COMMUNICATION STUDIES 109:  
FUNDAMENTALS OF HUMAN COMMUNICATION  
ACE #2 Certified Course  

Fall 2016 Comm 109 Course Syllabus

Instructor: Dr. Bill Seiler

Class time and location: 11:00 to 12:15 in Oldfather 303

Instructor’s e-mail: bseiler@unl.edu

Instructor’s office hours: T & Th 12:30 to 1:30 –You can email me or call my office to see if I am in (402-472-2197). If you leave a message I might not get back to you instantly. If an emergency call the main office at 402-472-2072 or 2069. You can also make an appointment by calling me.

Mission of the Department of Communication Studies

The mission of the faculty and students of the Department of Communication Studies is to examine human symbolic activity as it shapes and is shaped by relationships, institutions, technology, and culture. This work concerns the creation, analysis, and critique of messages ranging from face-to-face to digital media contexts. The department’s research and teaching devote particular attention to scholarly initiatives aimed at understanding and explaining the role of communication in (a) facilitating civic engagement, mediating public controversies, and organizing for social change, (b) constituting individual and family health, promoting healthy behaviors, and helping persons navigate relational challenges, and (c) creating, maintaining, and challenging personal, social, and community identity in a complex and diverse world.

ABOUT THE COURSE

Welcome to the Fundamentals of Human Communication! I sincerely hope you will find Communication Studies 109 to be worthwhile as well as enjoyable. This course is an introduction to the discipline of Communication Studies. As a student you will learn a breadth of knowledge concerning human communication, how it is a part of and affects your daily life, and ways to develop your skills in specific communicative contexts. Various aspects of communication will be discussed such as interpersonal communication, small group communication, verbal communication, nonverbal communication, and public speaking.

Communication, like most human skills, is a learned skill. Although natural ability is an asset, any person's communication capabilities can be improved through (1) an understanding of communication theories and principles, (2) training in its basic principles, and (3) practice. This class provides all three areas but cannot facilitate improvement without your effort and desire to improve and learn.
ACE Certified Course

COMM 109 satisfies General ED ACE Outcome 2A: communication competence in making oral presentations with supporting materials. As such, public speaking is a focus area of this course. Approximately half of the course is dedicated to teaching principles of effective oral presentations (including research, organization of material, delivery, and visual aids) and giving you opportunities to practice your oral presentation skills with personalized feedback.

Each semester, there will be a random selection of student speeches, outlines, and test scores that will be used as part of the ACE assessment requirements for this course. All documents collected from students will be used solely for assessment purposes and be anonymous. No student names will be forwarded for assessment purposes. If video speeches are collected, they will not be shared with anyone except the ACE Assessment Committee. If video speeches are to be used for future training or other purposes, students will be asked for their permission to use their recorded speech.

Electronics in the Classroom (technology the good, the bad, the ugly)

PLEASE TURN OFF OR PLACE IN SILENT MODE YOUR CELL PHONE AT CLASS TIME AND OTHER TECHNOLOGY NOT RELEVANT TO THE CLASS. There will be no texting, emailing, or internet viewing during class unless DIRECTLY related to class. Personal messaging can be done during times when I am not communicating with you. Your courtesy is truly appreciated.

Personal Note to Students:  This course requires much of you---I believe it is one of the most enjoyable courses to teach because it is so relevant to what you need in order to be successful not only in your career but in your daily life.

I know at times it will seem like you are doing way too much and you might be, but I think the payoff is well worth it. Yes, I am bit demanding and do expect a lot of you, but hopefully no less than what you expect for yourself.

I will do my best to be fair, open, and reasonable in meeting the course’s objectives. You are welcome to visit with me at any time and I encourage you to ask questions or to challenge ideas whenever you feel that you don’t understand something or if you don’t agree with what I say, or what the book states, etc.

Let’s have fun and hopefully you will find this course to be helpful to you and that you might even consider taking other communication courses.

