

COM 114 Introduction to Presentational Speaking Spring 2024 – 3 credits

Having knowledge but lacking the power to clearly express it is no better than never having any ideas at all. Pericles

Course description

A study of communication theories as applied to speech; practical communicative experiences ranging from interpersonal communication and small group process through problem identification and solution in discussion to informative and persuasive speaking in standard speaker-audience situations.

Instructor contact information

Instructor: Karen Neubauer, MA, MLS (she/her)

Email: neubauer@purdue.edu. Use your official Purdue email and the following subject line, and I will respond within 24 hours: COM 114 105.

Office hours: I look forward to meeting you in person or via Zoom outside of class. During the first week, we'll figure out a few regular times that work for most of us.

Class meeting days & times: TWF 4:30-5:20 p.m.

Location/Modality: Onsite Tuesdays BRNG B238, Wednesdays & Fridays BRNG B232

Learning resources, technology & text

The required text for COM 114 is a digital book that must be accessed through our course Brightspace. You will need to purchase the access code to read the book and take the reading quizzes.* You can purchase the code at the bookstore or directly from the publisher:

<https://store2.van-griner.com/product/presentations-that-matter/>

Morgan, M. & Hall, J., & Anderson, L. (7th ed). *Presentations that Matter*. Van-Griner Publishing.

Learning outcomes

Successful completion of Com 114, means you will be able to:

- Employ effective verbal and nonverbal delivery techniques while delivering a presentation.
- Conduct an audience analysis and use the information to adapt messages delivered during a formal presentation.
- Utilize effective organizational strategies for informational and persuasive presentations by drafting and delivering presentations.
- Find and incorporate supporting evidence to increase the effectiveness and credibility of the messages delivered in informational and persuasive presentations.

Course objectives

1. Classroom learning and speaking experiences are designed to help you demonstrate knowledge and skill in the following areas:
 - ❖ Audience analysis
 - ❖ Topic analysis
 - ❖ Organizational skills
 - ❖ Support and evidence
 - ❖ Persuasive and informative strategies
 - ❖ Verbal and non-verbal delivery skills

- ❖ Group communication skills
2. We will work together to help you deliver effective presentations in which you:
 - ❖ select an appropriate topic
 - ❖ outline a presentation
 - ❖ provide appropriate transitions and summaries
 - ❖ develop effective introductions and conclusions
 - ❖ use an appropriate organizational pattern
 - ❖ use supporting material properly and effectively
 - ❖ create effective presentational aids
 - ❖ use presentational aids effectively
 - ❖ display appropriate verbal and nonverbal behaviors
 - ❖ create effective asynchronous and synchronous presentations
 - ❖ tell a story extemporaneously

COM 114 assignments

1. **Presentations:** You will deliver three individual presentations, create one video presentation, and participate in one group presentation. You are expected to deliver your presentation on your assigned day. If you fail to deliver your presentation on the assigned day, the most points you can earn are half of the original value of the assignment. For example, if the speech is worth 100 points, you will be able to earn up to 50 points. If you fail to submit your asynchronous presentation by the deadline, the same penalty applies. That is the same as missing your presentation time.
2. **Topic Forms and Frameworks:** All presentation topics must be approved in writing by me. Additionally, all presentations must be accompanied by an outline or a framework. If you fail to receive written approval from me for your presentation topic, you will lose the opportunity to present. I have the right to reject any presentation topic. Additionally, I have the right to stop you during a presentation if you speak about something other than the topic that was approved.
3. **Quizzes:** You will complete 13 reading quizzes throughout the course of the semester. These are open-book, untimed, but **only one submission is allowed and it must be submitted before the deadline for each quiz** (the date each is due). They are designed to ensure that you are keeping up with the material so you can participate in in-class activities and are on the right track. Some tips are:
 - To avoid experiencing technical difficulties, please make sure you: use the Firefox browser, take the quiz from a strong, secure connection (like a campus lab), and avoid Wi-Fi hotspots. Do not attempt to take the quiz on your smartphone or on a tablet.
 - Once you start a quiz, you have unlimited time to submit it, but I strongly recommend you **save** it regularly in case you cannot finish it right away or your electricity or Internet are interrupted, which may cause the software to automatically submit what you completed. When you are satisfied with your answers, select SUBMIT.
4. **Activities:** Throughout the course you will have a variety of in-class activities worth 5 points each. There will be a total of 90 points offered, but only 75 of these activity points will be calculated into your final grade. That means if you miss a class when activity points were available you will be able to make up for those. I will assign these in-class activities without advance notice, so it is important that you attend class to avoid missing these points.
5. **Self-reflections:** For two of your individual presentations, you will write a 1-2 page reflection on your performance.
6. **Outside communication activities (2):** You are required to participate in two of the following outside communication activities during the semester. You must complete two different activities from this list. Each activity is worth 5 points.

