

# Elgin Community College

CMS 101/789 (Online): Fundamentals of Speech (IAI - C2 900)

*This Syllabus has three sections. Section 1 is **Information at a Glance** - and has important preliminary information you may need to get started. Section 2 **Course Information and Policies**.*

## Section 1 - Information at a Glance

<b>Instructor Name</b>	John Karnatz
<b>Course Location</b>	CMS 101 Online is located on D2, the ECC course management system.
<b>Course Prerequisites</b>	<u>Reading</u> : Grade of C or better in RDG 091 or LTC 099, an ACT Reading score of 18 or above, or an appropriate placement score.  <u>Writing</u> : Grade of C or better in ENG 098 or LTC 099, an ACT English score of 20, or an appropriate placement score
<b>Required Text</b>	Anderson, T., Dittus, J, Walz M., and Shadwell, G. Communicating with Others: A Guide to Effective Speaking in a Complex World (Fourth Edition)
<b>Email</b>	We will be using ECC's Student email system.It connects you to all D2L
<b>Contacting John</b>	Email - <a href="mailto:jkarnatz7201@student.elgin.edu">jkarnatz7201@student.elgin.edu</a> Phone/Text - 630.965.4228  Subject to availability, travel and schedule conflicts, I can respond from 7:00 AM to 9:00 PM Sunday through Saturday.  At any time: Texts - Use for simple questions or updates Emails - Use for long or complex messages and attachments  By appointment: Phone Calls - use for general conversations and information Video Conference - use for coaching and conversations that need visual support
<b>Technical Requirements</b>	Students are expected to have and use the following tools.  Internet Access - You must have reliable access to a wireless network or hotspot that can accommodate motion video viewing (such as video conferencing or YouTube videos).  Video Camera - You may use a video camera or technology equipped with a video camera such as a smartphone, tablet, laptop or workstation.

	Microphone - You may use a microphone or technology equipped with a microphone such as a smartphone, tablet, laptop or workstation.
<b>Technical Skill Assumptions</b>	<p>Online classes assume that you are, or will become, independently able to use:</p> <ul style="list-style-type: none"> <li>• D2L (the college course management system)</li> <li>• Your own computer and internet access equipment and software</li> <li>• Your own video camera and video file sharing methods</li> <li>• Zoom for "Check In" Video Conferences</li> </ul> <p>D2L training is available online BUT IS NOT INCLUDED as a part of the course.</p>

## Section 2 - Course Information and Policies

### Common Content Core

Here is a general description of the content, activities and results you will achieve.

Some learning results in written work such as:

- Developing Outlines
- Preparing Works Cited Documents
- Preparing Speakers Notes or Delivery Aids
- Preparing Audio-Visual Materials
- Completing Assessments
- (Optional) Completing independent Extra Credit learning opportunities

Some learning results in orally delivered work such as:

- Participating in class discussion boards and activities
- Demonstrating and improving oral and nonverbal presentation skills
- Applying communication concepts in interpersonal and small group settings
- Providing feedback about presentations to other students

You will prepare and deliver presentations and speeches. Three - marked with an asterisk - must be completed to meet national standards and earn a transferable grade for the course.

- **Self-Introduction** (1-4 minutes) - An informal introduction
- **Informational Speech\*** (5-7 minutes) - A presentation to inform
- **Persuasive Speech\*** (5-7 minutes) - A speech to persuade
- **Mediated Communications Speech\*** (5-7 minutes) - A presentation that discusses and uses non face to face communications (such as video or audio conferencing, social media, phone, computer, chat room, text message, social media)

## Online Course Characteristics

**Online Learning.** This course is offered online. We will not meet face to face - but *distance learning* does not mean *distant learning*.

**Content: Curator/Coach Versus Creator.** In a face to face class, it is typical that a professor is a “sole provider” of information - through lectures, class discussions and feedback. In this type of course the professor’s role is more like a museum curator. A big part of the job is gathering contributions from a variety of talented professors, consultants and leaders who have important things to say.

Equally important is the professor’s “coaching role:”. You’ll notice that there will be many opportunities for interaction ranging from weekly “Check In” sessions to hours set aside for one on one conversations and coaching.

**Asynchronous Scheduling.** Course content will be delivered asynchronously - which means that learning does not need to take place at the same place and time. This gives you the freedom - and responsibility - to set and manage your own weekly schedule.

**Adult Learning.** The course is structured around the concepts of Adult Learning that gives both authority and responsibility for learners to direct and control how they apply what they have learned.

**Assessment versus Examinations.** Rather than Midterm and Final examinations, the course features regular, ongoing opportunity for students to demonstrate their learning and describe how it applies to their specific objectives.

