We research, teach, and practice communication to cultivate the ethical voices of people that speak in critical, constructive, and transformative ways to identities, relationships and communities.

What are the Course Objectives?
This course is designed to help you become a competent communicator in a variety of contexts. You will be introduced to the principles and basic skills of interpersonal communication, small group and team communication, and public communication. Your work will be constructively evaluated to enhance growth. Videotaping will be used during the course.

What are the Student Outcomes?
- Identify, define, and understand the principles of human communication
- Identify and utilize criteria for effective oral communication
- Articulate specific goals for oral messages
- Organize oral messages in a clear, coherent manner
- Provide appropriate supporting material and evidence based on the audience, speech purpose, and occasion
- Utilize logical reasoning and credible evidence for persuasive messages
- Interpret and evaluate persuasive arguments
- Evaluate and improve your oral communication skills
- Understand your ethical responsibilities to others in communication transactions

What are the Required Textbook, Materials, & Access?
- Web access code for the course website (this can be found on the inside of your text cover). We will be using WebCOM which can be found at http://webcom.grtxle.com
- 3 scantron forms (NA 3100-6) for exams
- Note cards for speeches

Who is the Basic Course Director and Supervising Instructor of Record?
Dr. Jessica Delk McCall
Office: 116 McIver Building
Email: jedelk@uncg.edu
**Who are the Lecturers?**

**Mrs. Jessica Digh**  
Office: 111 Ferguson Building  
Email: jrdigh@uncg.edu  
Office hours: Tuesday 12:15-12:45pm, Wednesday 9:30am-12:30pm, Thursday 12:15-1:00pm,  
Friday 9:15-9:45am  
And by appointment!

**Dr. Jessica McCall**  
Office: 116 McIver Building  
Email: jedelk@uncg.edu  
Office hours: Monday 1:00-2:30pm, Tuesday and Thursday 2:00-3:00pm, Friday 9:00-10:30am  
And by appointment!

**Mrs. Sarah Dunning**  
Office: 111 Ferguson Building  
Email: sgdunnin@uncg.edu  
Office hours: Tuesday 11:00-12:00noon, Thursday 11:00-12:00noon, Friday 8:00-9:00am and  
10:00-11:00am  
And by appointment!

**Who are the Small Group Instructors?**

**Ms. Bethany Barnes**  
Email: babarnes@uncg.edu

**Ms. Jessica Dunbar**  
Email: jedunbar@uncg.edu

**Ms. Mary Eberhardinger**  
Email: mjeberha@uncg.edu

**Ms. Corina Fradin**  
Email: c_fradin@uncg.edu

**Ms. Rebecca Murphy-Keith**  
Email: ramurphy@uncg.edu

**Ms. Crystal Oldham**  
Email: caedwar2@uncg.edu

**Ms. Alexandra Samsell**  
Email: aesamsel@uncg.edu

**Ms. Amanda Szabo**  
Email: alszabo@uncg.edu
How can I contact the Department of Communication Studies Office?
102 Ferguson Building/ Telephone (336) 334-5297

How will this class work?
This course combines both large lecture and small group discussion formats. Students will attend their small group class on Monday and Wednesday. In the small group class, you will be participating in activities to reinforce your learning, and practically apply your knowledge through speeches and projects. Friday you will attend your large lecture class. The large lecture course will help you to navigate your way through the text material. At the end of every lecture course, you will be assigned a weekly response that will be submitted electronically to your small group instructor. Your instructor will discuss and evaluate your responses. It is important to have read the assigned chapters for both the lecture and small group classes so that you will be able to participate in discussion and concept application. Additionally, reading and note taking will be important for your success with speeches and tests.

What is WebCOM?
WebCOM is a website that will enable you to gain additional study materials, communicate with class members, obtain and submit all necessary forms and assignments, and so much more. Your small group instructor will walk you through the process of setting up your account.