Option One: Participate in a research study that is administered through the Lamb School of Communication's Research Participation System. This activity allows you to participate in an ongoing research project here at Purdue. The assignment allows you to see how we develop the communication theories that underlie the principles and advice this course advocates. The sessions usually last between 30 minutes and one hour. For information about times and dates of specific studies visit the Brian Lamb School of Communication's Research Participation's website at <http://purdue-comm.sona-systems.com/>. The website will allow you to register for the study of your choice. Please note that if you sign up to participate in a study and fail to show up without canceling your appointment in advance (up to 2 hours before the study), you will be automatically restricted from signing up for any studies for 30 days.

Option Two: The second option allows you to provide feedback as an audience member to an international teaching assistant through Purdue University's Oral English Proficiency Program. You will observe a classroom presentation during which international teaching assistants practice teaching a class. To make this exercise as realistic and beneficial as possible, the Oral English Proficiency Program asks undergraduates to come, observe, and play the part of the "class." In some instances, you will participate by asking questions of the Teaching Assistant. Students observe 2 or 3 presentations in a 50-minute class period, and complete a brief written evaluation for each presentation, stating what was good and where improvement is still needed. Dates for spring presentations are available at <http://www.purdue.edu/oepp/volunteer/undergrad.html>. This website will also allow you to register for a specific presentation date.

Option Three: Make and attend an appointment in the Purdue Presentation Center to receive assistance with one of your **individual** presentation assignments. You can certainly take advantage of the Presentation Center's resources for your group presentation, but it will not account for the outside communication activity. You must have your appointment prior to delivering or submitting your presentation. In order to effectively utilize your time during your appointment, you need to have a clear purpose for your appointment such as practicing your presentation, getting help with constructing your framework for an assignment, or getting feedback on your visual aids. After attending your appointment, you will need to fill out the brief form found on the Brightspace page. Remember that appointments in the Presentation Center are available to those who book appointments first. You will want to plan ahead and book an appointment, as walk-in times are limited.

Option Four: Attend the finals of the Fraser Speaking Competition. Date and time will be announced.

Option Five: Attend the 3 Minute Thesis Competition on April 12th. Details will be provided.

- 7. Extra Credit:** There is one extra credit opportunities in COM 114. If you participate in a third outside communication activity, you will receive 5 extra credit points. Please note, in order to earn the extra credit you must chose a different option than the activities you completed for the required outside communication activity. Please discuss this activity with me beforehand.

COM 114 grading breakdown & scale

In the event of a major campus emergency, course requirements, deadlines, and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond my control. Information about changes in this course can be found on our Brightspace page.

Assignment	Points	Your grade
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Narrative Presentation	50	
Explanation Presentation	100	
Persuasive Presentation	125	
Group Presentation	125	
Instructional	75	
Quizzes (open book)	130	
Outside Activity	10	
Self-Reflections	40	
Topic & Frameworks	20	
Class Activities	75	
Total	750	

*Since quizzes account for more than 17% of your final grade, if you get a used edition of the book, you will still have to purchase access to complete the quizzes.

Final Grading Scale: This scale is based on a point system and not a percentage; therefore, grades will not be rounded up.

Grade	Points
A	750-691
A-	690-675
B+	674-660
B	659-616
B-	615-600
C+	599-585
C	584-541
C-	540-525
D+	524-510
D	511-466
D-	465-450
F	449 and below

COM 114 grade policies

Grade discussions: You must wait 24 hours after receiving a grade to discuss it with me. In addition, you have two weeks after an assignment is returned to voice concerns with me about the grade. I will not entertain questions about grades on assignments past this date.

Presentation redo: If you are not satisfied with your performance on a presentation, you have the option to redo your presentation for full credit. (Note, if you have incurred a penalty due to presenting late, you can only make up to half credit on the assignment, in other words, this option does not erase the penalty for late assignments) If you chose to take this option, you must complete the following steps:

1. Inform me within 48 hours of receiving your grade that you would like to redo your presentation.
2. Make an appointment with the Presentation Center to review your feedback and work on improving your presentation (note, this will not count towards your outside activity PPC appointment).

3. Film yourself delivering your presentation to an audience of at least 6 people. It is your responsibility to gather your audience.
4. Submit your video to me via Brightspace by an agreed upon date.
5. Write a 1-2 page reflection in which you discuss the changes you made to your presentation, how you practiced for your second presentation, and what you learned that you will use for future presentations.

Participation in Group Project: One of the major assignments in this class is a group project. In order for you to be an active participant in the project and a contributing teammate, you need to be an active participant in class and maintain communication with your team and me. On the day the group project is assigned, if you have missed class more than **3** times without notifying me that you will not be in class prior to missing class, you will not be assigned to a group as it is unfair to your potential team members. Additionally, if you are assigned to a group and you miss class **3 times** (without notification) after the assignments are made or you miss **3** group meetings (as set by your group) you will be removed from the group.

