept late work on Blackboard. The three readings are:
  - a. *The Good Earth* (Pearl Buck) (ISBN 0671729896)  
(If you have not read this book in a previous class of mine, you must select *The Good Earth* as your reading.
  - b. *A Tree Grows in Brooklyn* (Betty Smith ) (ISBN 9780060736262)
  - c. *The Collected Stories of Eudora Welty* (Eudora Welty) (ISBN 0156189216)
- **E-MAIL:** Use my regular school e-mail to submit assignments: [mbutts@martincc.edu](mailto:mbutts@martincc.edu)  
Use my personal e-mail for emergencies: [mitchbutts@yahoo.com](mailto:mitchbutts@yahoo.com)
- **REMINDERS:**
  1. Always save a copy of your speeches.
  2. Do not wait until the night before to start an assignment/speech. You will fail.
  3. Call or e-mail me if you have a problem.

## Speech Requirements:

- **PLEASE NOTE: ALL SPEECHES REQUIRE APPROPRIATE ATTIRE – failure to follow the dress on the day of a speech will result in a loss of points on the final grade of the speech.**  
(*except Speech #1, your Introduction Speech*)  
\*MEN: Dress pants or good jeans with no holes) ... button down shirt with a tie or polo shirt with a collar (tucked in) (no tee-shirts). No tennis shoes.  
\*WOMEN: Dress, pantsuit, blouse, polo shirt (no tee shirts) and dress pants (good jeans with no holes) with appropriate shoes.  
**No tee-shirts, jeans or other pants with holes, no sweat pants, yoga pants, or shorts. Pants must be at the waist and belted – sagging or droopy pants will result in a loss of points.**  
\*If you have any questions or doubts about this policy, ask the instructor.
- ALL SPEECHES MUST BE PRE-APPROVED BY THE INSTRUCTOR BEFORE DELIVERY.
- All speeches must be given extemporaneously. You may wish to use index cards to aid you during the delivery of your speech only if instructed to do so. As assigned, visual aids may be provided for the audience.
- An outline for all speeches is required and is due at the beginning of the speech. The only speech that will not require an outline is your introductory speech. Failure to turn in an outline on the day the speech is due to be presented will result in a grade reduction by 7 points.
- A bibliography of sources (in proper MLA style bibliographic form) used in the speech must accompany the informative and persuasive speeches.

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)789-0247 by phone, [pbroughton@martincc.edu](mailto: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](http://www.martincc.edu).**

**Disability Statement:**

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