Policy on Classroom Civility

Students are full partners in fostering a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from the time spent in class, unless otherwise approved by the instructor; students are prohibited from engaging in any form of behavior that detracts from the learning experiences of fellow students. Inappropriate behavior in the classroom may result in a request for the offending student or students to leave and/or drop the class.
Course Objectives

The overall objective of this course is for you to learn more about communication and to improve your public speaking and interpersonal communication skills. More specifically after you have completed this course, you should:

► Understand the importance of effective communication in your everyday lives.
► Know the role that nonverbal communication has in communication with others.
► Be more aware of the importance that effective listening has in our oral communication with others.
► Be able to develop, organize, and deliver an effective informative presentation.
► Be able to develop, organize, and deliver an effective persuasive presentation.
► Know how to effectively use PowerPoint in your speech presentations.
► Increase your understanding of interpersonal communication and how it affects relationships with others.
► Understand and apply the concepts of small group communication as it relates to everyday living.
► Prepare you for your future career and/or internship.

Textbook


REVEL Integrative Learning Program

This semester we will be using a new edition of the textbook and an integrative program called REVEL. Some of you may have already have had a course using REVEL and you will definitely have an advantage as to its use. REVEL is a student engagement package, which directly, quickly and hopefully leads to a more thorough understanding of course content.

There are quizzes, some scored and some not, and there will be some writing about concepts and how they apply to your everyday communication. Yes, it will be considered to be busy work by some of you and it likely will be to some extent. I believe it will benefit your learning, but is yet to be determined. So, please give it a chance and work with me on discovering what works and what doesn’t.

There will be a variety of specific assignments that will be part of your Revel grade for each chapter. None of them specifically receive a grade but should be completed to get the full points for each chapter. See Final Course Grade on page 9—items completed in each chapter has a zero to five point value. Points up to five will be determined by what and how you complete each Revel assignment.

REVEL Registration Instruction

This course uses a Pearson digital product which contains important assignments and resources used throughout the semester. The required link below is unique to this course. Here is how to register:

1. Visit this link: https://console.pearson.com/enrollment/r59vhy

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2. Sign in with your Pearson Account. You can either: sign in with an existing Pearson username and password OR create a new Pearson account if this is your first Pearson digital product.

3. Choose your course under 'My Courses' and choose an access option: redeem an access code that you got from your school's bookstore or purchase access online. There is a free trial if you are waiting for financial aid.

What you should know:
- Bookmark https://console.pearson.com to easily access your materials.
- Pearson recommends using the latest version of Chrome, Firefox, or Safari with this digital product.
- Contact your instructor if you lose the invite link.

SPEECHES (Please read carefully)

You must complete three speeches in order to receive a grade equivalent to a "C" or higher in the class. If you miss one speech, the highest grade you can receive is a "D". You must use some electronic visual, i.e., PowerPoint, Prezi or other in either speech #2 or #3--it is your choice. If you do not use an electronic form of visuals in either speech #2 or #3 your final course grade may be lowered by a half letter grade.

You may, however, use a visual or visuals in both speeches but you are required to use some electronic visuals in either speech #2 or #3.

There will be no make-up speech opportunities unless there is a medical or personal emergency, which can be verified. There must be available time for make-up speeches either inside or outside of class and all make-ups must be approved by me. No guarantees that time will be available to do make-up assignments.

SPEECH #1

This assignment is hopefully for fun but also to provide an opportunity to speak in front of the class. The speech should be between three to five minutes in length. The topic is your favorite whatever--it could be sport, book, movie, song, thing to do, job, teacher, movie star, job you have held, a trip you have taken, a summer job, what chaps your hide or pet peeves, hobby, class, coach, etc. It’s your choice. The presentation must have a stated purpose and it must be organized so that there is a beginning, middle, and end. We will discuss further in class.

You will be evaluated on delivery, organization, and enthusiasm of your presentation. I will grade your speech based on my impressions of your ability to effectively communicate your message. Grades are typically higher on this assignment but do not expect a high grade if you don’t do the assignment at or above an average level in terms of delivery and organization.

SPEECH ASSIGNMENT #2

This assignment is a bit more formal than speech #1. It is an informative speech that requires organizational clarity and the use of supporting and clarifying materials. You should analyze
your audience and the environment in which you are presenting your speech as a part of the development of the presentation.

Objectives of the Assignment

The central objective is for you to present an informative speech that is clearly organized and delivered so that the audience can fully comprehend what you are presenting. Secondary objectives include the appropriate use of supporting (use of evidence) and clarifying materials (examples, illustrations, etc.), the appropriate use of visual aids, and the improvement of research skills.

Reading Preparation

Careful reading Chapters 7-11 in the text as a prerequisite for this assignment.