**Students who are not in a group will be required to complete the entire group project as an individual with no changes to the requirements. Because a portion of the grade for the group presentation is based on group presentation skills, the highest grade you will be eligible to receive on the presentation is 75/125.

Course presentations: You must deliver all 5 presentations. Failure to deliver a presentation will result in a failing grade in the course.

Late work: Late quizzes and class activities are not accepted. If you miss an assigned speech day, you can arrange with me to deliver your presentation **for half credit**.

Other COM 114 policies

Free speech and respect: The Lamb School, Purdue University, and I are committed to maintaining a community that protects and values free speech in academic spaces; recognizes and values the intrinsic worth and dignity of every person; fosters truth seeking, understanding, and mutual respect among peers; and encourages each individual to strive to reach their potential. **In simple terms:** have fun, make friends, be respectful, ask questions, provide good arguments for what you share, enjoy the learning process, and commit yourself to doing *good* work.

Attendance: Attendance in this class is vital; we need to work with other people in order to meet course outcomes (see [Working together in COM 114](#) for details). **The program-wide policy is that you may miss three classes without penalty, unless you are scheduled to present that day.** University-sanctioned events such as athletic games or musical performances as well as religious holidays do not count towards these three absences.

- There will be a **sign-up sheet near the classroom door** each class period for you to initial.
- After the three absences, **7 points** will be deducted from your total points **for each additional absence**. Therefore, the three allowable absences are for you to use wisely for times when you are ill, have appointments, etc. Think of these absences as the sick and personal days you get at work. If you have used them all up and then fall ill, you are not granted additional sick days and may have to take unpaid time off (aka, receive point deductions)
- **Attendance during presentation days:** An important part of this course is getting the experience of presenting to an audience, it is vital that you are there on presentation days even if you are not presenting yourself. Everyone will be assigned a job. Because this is so important, any presentation day absences (beyond the three allowed absences) will incur a **double penalty of 14 points**.

- If you must be absent because of extenuating circumstances (i.e. extreme illness that is documented through the Office of the Dean of Students -- something such as mono for example, accident, family emergency – see “excused class absences” below). You must notify me in advance of your absence if possible by sending an e-mail to my Purdue email. If prior notification is not possible, notify me as soon as you can. This means that you cannot be absent for a week and then come back to class and tell me you had something going on.
- You are responsible for obtaining the material that you miss. Check the class schedule and notes posted by your classmate for that day.
- **Excused class absences through ODOS:** The Office of the Dean of Students (ODOS) can verify and notify me for absences that meet the criteria of excused absence policies established by the Faculty Senate including **grief, medically excused, jury duty, military, and parenting**. Upon receipt of proper documentation, the ODOS will request that I excuse you and provide an opportunity to earn equivalent credit. I CANNOT excuse an absence if you do not first request a notice from the ODOS AND provide ODOS with documentation; absences will otherwise be subject to the attendance policy outlined above. Purdue’s Class Attendance and Absences Policies are available at <https://catalog.purdue.edu/content.php?catoid=16&navoid=19719#classes>. To request an excused absence from ODOS, forms and documentation can be accessed and submitted at <https://www.purdue.edu/advocacy/students/absences.html>

Tardiness: Be on time (or early) for each class and stay the entire period.

Adding or changing sections: COM 114 does not allow students to add the course or change sections after Week 1.

Academic integrity: Academic integrity is expected of all Purdue students. The University has strong policies against academic dishonesty. Anyone engaging in academic dishonesty will be reprimanded and subject to disciplinary action which can result in a minimum of a zero(0) on an assignment but may include failure of the course or expulsion from the university. *Academic dishonesty includes, but is not limited to the following:*

Plagiarism

1. Copying someone else's work and claiming it as your own.
2. Paraphrasing someone else's work and claiming it as your own.
3. Collaborating with another person and claiming the work solely as your own.
4. Using your own work from another course or from a previous semester. For example, you may not use speeches you have written in previous semesters for COM 114. The work must be original to this course and this semester.

Use of artificial intelligence (AI)

You may use AI programs e.g. ChatGPT to help generate ideas and brainstorm. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use may also stifle your own independent thinking and creativity.

You may not submit any work generated by an AI program as your own. If you include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor).

All cases of academic dishonesty, as described above, could be reported to the Office of the Dean of Students.

Diversity and inclusion: It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated.

Disabilities: It is the policy and practice of the University to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement such as: time limited exams, or use of non-captioned videos; please simultaneously notify me and the Disability Resource Center as soon as possible. The DRC can be contacted by phone: 765-494-1247 or by email at: drc@purdue.edu.

CAPS Information: Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, such individuals should contact Counseling and Psychological Services (CAPS) at (765)494-6995 and <http://www.purdue.edu/caps/> during and after hours, on weekends and holidays, or through its counselors physically located in the Purdue University Student Health Center (PUSH) during business hours.