How will I be evaluated in this course?
This course combines theory and performance. Evaluation consists of both oral and written components.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent of Final Course Grade</th>
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</thead>
<tbody>
<tr>
<td>Any Old Bag Speech</td>
<td>5%</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>15% (10% group; 5% individual analysis)</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>15%</td>
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<tr>
<td>Persuasive Speech</td>
<td>15%</td>
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<tr>
<td>Exams</td>
<td>30% (3 @ 10% each)</td>
</tr>
<tr>
<td>Weekly Responses/ Additional Assignments/Participation</td>
<td>20%</td>
</tr>
</tbody>
</table>

What is the Grading Scale?

What will I be expected to do on Speech Days?
You will prepare a formal typed outline for your instructor. The detailed, complete sentence outline will be a part of your speech grade. You will use note cards (speaking notes) during the presentation. Dress professionally. Your instructor s will provide further information concerning outline formatting requirements and speech presentation requirements. To show respect to all students, you are expected to always be in attendance on speech days.

Do I have to come to class?
Think about the work environment. In a full time position, you may have an average of 2-3 weeks of combined vacation and sick time. If you break this down, this is actually equal to less than one
class absence. In the workplace, excessive absences do not usually allow you to advance in the company, earn a higher salary, or benefit greatly from the work experience. The classroom works the same way; If you are not present, you will not gain as much from the experience and your grade will reflect your absences. We want you to have a positive learning experience!

This course is participation-intensive, which requires regular attendance. **There are no scheduled days for make-up exams or speeches and you may receive a ZERO if you are not present - regardless of the reason.** Common illnesses, car trouble, work conflicts, lack of preparation, etc. are not excuses for absences and do not justify a make-up opportunity. If an EMERGENCY occurs (i.e. family death, extensive personal hospitalization) contact your instructor immediately (prior to the assignment deadline). You may be given the opportunity to make-up the assignment; however this will be up to the discretion of the instructor. **Late points will be deducted and determined by the instructor.** Do not plan to make-up the speech without having received special permission from the instructor. If granted, **this make-up appointment will be held outside of class and not attending this make-up appointment will result in an automatic ZERO.**

Because you have class 3 days a week, you may **miss a total of 3 classes,** not coinciding with an exam or assigned speech, without a penalty. Beginning with the 4th absence **two points will be subtracted from your overall average for each absence.** (ex: If you earn an 88 in the course but miss 5 days, you can only earn an 84). If you miss 7 classes, you will be **dropped from the course with an F.**

**Tardies**
- Two tardies and/or early departures will count as one absence.
- You must be present for at least ¾ of the class to receive any credit for attendance.
- Please save your absences, tardies, and early departures for illnesses and emergencies. In a professional setting, you would be present at all times if at all possible.
- Any student who decides to drop the course must comply with institutional procedures in order to get a grade of “W”.

The attendance policy is for emergencies. Do not ask to be excused. Save the cuts without penalty for sickness and emergencies.

**What are the expectations for submitting assignments?**
Late papers and assignments will not be accepted. You will be expected to properly cite sources in your papers and speeches in APA format. If you have questions about citations, be sure to ask. Plagiarism will not be tolerated.

You are responsible for keeping up with all assignments regardless of presence. Ex: If you are sick on Monday, and an assignment was due on Monday- it is still due on Monday- not Wednesday. If you are sick on Monday and an assignment is given for Wednesday you are responsible for finding
out what is due and turning it in on Wednesday. Many of the assignments will be submitted through the course website.

**What does it mean to exhibit participation and professionalism?**

This class is participation-intensive. Students should:

- Be prepared and ready to cooperate with others in the classroom.
- Be in class on time and stay the entire class. Be present in mind and body.
- Communicate your support for classmates when they give speeches by being present and attentive.
- Be respectful and listen to all others in the classroom.
- Be prepared and willing to speak or write in class by completing assignments before class.
- Respect the opinions of others. Listen to others.
- Practice ethical communication.
- Submit and present professional and appropriate assignments.
- Deactivate and put away all cell phones and pagers while class is in session. Do not answer the phone, read or check messages during the class. Cell phones should not be visible during class.
- Appreciate the opportunities you will have to practice and improve your communication skills.
- Put away iPods and handhelds. They are wonderful devices, but they should not be used during the class period. AKA: any device you are playing with or listening to creates a communication barrier between you and the sender / receiver.
- Only use laptops when necessary for notes or presentations. Otherwise, they should be put away.

