HU 209 Verbal and Nonverbal Communication

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Required Text
Public Speaking 5th Edition by Osborn and Osborn

Course Description
Oral communication skills are critical in the contemporary world. This course builds a repertoire of basic public speaking skills including organizing messages, analyzing audiences, using supporting materials, listening critically, and developing language strategies and delivery techniques. The goal of this course is to give you opportunities for developing and refining your public speaking skills.

Computerized aides, while not necessary for an effective public presentation, are expected by today’s technologically-sophisticated audiences. You will be encouraged to use WWW resources in your search for supporting materials and visual/audio aids. You may use computer-enhanced presentations if you have access to such equipment.

Objectives
Developing a familiarity with and competence in a repertoire of basic presentation skills
Developing critical listening and thinking skills
Developing confidence through skills practice and peer response

Policies and Procedures
- Attendance: You must attend class. Your grade will be impacted by more than three absences. Any unplanned, unexcused absence on speech days is unacceptable.
- Punctuality: All speeches and written assignments must be handed in on time. Any late assignments will receive lowered grades.
- Changes: I reserve the right to revise the syllabus or course schedule to better serve our needs.
- MTU’s Policy on Discrimination and Harassment: MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act (ADA) of 1990. If you have a disability and need reasonable accommodations for equal access to education and services at MTU, please call Dr. Gloria Melton, Associate Dean of Students (7-2212). For other concerns about discrimination, you may contact your advisor, department chair, or the Affirmative Action Office, (7-3310).
- MTU’s Policy on Academic Integrity: Plagiarism and cheating are serious academic offenses. MTU’s Academic Integrity Policy defines it as “knowingly copying another’s work or ideas and calling them one’s own or not giving proper credit or citation.” Plagiarism and cheating are not only dishonest, but also cheat you out of learning, the primary reason you are here.

Grading

<table>
<thead>
<tr>
<th>Speeches</th>
<th>Other assignments</th>
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<tbody>
<tr>
<td>Introduction speech</td>
<td>Reading responses</td>
</tr>
<tr>
<td>Persuasive/narrative</td>
<td>Outside speaker evaluation</td>
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<tr>
<td>Persuasive/co-cultural</td>
<td>Peer evaluations</td>
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<tr>
<td>Non-Verbal presentation</td>
<td>20%</td>
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<tr>
<td>Persuasive</td>
<td>10%</td>
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Resources
- Online Resources: You will be expected to use email, online library resources, and the WWW. You must be familiar with your computer lab and be able to access resources electronically by the second week of the term.
- Library Resources: You will be expected to use the Van Pelt Library. If you are not familiar with the library let me know as soon as possible.
- Reserve Materials: Course readings and materials not in your text may be placed on reserve at the library. Course materials on reserve at the library may not leave the library. They may be used in the building for a limited time period or copied.