Topic

You must select a topic that is controversial and of interest to your classmates. It must be a topic that is local, national or international in scope. The topic cannot be one that you have used before, i.e., high school speech, 4-H speech, etc. It must be a topic that you can obtain information via research as well as provide your own information as to why the topic is of interest and importance to you and why it should be of interest and importance to your classmates.

You are required to present a minimum of three (3) credible sources in your speech. At least two (2) of the sources must be dated 2015 or later.

You will complete a topic approval form to the instructor. The form can be found on your Blackboard page titled “Topic Approval Form”.

WARNING: THIS ASSIGNMENT CANNOT BE DONE THE NIGHT BEFORE IT IS TO BE PRESENTED. READ ALL MATERIALS AS SOON AS POSSIBLE AND THEN BEGIN IMMEDIATELY.

Outline Requirements

You will do a draft paper copy of your full-sentence outline which is due at class time for review as specified on the daily schedule. DO NOT BRING AN ELECTRONIC COPY ON YOUR COMPUTER

Your final full-sentence outline is due two days prior your speech presentation and must be submitted electronically to bseiler@unl.edu and SafeAssign on Blackboard by 5:00 pm. SafeAssign detects plagiarism of all kinds including self-plagiarism. The outline is 2.75% of your final grade. See pages 206-208 for a sample full-sentence outline.

Plagiarism

Anyone who presents information that is not his/her own and does not give credit to the source or sources used will be given an “F” in the course! THE SPEECH SHOULD BE ORIGINAL
Evaluation Criteria Speech #2

SPEECH ASSIGNMENT #2 (20%) Speeches will be graded depending on how completely you meet the criteria below—this is based on the instructor’s judgment. If you meet the minimal standards and do an average job you will receive the equivalent of a “C” grade. If you meet all the criteria plus do exceptional in most all of the criteria then you will receive the equivalent of a “B” grade. If you meet all the criteria and do exceptional in all of the criteria then you will receive the equivalent of an “A” grade. If you don’t meet the criteria or do a below average job you likely will receive a grade equivalent to a below average performance.

IMPORTANT—YOU MUST READ THE FOLLOWING:

CRITERIA A-THROUGH-H, LISTED BELOW, MUST BE MET IN ORDER TO RECEIVE A PASSING GRADE:

A. Speech purpose is clearly to inform.
B. The speech must be presented on the day it was assigned.
C. You may use no more than three 3” x 5” note cards, one side only, as notes for your presentation.
D. You may not read or memorize your speech.
E. You may not stand behind a lectern, table, etc. except when using a visual.
F. The speech must meet the time requirements of 6 to 8 minutes.
G. Minimum of three sources of information must be cited in the speech, two of which are 2015 or later.

SPEECH ASSIGNMENT #3

Unlike speech #2, this presentation’s primary purpose is to persuade, to change behavior, or thought. Remaining consistent with the previous assignments, this one also requires the use of supporting and clarifying materials, clear organization, and an effective delivery. The use of an electronic visual, however, is once again optional but must be used if it was not used in Speech #2.

Objective of this Assignment

The purpose of this assignment is to affect behavior by changing it or reinforcing already existing behaviors. In addition, you should strive for polished organization and an effective use of evidence is required (make a statement and then prove it). You should strive for an understanding of how persuasion affects an audience from a speaker’s position, as well as an understanding of how persuasion affects you as an audience member. You should strive to employ persuasive theory and techniques, i.e., give us reason (reward—punishment) to do what your speech purpose asks us to do.

Finally, you should strive to improve your delivery. Thus, the objective of this assignment is to provide you with an opportunity to develop a persuasive message, using the
theories and techniques of persuasive speaking. It will also help you analyze those persuasive speeches you hear both inside and outside of class.

**Rationale for this Assignment**

Whether it is learning theory or communication theory, the basic reason for interaction with others is to affect behavior. This assignment will not provide you with all the theory, nor will it give you all the skills of a successful persuasive communicator, but it will help introduce you to some of the theory and some of the skills that are necessary for persuasion to occur.

**Topic**

You must select a topic that is controversial and of interest to your classmates. You may use the same topic you used for Speech #2 assuming you can convert it into a persuasive speech. If you cannot use the same topic then you must select a new topic that is local, national or international in scope.

It must be a topic that you can obtain information via research as well as provide your own information as to why the topic is of interest and importance to you and why it should be of interest and importance to your classmates.

You are required to present a minimum of three (3) credible sources in your speech. At least two (2) of the sources must be dated 2015 or later.