**What is a Speaking Intensive Course?**

UNCG students are required to take two speaking-intensive courses. All sections of CST 105 are approved for speaking-intensive credit. The purpose of a speaking-intensive course is to help you to “speak clearly, coherently, and effectively as well as to adapt modes of communication to one’s audience.” Because a speaking-intensive course focuses on learning through active engagement in oral communication, the class will be interactive. You will be encouraged to share ideas, argue viewpoints, and engage in meaningful discussion. Individual improvement is a key component in the course. You will learn to analyze and evaluate your skills and set goals for improvement. You will receive constructive feedback from your instructor and peers.

**What is the University Speaking Center?**

The University Speaking Center is designed to help you improve your oral communication skills. You have the opportunity to practice your individual or group presentations and to work with a trained consultant. To schedule an appointment, call (336) 256-1346. The Speaking Center is located at 3211 MHRA

**Hours:**

- Mon.-Thurs. 10am to 8pm
- Fri. 9am to noon
- Sun. 5pm to 8pm
What is the H1N1 Emergency Plan?
In the event that UNCG experiences a Flu Epidemic, your instructor (under the direction of the course director) may make changes and alterations to course content, assignments, submission dates, and requirements. When determining guidelines for this situation, we will focus on being flexible and accommodating while maintaining, as far as possible, the learning objectives and content integrity of classes. Instructions and syllabi changes will be posted to blackboard and will include where appropriate: discussion questions, notes, drop box instructions, and learning materials relevant to each class. The course will have a discussion forum available when a substantial percentage of a class is infected. Lecturers and Small Group Instructors will be flexible on individual assignment deadlines and provide opportunities for students to complete assignments by the end of the semester. This might include an abbreviated format for completing the course. We will also be flexible for WI, SI, and SVL courses when all of the normal assignments cannot be fulfilled or completed. Additional research questions and tasks may be assigned to compensate for reduced marker based assignments and for reduced ability of students to engage in projects normally assigned in groups. We will use appropriate technology where available and upon training of faculty and TAs. Examples of technologies we might use include Illuminate, Skype, and Audacity, or YouTube particularly for oral presentations. We will consider allowing presentations normally video recorded to be orally recorded if needed. If UNCG experiences an epidemic or you yourself become ill, it is extremely important to stay in contact (via email, etc.) with your instructor to await directions and guidelines.

What is the Disability Services Office?
215 Elliott University Center / 334-5440 --- http://ods.dept.uncg.edu/services/
If you have a disability that may affect your academic performance and are seeking accommodations, please visit The Office of Disability Services. The Office of Disability Services advises and assists in securing academic support services requested by qualified disabled students. Specific services are provided on an individual basis and aimed toward enabling students with disabilities to compete on an equal basis in the classroom with their peers.

Does the UNCG honor code apply in this course?
You are expected to know and to abide by the UNCG Honor Code guidelines.

What should I do to succeed in this course?
- Attend all classes if at all possible.
- Remain open-minded to new ideas and be willing to apply material that you have learned.
- Read all assigned chapters, complete assignments, and study for tests.
- Always prepare for speeches by thoroughly researching, following speech guidelines, and practicing your presentation several times before performing in class.
- Remember that all of this information is applicable and will be helpful regardless of your future professional and/or personal goals- so embrace this opportunity and learn as much as you can.
- Remember that your lecturer and small group instructor are there to help you, so don’t be afraid to ask questions, visit them during office hours, and build strong professional relationships with them.