

Michael L. Kent, Ph.D.

Communication Studies

SPCM 151: Fundamentals of Speech

Office Location: Life Hall 231C

Wednesday, 5:30–8 p.m. | Life Hall 051

Office Hours: TBA

WWW: <http://www.montclair.edu/Pages/CommStudies/Kent/Index.htm>

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Course Description: Fundamentals of Speech introduces you to the theoretical and practical aspects of several different types of public communication situations and helps you to develop an understanding of and appreciation for the dynamic nature of communication. Fundamentals of Speech focuses on the basic elements of the communication process, listening, audience characteristics, basic research skills, and message composition and delivery. You will also learn about the demands of public presentations in culturally and professionally diverse environments and develop presentation competence and flexibility.

Objectives:

- To develop an awareness of the ethical responsibilities of speakers and listeners
- To develop public communication competence
- To develop competence in listening skills, message design, and delivery
- To develop an awareness of how audience characteristics impact comm.
- To develop an awareness of how cultural diversity impacts communication
- To learn to overcome communication apprehension through speaking practice
- To learn to critically evaluate information and arguments
- To learn how to enhance presentations with visual aids

Note: College level writing standards are expected on all work submitted (this includes APA style, correct grammar, spelling, punctuation, careful proofreading, etc.). No spelling errors are allowed—having even one spelling error will result in a zero for the assignment in question. All assignments should be double-spaced (with 23–25 lines-per-page), have one-inch margins (1”) all around, and be written in: Bookman or Bookman Old Style 11 pt., Palatino 11 pt., New Century Schoolbook 11 pt., or Garamond 12 pt. For headings, use **boldface type, Ariel Black, or Helvetica Black.**

Required Texts:

Lucas, S. E. (2001). *The art of public speaking* (7th edition). Boston: McGraw Hill.
Publication manual of the American Psychological Association (5th edition) (2001).
Washington DC: American Psychological Association

The Department of Communication’s attendance policy: Students may miss the equivalent of one week of classes without penalty. If three classes are missed (on a two day a week schedule), your final grade will be reduced by 5%; if four classes are missed, your final grade will be reduced by 10%. Missing more than four classes will result in a failing grade for the course. Coming late or leaving early 3 times equals an absence.

Assignments	Point Value
Informative Speech (article review, 5–7 minutes, outline, 2 note cards)	10%
Persuasive Speech (soc. sig., 6–8 min., MMS, handout, 3+ V.A.s, 2 note cards)	15%
Group Presentation (informative/persuasive, 25-minute per group, group grade)	20%
Essay (Persuasive argument based on group debate topic, 4–6 pp., 5+ sources)	15%
Quizzes (random dates, 2–4, value depends)	10%
Exams (2 x 15%)	30%
Total	100%

NB: Late assignments will be discounted 10% per calendar day.

Academic Dishonesty: The University is an academic community of scholars. Academic dishonesty is a very serious offense against the integrity of this community and will not be tolerated. All academic work submitted by you is assumed to be your own original work and to contain your own thought, research, and self-expression. Work that borrows the ideas, organization, or wording, from others must be properly acknowledged. Similarly, work that was conducted for another class should not be passed off as original.

Plagiarism is the unauthorized or inappropriate use of the words or ideas of others. Plagiarism occurs when written or spoken material is borrowed (even from oneself), in whole or in part, and passed off as original by a writer or speaker. Plagiarism includes, but is not limited to, presenting someone else’s ideas, speech, presentation, essay, book review, or news release as original. It also includes failing to document or cite the source of word-for-word or paraphrased material in oral presentations or written assignments.

It is my policy to pursue plagiarism vigorously, to fail students who plagiarize for the entire class, and to report cases of plagiarism to the university administration.

Course Schedule

Day 1:	1.15	Overview of Class APA style Web Scavenger Hunt Intro.s	
Day 2:	1.22	Read: chs. 1–3 Review Web Activity	
Day 3:	1.29	Read: chs. 4 & 5 Activity	
Day 4:	2.5	Read: chs. 6 & 7 Activity	
Day 5:	2.12	Read: chs. 10 & 14 Activity	
Day 6:	2.19	Read: chs. 8 & 9	Informative Speeches
Day 7:	2.26	Read: ch. 18 Activity	Exam I
Day 8:	3.5	Read: ch. 13	30-minute group meetings (Bring V.A.s)
Day 9:	3.12	Spring Break—no class	
Day 10:	3.19		Group Presentations
Day 11:	3.26	Read: pp. chs. 11 & 12 Activity	Papers Due
Day 12:	4.2	Read: chs. 15 & 16 Activity	
Day 13:	4.9	Persuasion Activities	
Day 14:	4.16	Persuasion Activities	Exam II
Day 15:	4.23		Persuasive Speeches
Day 16:		Final Day TBA	