

TIFFIN UNIVERSITY

The Center for Tiffin University and Dragon Core Curriculum

COM130 – Introduction to Speech Communication



Fall 2024

Tuesdays – 6:30 – 9:15 p.m. – Tiffin University Main 12

Kassandra Turek

Office Hours: Available by email throughout the day, and a timely response will be provided.

Office Location: TBA

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Faculty Background

Professor Turek is an adjunct professor for the School of Creative & Media Arts. She currently is an Intervention Specialist at Seneca East High School. At Seneca East she is also the advisor for the Pep Club and Student Council. She is also a core team member of the PBIS committee.

Kassandra earned her undergraduate degree from Heidelberg University. She earned a B.A. in Middle Childhood Education with a concentration in Social Studies, Language Arts, Reading, and the Generalist (4-6) Certification. Following Heidelberg she obtained her M. ED in Classroom Technology. She continued her learning by completing the Principal's Licensure program at the University of Findlay in grades 4-12. She most recently is working on completing her second master's degree. She recently graduated from Tiffin University's M.H program with a concentration in Communication.

Course Description:

Introduction to Speech Communication is a course in spoken communication that emphasizes interpersonal, group, and public communication. All students will complete two speeches, a group presentation, a series of practical exercises and chapter quizzes.

Course Objectives:

At the completion of this course, students should be able to:

1. Describe and appreciate communication as both a human activity and as a human process.
2. Understand and predict how your communication behaviors will affect others.
3. Understand and predict how others' communication behaviors affect you.
4. Perform the basic skills of small group problem solving, discussion, and public speaking.
5. Research and organize effective presentations that inform or motivate a targeted audience.

Evaluations:

These are the minimum evaluations in the course:

1. Informative Speech & Outline (5-6 minutes)
2. Persuasive Speech & Outline (5-6 minutes)
3. Group Presentation (8-10 minutes)

Required Text(s):

DeVito, Joseph A. (2018). *Human Communication: The Basic Course*. 14th Edition. Hoboken, NJ: Pearson Higher Education. ISBN-13: 978-0134409405

Preparation and Active Class Participation:

Participation is a vital component of the course. Active class participation is a vital component of successfully meeting the requirements of COM 130. Preparation is also an important asset.

Please come to class prepared by bringing all necessary items to class including; laptop, pencil, paper, and any required reading material.

Attendance Policy:

Attendance is important. At the beginning of class, attendance will be taken. You have three (3) unexcused absences to use at your own discretion throughout the semester. If you would like to ensure that your absence is excused, you must communicate and get prior approval from the professor prior to class or provide proof (i.e., doctor note). Excused absences include isolation/quarantine notice, family emergency or death, athletic travel for game/contest (not practice), or illness with medical documentation.

If you accumulate four (4) or more unexcused absences throughout the semester, the professor reserves the right to reduce your final grade by one letter grade.

If you are absent from class, it is your responsibility to gather missed materials and stay up to date on assignments and their due dates. You are responsible for catching up on any missed notes on the lectures and assignments. Everything will be posted on Moodle. If you have any questions about assignments, class content, or clarification of issues discussed, please contact the instructor.

If you do not come to class, and are absent without any kind of communication for three or more consecutive class sessions, the instructor will try to find you through your coach, student affairs, contact information, etc...If this is unsuccessful, the instructor will begin the process of initiating an administrative withdrawal from the course (you will be formally dropped from the class through the Registrar).

Moodle and Non-Moodle Technical Support

For Moodle support, either email moodlesupport@tiffin.edu or call the 24/7 Technical Support Call Center at 855-664-1200 (3430, Option 2, from on-campus). For non-Moodle support, contact the Tiffin University ITS helpdesk at the number above or submit a support ticket at <https://www.tiffin.edu/its/help>

Grading Criteria:

Students will be provided with rubrics for each of the assignments. The rubrics will help you be successful when planning and completing your assignments. They will provide you with the requirements and criteria for each task at hand.

Total Points for the Course

Assignments	Points
Informative Speech & Outline	150
Persuasive Speech & Outline	150
Group Presentation	100
All About Me Presentation	30
Reflection Journals	280
Final Course Reflection	60
Chapter Quizzes	110
Total Course Points	880

Grading Scale: (Based on 100%)

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% or Below

Class Assignments:

1. Informative Speech & Outline

- a. Students will deliver a 5-6 minute informative speech that is designed to bring new and important information to your audience. You will practice the skills of audience analysis, speech preparation, outlining, and presentation.

2. Persuasive Speech & Outline

- a. Students will apply their knowledge of the persuasion process by constructing a 5-6 minute speech with a clear persuasive goal, analyzing your audience to determine which persuasive arguments will be most effective, and delivering the presentation in a manner that facilitates accomplishing your persuasive goal.