## Course Structure

**Course Order.** This section of *Fundamentals of Speech Communications* is organized into weekly Modules.

Section
<b>Module I - Getting Started</b> <i>This module helps you understand how the course works, the tools and technologies used - and how you can make the most of your learning and experience</i>
<b>Module II - Rconsidering Communications</b> <i>This module helps you reflect and think clearly about the communications skills we use every day.</i>
<b>Module III - Informative Speaking</b> <i>This Module helps you think and plan for sharing information with audiences - and experience in planning, building and experiencing public speaking.</i>

**Module IV - - Persuasive Speaking***This Module helps you understand and appreciate the challenges of persuading others.***Section V - Mediated Communications**

This section explores speaking when communicators must use technology - like video conferencing, social media and distance learning - to reach and engage their audience.

## Course Rhythm

**Monday** - Weekly Module opens at 12:00 am CDT**Tuesday** - Optional “Check In” Live Sessions at 9:20 am CDT. NOTE: These sessions are recorded for students who cannot attend live sessions.**Wednesday - Saturday** - Instructor Coaching and Dialog Sessions are available**Sunday** - Weekly Module closes at 11:00 pm CDT. All Module-related assignments are due at that time.

## Course Grading

**Grade Scale.** The course operates on a 100 point scale. 90 points can be earned by completing assignments such as outlines, presentations and Module assessments. A 10 point Persistence Bonus is awarded to students who have completed all major speeches and have a passing grade at the conclusion of coursework.

COURSE SCALE			91 Minimum				
		<b>A</b>	79-90				
		<b>B</b>	64-78				
		<b>C</b>					
		<b>D</b>	<b>51-63</b>	<b>NOTE: Students must complete the three major speeches to earn a transferable grade</b>			
		<b>E</b>	<b>0-50</b>				

**Grade Contributions.** The scores consist of activities totaling 100% of the grade.

Activity	Percent
<b>Written work</b> associated with speeches (e.g. Outlines, Works Cited pages, etc.)	30

<b>Oral work</b> associated with speeches that are recorded and uploaded to Blackboard	30
<b>Module Assessments</b> (these take the place of a traditional Midterm and Final Exam)	20
<b>Other Class Activities</b> (e.g. Discussions, reflections, feedback, etc.)	10
<b>Participation</b> (in the form of a Persistence Bonus for continued involvement)	10
<b>TOTAL</b>	100

## Class Policies

### Before Class Begins

#### Accommodations

Students with disabilities or other special considerations are especially encouraged to contact me so I can refer you to resources who can assist you in assessing your situation and determining appropriate accommodations.

#### Academic Honesty

The development and use of ideas is so central to this course that the sanction for Plagiarism or other violations of Academic Integrity is an automatic “F” for the course - at any time in the course. Academic Integrity violations also requires formal notification to the college - which may result in additional penalties. Be sure to read the college’s policies to regarding Academic Honesty/Integrity to fully understand the rules, rights and responsibilities related to this matter.

#### College Policies

As a student, you have already agreed to abide by the college’s policies including student conduct and academic honesty. Those policies - including consequences for not complying with them - apply to this class.

#### Technologies

This class uses Course Management and Audio Visual technologies. It is your responsibility to learn and operate technologies - and to seek support when you have questions or concerns.

## Email

During the course, you will send and receive communicating via email. We will be using the ECC student email issued to you. This will ensure your privacy and assure you that you can receive technical support should there be an error or problem.

Please make sure to activate your ECC student email through the portal. If students have any questions on how to activate their student email they can call 847-214-7570, or email at [accessecc@elgin.edu](mailto:accessecc@elgin.edu). The Student Life Office may also be able to assist or point you to resources should technical questions arise.

## Due Dates & Times

You are responsible for submitting work on time. If you anticipate challenges in completing work, make it a point to communicate promptly and proactively with your instructor.

You may turn in assignments at any time that a Module is open.

Late work from a prior Module is worth 50% during the week after the Module ends. However, late work is not accepted after a Module “closes”.

Prior to full resumption of campus activities after the pandemic, there are limited conditions in which late work will be accepted - such as hospitalization, the death of an immediate relative, work schedule conflict for students who are classified as first responders, health responders or essential workers.

## Evaluations & Scores

Unless otherwise announced in class, your written work and oral presentations will be evaluated and scores updated within five days of the close of a Module. Please note that late written work takes low priority and will be evaluated and returned as time is available.

## Revisions and Adjustments

No syllabus addresses every situation that might arise. If special circumstances occur, I reserve the right to make changes in schedule, and will use my best judgment with the intent that students are treated appropriately and fairly.