If a different topic than your speech #2 topic, you will need to complete a topic approval form, which is due to the instructor as indicated on daily schedule. The form can be found on your Blackboard page titled “Topic Approval Form—Speech #3”.

**WARNING:** THIS ASSIGNMENT CANNOT BE DONE THE NIGHT BEFORE IT IS TO BE PRESENTED. READ ALL MATERIALS AS SOON AS POSSIBLE AND THEN BEGIN IMMEDIATELY.

**Reading preparation:**

Careful reading of Chapter 12 is a prerequisite for this assignment.

**Outline Requirements**

You will do a draft paper copy of your full-sentence outline which is due at class time for review as specified on the daily schedule. **DO NOT BRING AN ELECTORNIC COPY ON YOUR COMPUTER!**

Your final full-sentence outline is due two days prior your speech presentation and must be submitted electronically to bseiler@unl.edu and SafeAssign on Blackboard by 5:00 pm. SafeAssign detects plagiarism of all kinds including self-plagiarism. The outline is 2.75% of your final grade. See pages 206-208 or pages 290-292 for a sample full-sentence outline.
Evaluation Criteria

SPEECH ASSIGNMENT #3 (30%) Speeches will be graded depending on how completely you meet the criteria below—this is based on the instructor’s judgment. If you meet the minimal standards and do an average job you will receive the equivalent of a “C” grade. If you meet all the criteria plus do exceptional in most all of the criteria then you will receive the equivalent of a “B” grade. If you meet all the criteria and do exceptional in all of the criteria then you will receive the equivalent of an “A” grade. If you don’t meet the criteria or do a below average job you likely will receive a grade equivalent to a below average performance.

IMPORTANT—YOU SHOULD READ THE FOLLOWING:

CRITERIA A-THROUGH-F, LISTED BELOW, MUST BE MET IN ORDER TO RECEIVE A PASSING GRADE

A. Speech purpose is clearly persuasive in nature.
B. You may use no more than three 3” x 5” note cards, one side only, as notes for your presentation.
C. You may not read or memorize your speech.
D. You may not stand behind a lectern, table, etc. except when using a visual.
E. The speech must meet the time requirements of 8 to 10 minutes.
F. A minimum of four sources of information are cited in the speech, two are 2015 or later.

Tests (2)

There will be two (2) tests. The tests consist of 30 multiple choice questions each question is worth one point. Test one is over Chapters 1 thru 6 and Test two is over Chapters 7 thru 11.

Final Comprehensive Exam

The final exam will be 50 multiple choice questions. Each question is worth 2 points and is over all chapters including the appendix.

Each test and the final comprehensive exam may be taken twice, but not on the same day. The highest score you receive is recorded and will be used to determine a portion of your final grade in the course.

You must complete each exam by a designated deadline specified on the daily schedule which can be found at the end of this document. You may, however, take an exam as soon as it is available, which is indicated on the daily schedule. You must, however, complete each exam at least once before the deadline, if you wish to receive a score for the exam. You are not required to take an exam a second time.

DO NOT WAIT UNTIL THE LAST DAY TO TAKE AN EXAM! If you miss taking an exam by the deadline because of some justifiable reason (extended illness, accident, or family emergency, etc.) that can be verified by me—you may be given approval for a one time opportunity to take the missed exam.
Note: No two tests or no two comprehensive exams will necessarily consist of the same items.

Feedback on Exams—what did I get wrong?

If you wish to see the items you missed on an exam you should make an appointment to see them with me. Unfortunately, the exam software does not allow you to see the items you missed on your own.

Where do I take Exams? Digital Learning Center Exam Commons (Love Library first floor)

Procedures:
Exams for this course will be taken under electronic supervision at Digital Learning Center, which is located in the Adele Coryell Hall Learning Commons. All testing times are pre-scheduled and exams will be completed on a computer. Before you begin a test or an exam, you must place your personal items in your pre-assigned locker and check-in with Digital Learning Center staff at the front desk. When you have completed your exam, you must check-out at the front desk.