3. Group Presentation

- a. Students will use group collaboration and synthesis while applying the communication concepts discussed in the text and in class. The group will select a show or movie that depicts these concepts and create a 3-5 page paper that presents a minimum of three interpersonal communication concepts depicted in the show or movie. Analyze the character interactions, verbal cues, nonverbal cues, etc....Groups can also identify important ideas that impact our daily lives, and the importance of communication. Students will deliver an 8-10 minute group speech that is designed to communicate to the audience the key ideas from the project. For this speech, students will practice the skills of audience analysis, speech preparation, and presentation.

4. All About Me Presentation

- a. Students will prepare an introductory speech. It will be between 5-8 minutes. It is designed to introduce them to public speaking and giving speeches in front of peers.

5. Reflection Journals

- a. Students will complete seven (7) reflective journal writing assignments that correspond with course activities and lectures. Students will have a rubric to help them construct the reflection journals.

6. Final Course Reflection

- a. Students will complete a summative reflection at the end of the course. You will reflect on the content you learned over the semester. Students will have a rubric to guide them in the writing process.

7. Chapter Quizzes

- a. Following each chapter, students will have a short 10-question quiz over its content.

Tentative Course Calendar

(Subject to Change at Professor or Tiffin University Discretion)

Class/Week	Topics	Preparatory Readings/ Activities	Assignments
Week 1: 8/27/2024	Syllabus Introduction Chapter 1 Lecture	Chapter 1: Fundamentals of Human Communication	All About Me Presentation Due 9/3 Reflection Activity 1 Due 9/3
Week 2: 9/3/2024	Chapter 3 Lecture All About Me Presentation	Chapter 1 Quiz Chapter 3: Perceptions of Self and Others	Reflection Activity 2 Due 9/10
Week 3: 9/10/2024	Chapter 4-5 Lecture	Chapter 3 Quiz Chapter 4: Listening in Human Communication Chapter 5: Verbal Messages	Reflection Activity 3 Due 9/17
Week 4: 9/17/2024	Chapter 6 Lecture	Chapter 4-5 Quiz Chapter 6: Nonverbal Messages	
Week 5: 9/24/2024	Chapter 14-15 Lecture	Chapter 6 Quiz Chapter 14: Public Speaking Topics Chapter 15: Supporting & Organizing	

Week 6: 10/1/2024	Chapter 17 Lecture	Chapter 14-15 Quiz Chapter 17: The Informative Speech	Reflection Activity 4 Due 10/8
Week 7: 10/8/2024	Chapter 16 Lecture	Chapter 17 Quiz Chapter 16: Style & Delivery	
Week 8: 10/15/2024	Fall Break	Prepare for Informative Speeches	Informative Speech & Outline Due 10/22
Week 9: 10/22/2024	Informative Speeches	Chapter 16 Quiz Informative Speeches Peer Evaluations	Self-Reflection Critique Due 10/29
Week 10: 10/29/2024	Chapter 10 Lecture	Chapter 10: Group Communication	Reflection Activity 5 Due 11/5
Week 11: 11/5/2024	Group Presentation	Chapter 10 Quiz Group Presentations Work	Group Presentation Due 11/12
Week 12: 11/12/2024	Group Presentation	Group Presentations	Reflection Activity 6 Due 11/19
Week 13: 11/19/2024	Chapter 18 Lecture	Chapter 18: The Persuasive Speech Prepare for persuasive speeches	Persuasive Speech & Outline Due Finals Week
Week 14: 11/26/2024	Chapter 18 Continued	Ethos, Logos & Pathos Work on Persuasive Speech	Reflection Activity 7 Due 12/3
Week 15: 12/3/2024	Persuasive Speeches	Chapter 18 Quiz Prepare for persuasive Speech	Persuasive Speech & Outline Due Finals Week Final Reflection due before the start of finals.
Final:	Persuasive Speeches	Present Persuasive Speeches	

University Policies

E-mail Communication

As a student at Tiffin University, you are expected to use your Tiffin email account for all communication with your professor. If you fail to check your Tiffin email account, you may be missing information regarding this course, and you will be held responsible for this.

Classroom Lecture Capture

Notice of video recording and permissible use.

This course, including your participation, may be recorded on video and available to students in the course for viewing remotely after each session. Except for captured original student work within the video, course videos belong to your instructor.

Do not download, copy, or share any course or student materials or videos.

All recorded lectures, presentations, and class discussions are for viewing by members of this class section only. Students who have access to authorized recorded lectures may use such recordings **ONLY** for personal or group study. Downloading, recording, or sharing any lecture

capture video or portions of a lecture capture video with anyone not enrolled in this class section is not permissible and subject to the [Student Conduct Policy](#), [Technology Acceptable Use Policy](#) and/or including other punishments up to dismissal from the university. Students violating these rules will be referred to the Office of Student Conduct for disciplinary action and possible legal action.

Viewing Lecture Capture Videos does not replace class attendance.

Lecture Capture Videos are intended to be temporary supplements to the core educational experience and are not considered to be inherent to the delivery of the course learning outcomes. These recordings are not meant to replace the classroom experience and may not be duplicated or redistributed without appropriate consent. Recordings do not replace attendance or in-person requirements of an instructor (see attendance policy in this document) and should be used to review class content and/or to supplement excused absences.