## As the Course Continues

## One-on-One Sessions

I am **on call** for emails and text messages seven days a week from 7:00 am to 9:00 pm. I will answer as promptly as possible but may be delayed by travel, appointments with other students or other college-related commitments.

I am available for one on one phone or video conferences by appointment. These are usually scheduled Monday through Friday but other hours are possible if mutually convenient.

## College Resources

The College Library staff is considered first-rate for their ability to help you with research questions and matters. The college also offers excellent student assistance through its support facilities where you can receive assistance such as help you with written materials and outlining.

Remember that the college maintains Summer hours. Campus is closed and remote workers do not report for work on Fridays. Plan accordingly.

## As the Course Concludes

### Grading

You will receive scores for written work, oral presentations and assessments. Extra credit may also be available.

### Persistence Bonus

Online courses are different from face to face classes in that students are expected to take on greater self sufficiency. This can mean learning new applications and features, conducting trouble shooting technical problems and proactively seeking campus resources such as the library.

To recognize these responsibilities, students who are passing the course AND who have completed all major assignments are eligible for a 10 point Persistence Bonus to be added to their final scores.

## Section 3: Appendices

### ECC CMS 101 Learning Objectives

*For CMS 101 to be a transferable course, it must meet national standards for learning outcomes. Keep this material because it will help you ensure that you meet course standards at other colleges in the future.*

### Course Designation (IAI - C2 900)

Transferring courses to other institutions is a common practice. Many Illinois institutions use a numbering system to identify and compare courses with their own courses. Use this number when your transcripts are evaluated for credit and equivalency.

### Course Description

Introductory public speaking course designed to develop research, delivery and organization skills. Particular attention is focused on finding, structuring and supporting ideas - as well as on increasing confidence and poise in a variety of speaking situations.

### Learning Outcomes

Outcome
Students should develop a basic understanding of communication theory as it applies to understanding the processes and purposes of communication, the different roles of communicators in various settings and how to serve those roles effectively and the ethical responsibilities of a communicator.
Students should develop effective methods for creating appropriate speech content in informative and persuasive speeches.
Perform physical delivery skills effectively.
Students should know how to develop and use effective organizational techniques.
Students should develop the poise and confidence necessary to utilize appropriate presentational skills and utilize those skills. .



## Course Outline

1. History and Nature of Communication
2. Ethics
3. Speech Anxiety
4. Audience Analysis
5. Topic and Purpose
6. Research
7. Organization
8. Introductions and Conclusions
9. Informative and Persuasive Speaking
10. Modes of Presentation and Delivery
11. Listening
12. Critical Thinking
13. Audio Visual Aids
14. Special Formats
15. Groups

## Transferability Requirements

ECC participates in IAI - a standards group that sets requirements for courses to qualify as courses whose credit can transfer to other institutions. IAI Communications Studies standards require that students, at minimum, present and complete all major speech assignments. Failure to do so results in a non-transferable grade (D) for the course.

## ECC Policies

*Course policies are spelled out in a Syllabus - but many college-wide policies can have an impact on your learning experience. Be sure to review these because they make college expectations clear.*

### ECC Policy on Academic Integrity (4.407)

ECC maintains a policy and a due process regarding Academic Integrity. As part of that policy, acts of academic dishonesty include, but are not limited to the following: cheating, [plagiarism](#), fabrication, complicity, multiple submission. When an instructor identifies an act of academic dishonesty, the instructor determine the appropriate sanctions for the particular offense. Note: Violations of academic honesty in Speech that I teach will result in failing the course. ECC Policy on Course Withdrawal

ECC allows students to drop a class during the first week with no “W” on their record. This timeframe coincides with the time a student can add a class without faculty intervention. For 16 week classes this is usually 11:59 pm the day before a class meets for the first time in the second week.

More information is available link at [elgin.edu/withdraw](http://elgin.edu/withdraw). For example, you will be able to view a spreadsheet by section to provide key withdraw dates and refund amounts. Please note that this additional time to drop a course before a W is posted does not change the refund process. Students are still charged partial tuition for dropping the course starting on the first day of that class.

## ECC Policy on Students With Disabilities

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), s/he may be entitled to some accommodation, service, or support.

While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements. The laws state a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures.

To request accommodations, contact the Student Disabilities Services office to schedule an intake appointment and submit documentation. If you have questions, please call Pietrina Probst at 847-214-7417, email [pprobst@elgin.edu](mailto:pprobst@elgin.edu) or visit the office located in Building B, Room 125 (See additional information at [www.elgin.edu/disability](http://www.elgin.edu/disability)).