Guidelines:
- All testing times are pre-scheduled by students. All students are responsible for self-sign-up and early sign-up is recommended. Time slots fill up quickly so don’t wait to schedule a time.
- **All students are required to have their current N-Card to test.** Other forms of ID will not be accepted as a substitute for N-Cards. DLC staff reserve the right to ask for a second ID if needed for identity verification.
- All students will receive two pieces of barcoded scratch paper for their exam. This paper will be scanned in to students upon check-in and scanned out upon check-out.
- Only permitted items are allowed at your computer station during testing, including your N-Card, DLC provided barcoded scratch paper, and writing utensils. Nothing else is allowed at your computer station unless your instructor has made prior arrangements with the DLC.
- All exams must be submitted for grading at the posted closing time. Students will not be given additional time to finish their exams past the posted closing time.

To schedule your exam, please visit [http://dlc-reserve.unl.edu](http://dlc-reserve.unl.edu). For more information about the Exam Commons location, operating hours and student guidelines, please visit [http://dlc.unl.edu](http://dlc.unl.edu).

The testing center hours are:
- Monday- Thursday: 9am – 10pm
- Friday: 9am – 5pm
- Saturday: 1pm – 5pm
- Sunday: 1pm – 10pm

The testing center is closed during holidays, football home games, and semester breaks. **You should always check to make sure the center is open or to ask the testing center staff for a schedule.**
Final Course Grade

**Revel** – Completing in chapter assignments, end of chapter shared writing & end of chapter quizzes
- (16 @ 5 points each) 80 points (22%)
- Speech #1 (20 points) 20 points (5.5%)
- Speech #2 and #3 Outlines (2 @ 10 points each) 20 points (5.5%)
- Speeches #2 and #3 (2 @ 40 points each) 80 points (22%)
- Exams (2 @ 30 points each) 60 points (17%)
- Comprehensive Exam (100 points) 100 points (28%)

Total 360 points

**EXTRA CREDIT** (maximum extra credit points you can receive is a total of 20)

You can earn 5 extra credit points for attending 23 out of 26 class periods that our numbered on daily schedule—attendance will be taken.

You can also earn 5, 10 or 15 points by participating in a research study sponsored by the Department of Communication Studies and/or presenting one or both of your speeches in the speech lab for practice or having a draft of your speech outline reviewed in the speech lab. See pages 12 thru 16 for additional information explaining extra credit opportunities and requirements.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>338 - 360 (94%)</td>
</tr>
<tr>
<td>A–</td>
<td>324 – 337 (90%)</td>
</tr>
<tr>
<td>B+</td>
<td>313 – 323 (87%)</td>
</tr>
<tr>
<td>B</td>
<td>298 – 312 (83%)</td>
</tr>
<tr>
<td>B –</td>
<td>2288 – 287 (80%)</td>
</tr>
<tr>
<td>C+</td>
<td>274 – 287 (76%)</td>
</tr>
<tr>
<td>C</td>
<td>263 – 273 (73%)</td>
</tr>
<tr>
<td>C–</td>
<td>252 – 262 (70%)</td>
</tr>
<tr>
<td>D+</td>
<td>241 – 251 (67%)</td>
</tr>
<tr>
<td>D</td>
<td>230 - 240 (64%)</td>
</tr>
<tr>
<td>D–</td>
<td>220 – 229 (61%)</td>
</tr>
<tr>
<td>F</td>
<td>219 or below</td>
</tr>
</tbody>
</table>

**Daily Schedule** (Schedule may require some adjustments, but all assignments and test will be completed as listed. Additional assignments will be assigned periodically but always in advance)

**Week #1**

- **Tuesday, Aug 23**
  - Intro to class and intros of students, and Assign Speech #1

- **Thursday, Aug 25**
  - Revel -- Chapter 1 (Revel Assign)
Week #2

(2) Tuesday, Aug 30  Chapters 2 & 3
(3) Thursday, Sept 1  Chapters 4 & 5

Week #3

(4) Tuesday, Sept 6  Chapters 5 & 6
Thursday, Sept 8  No Class (Test #1—Chapters 1 thru 6)

Week #4

(5) Tuesday, Sept 13  Speech #1
(6) Thursday, Sept 15  Speech #1
Friday, Sept 16  Deadline for Test #1 5:00 pm

Week #5

(7) Tuesday, Sept. 20  Chapter 7 & Speech Assign #2
(8) Thursday, Sept. 22  Chapter 8

Week #6

(9) Tuesday, Sept. 27  Chapters 9
(10) Thursday, Sept 29  Chapters 10 & Outline Draft Speech #2

Week #7

(11) Tuesday, Oct 4  Chapter 11  (Test #2 start date—Chapters 7 thru 11)
(12) Thursday, Oct 6  Speech #2

Week #8

(13) Tuesday, Oct 11  Speech #2
Wednesday, Oct 12  (Deadline for Test #2—10pm)
(14) Thursday, Oct 13  
Speech #2 plus, Chapter 12

**Week #9**

Tuesday, Oct 18  
Fall Break

(15) Thursday, Oct 20  
Infomercial Assign

**Week #10**

(16) Tuesday, Oct 25  
Chapter 13

(17) Thursday, Oct 27  
Chapter 14

**Week #11**

(18) Tuesday, Nov. 1  
Outline Draft of Speech #3

(19) Thursday, Nov. 3  
Chapter 15

**Week #12**

(20) Tuesday, Nov. 8  
Chapter 16

Thursday, Nov 10  
NCA Conference/Outside Class Assign.

**Week #13**

(21) Tuesday, Nov. 15  
Group Exercises

(22) Thursday, Nov. 17  
Appendix (Comprehensive Final Start—all chapters plus Appendix)

**Week #14**

(23) Tuesday, Nov. 22  
Outside of Class Assignment

Thursday, Nov. 24  
Thanksgiving Vacation

**Week #15**

(24) Tuesday, Nov. 29  
Speech #3

(25) Thursday, Dec. 1  
Speech #3
Week #16

(26) Tuesday, Dec. 6   Speech #3 & Review
Thursday, Dec. 8   No Class—time to take comprehensive exam
Wednesday, Dec. 14   Final comprehensive exam Deadline 10pm

Additional Information

_Instructor:_ As in other classes, I am the person responsible for all aspects of the course. I am responsible for lectures, student grades, grade appeals, attendance, rulings on attendance and other course policies, determination and recording of your final grade, general classroom management, and course evaluations.

**Participate in a Communication Research Study**

Students can earn five, ten, or fifteen extra credit points by participating in a Communication Studies Department sponsored research study.

To receive extra credit points for participating in a research study go to Communication Studies Department’s website [http://comm.unl.edu/](http://comm.unl.edu/) then go to the **Research tab** for listed opportunities.

The extra credit points will be awarded based on the study’s depth and time it takes to complete. The researcher will assign from 1 to 3 research credits. If the study has a 1 credit value, you will receive 5 extra credit points, if the study has a 2 credit value, you will receive 10 extra credit points, and if the study has a 3 credit value, you will receive 15 extra credit points. Not every study will have the maximum of 3 credits and in some semesters there may be no studies offering 2 or 3 credits.

The research studies listed have different criteria or requirements for participation, so please read the requirements to determine whether or not you meet them. You must be 19 years of age or older to participate in a research study. At the end of the semester (usually the last week of class), the researchers send your instructor a list of students who participated in their study. If you participated in a research study, you will receive extra credit at the end of the semester. Thus, _your research participation extra credit will not appear as part of your grade until the last week of classes or during finals week._ Thus, you must have participated in a study or studies prior to December 9th.

You may combine a research study with the alternative extra credit assignment below but the maximum extra credit points you can earn between the two is 15 points.

**Present in Speech Lab**

**Present either Speech #2 or Speech #3 in Speaking Lab** (you can earn 15, 10 or 5 extra credit points by a practice presentation of either speech #2 or #3). You can present speech #2 or speech #3 in the Communication Lab as a practice presentation to one of the lab assistants. The
practice presentation must be completed two days prior to your scheduled class speech presentation.

You can also have your speech outline evaluated, evaluate your speech content, and the delivery of the speech. There are three requirements you must do in order to obtain extra credit points—15 is the maximum:

A. You can bring a copy of your outline to the lab prior to its deadline submission for class—thus you must have your outline reviewed by a lab assistant no later than day before it is due. There are 5 extra credit points given for this but in order to receive the extra points you must give the evaluation of the outline signed by the lab assistant to me.

B. You must bring a copy of the speech evaluation form with you to the lab when you present your practice speech. A copy of the evaluation form is on your Blackboard page under the tab Speaking Lab. Your practice presentation must occur two days prior to your in class presentation.

C. After you present your speech you must bring the completed evaluation form signed by the lab assistant to me in order to obtain the extra credit points.

You can receive 5 extra credit points by doing only A above, 10 extra credit points by doing B and C above, and 15 extra credit points by doing A, B, and C above.

WARNING: THE SPEAKING LAB IS LIMITED ON THE NUMBER OF STUDENTS IT CAN SEE DURING A GIVEN SEMESTER. THUS, THERE IS NO GUARANTEE THAT YOU WILL GET IN—SO GO EARLY. IF YOU ARE UNABLE TO GET IN CHOOSE ONE OF THE OTHER VENUES TO OBTAIN EXTRA CREDIT. Also your outline and/or presentation must represent a good effort on your part as judged by the lab assistant in order to receive points.

COURSE POLICIES AND OTHER INFORMATION

Pass/No Pass and Honors

Since this course is an ACE certified course and requires student presentations, students can only take this class as a graded course (see the grading scale above). If you wish to take this class as an honors course, you should drop it and enroll in COMM 109H. The COMM 109H (Honors) course is offered only in the spring semester as a separate course. However, you can request to do it as an honors course—please see the director for permission to do so.

Blackboard and E-mail

You will find announcements, assignments, study aids, and your grades on Blackboard. E-mail will also be used to provide reminders, announcements, and class information. Please check Blackboard and your e-mail frequently throughout the week. Also, you can monitor your progress in the class by accessing Blackboard and checking your grade. If you do not know how to access Blackboard, please ask. Make sure the e-mail address you use is the same address registered with Blackboard. If it is not the same, please change it so you will receive class information.
Special Needs Accommodation

If you are a student with special learning needs, please talk with your instructor during the first week of school to discuss how he/she can ensure the best possible learning experience for you. We really want everyone to do well in this class. If you haven’t done so already, register with the UNL Services for Students with Disabilities Office (Canfield Administration Building, room 132) at 402-472-3787. You need to register with this office each semester.

Cheating and Plagiarism

The Department of Communication Studies adheres to the university guidelines and penalties for acts of plagiarism, cheating and academic misconduct. All work you do for this class must be your own original work created for this specific class during the semester or session in which you take the class.

Any form of plagiarism on a speech assignment will result in an “F” for the course. This includes using information which is not your own or not giving the source of the information credit, using an outline which is not your own, presenting a speech which was not developed by yourself (a speech from the internet, a friend's speech, or an existing speech from a written source). If you are found to have violated any of the above you will be notified and informed of your rights to appeal. University procedures regarding cheating will be applied.

Self-Plagiarism -- This means that you may not use an outline or speech that was created for another course, school, or previous time you may have taken the present course without permission from your instructor. It is also required that if you are given permission to use a previous outline or speech that you update it to meet the present assignment as specified. If you have questions regarding this policy, please ask your instructor. If you do use previous work, it is referred to as self-plagiarism and could result in an “F” on the assignment and/or the course especially if you did not ask for permission to use your previous work or did not update it.

Grade Appeals

A grade appeal must be brought to the attention of the instructor within 48 hours of a given assignment. If you cannot resolve the issue with your instructor, you may bring your appeal to the attention of the director of the course. Once the semester is over a student who feels that s/he has been graded unfairly can take the following steps by initiating an appeal within 30 days after the awarding of the grade:

1. Talk with the instructor concerned. Most problems are resolved at this point.
2. Talk with the COMM 109 course director.
3. Talk to the department chairperson.
4. Take the case to the Grading Appeal Committee of the department concerned. The Committee should be contacted through the department chairperson.
5. Take the case to the College Grading Appeals Committee by contacting the Dean’s Office, 1223 Oldfather Hall.
The Speaking Lab is a free service provided to you as a student at UNL. The purpose of this lab is to help you improve your speaking and presentation skills. The Speaking Lab can help you with topic selection, gathering and researching information for your speech, delivery skills, practice presentations, and communication apprehension.

The Speaking Lab can get busy at times, so if you want to use this service, make your appointment as soon as possible by e-mailing the Speaking Lab Director Nate Swords at nathan.swords@huskers.unl.edu. You can also drop in during scheduled Speaking Lab hours. During busy times throughout the semester, the Speaking Lab extends its hours to accommodate more students. To find out more information, please visit the labs Facebook fan page at https://www.facebook.com/#!/pages/University-of-Nebraska-Lincoln-Communication-Studies-Speech-Lab/210717395628413?sk=info

Communication Studies Courses, Major or Minor: “Find Your Voice”

If you are interested in other communication courses or considering a minor or major in Communication Studies see the department’s web page http://comm.unl.edu/