Your likeness will not be used outside of this class without your consent.

If Tiffin University or your professor plan to utilize recorded lectures for educational purposes beyond this class, you will be notified of the nature of intended use and your *written consent will be required*. Video Capture usage data may be viewed by the instructor or may be collected for Quality Improvement/Educational Outcomes Assessment and data to be reported in aggregated non-identifying ways.

Attendance by Athletes

Athletes may not miss a class for practice in any sport. If an athlete misses a class due to a game, it is completely understood that the athlete is responsible for all the work covered in that class (including lecture notes, readings and any additional information distributed in class). The appropriate information from the Athletic Director or coach must be submitted to the professor prior to missing class due to an athletic event. Failure to do so is against athletic policy. Please follow all policies as written in the 2023 - 2024 Student Handbook.

Academic Honesty Statement

Academic institutions have the responsibility to promote and instill the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic honesty. Any act of academic dishonesty, including plagiarism, committed by an undergraduate student may be penalized with an “F” for the assignment or for the course in question at the discretion of the instructor. If warranted, acts of academic dishonesty may also attract more severe sanctions, such as suspension or dismissal.

University Statement on Artificial Intelligence

We, the faculty, staff, and administration of Tiffin University will continue to transform lives through education. Generative AI tools (GAI) have fundamentally changed how we must execute our mission to educate students by linking knowledge to professional practice. We believe that AI will rapidly alter almost every aspect of work and education over the coming decades, and that the most important thing we can do for students is to ensure they graduate with the ability to think critically, demonstrate creativity, and evaluate information. Tiffin University will embrace Generative AI Tools (GAI) as teaching tools and resources for student learning based on the following guideposts:

- AI can enhance the global competencies and 21st century skills of our students
 - AI can be used as a tool that hones students' higher order thinking skills
 - AI can be a catalyst for reexamining the relevance, authenticity, and effectiveness of our assignments and assessments
 - AI can support and strengthen students' communication in academic settings
- Tiffin University has an obligation to prepare students for the ethical and legal use of AI in their professional, academic, and personal lives

FERPA

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, designed to protect the student's rights regarding educational records maintained by the institution. Under this Act, a student has the following rights:

- The right to inspect and review educational records maintained by the institution that pertain to the student;
- The right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and
- The right to control disclosures from the educational records with certain exceptions.

Tiffin University, in accordance with FERPA, has designated the following categories of information about students as public or directory information: name, address, email address, telephone numbers (home and work), major, participation in officially recognized activities, dates of attendance, degrees and awards received (including honors), and most recent previous educational institution attended.

Any student has the right to have directory information withheld from the public by indicating so on the admission application or by notifying the Office of Registration and Records in writing.

A written policy detailing how Tiffin University will comply with the provisions of the Act is on file in the Office of Registration and Records. Students also have the right to file written

complaints with The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605, regarding alleged violations of the Act.

From the Office of Equity, Access, and Opportunity

Nondiscrimination Policy

Tiffin University is committed to a policy of non-discrimination and equal opportunity for all students, applicants for admission, and is committed in policy and practice to ensuring equal access to educational opportunities for all regardless of the person's race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law.

The Tiffin University faculty are committed to creating a safe learning environment for all members of our community, free from discrimination. Please note that Tiffin University's Equal Opportunity, Harassment, and Nondiscrimination Policy designates all faculty members, including teaching assistants, as "Mandated Reporters." Under this policy, all "Mandated Reporters" must report all disclosures of possible policy violations including but not limited to discriminatory and sexual harassment to Tiffin University's Title IX Coordinator. Following a report, the Title IX Coordinator will reach out to the impacted person(s) to provide resources, support, and information. It is not required for the impacted person to respond to the Title IX Coordinator; however, no response may limit the ability for Tiffin University to provide resources and remedies.

Reports should be submitted to Javier Solorzano Parada, M.A., Assistant Vice President for Intercultural and Community Engagement/Title IX Coordinator, at solorzanoparadaj@tiffin.edu or (419) 448-3421. You can also file an online report by visiting the EAO web page: <https://www.tiffin.edu/about/title-ix/>.

If you wish to speak with someone confidentially, please contact Juli Huston, the EAO Advocate at advocacy@tiffin.edu. For more information regarding Tiffin University's Title IX procedures, how to report an incident, or about support measures, please visit <https://www.tiffin.edu/about/title-ix/>.

Disability Services

The Office of Disability Services supports the institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990. If you need reasonable accommodation due to a documented disability, contact Juliene Huston, Coordinator for Disability Services, at hustonjr@tiffin.edu or (419) 448-3021.

Veterans

The Veteran and Military Resource Center assists veterans, active Military, and spouses of current service members in utilizing their education benefits. VMRC provides information about benefit processes and procedures and support in navigating the transition from military to academic life by facilitating connections with the appropriate support services on campus. Contact Cassie Bump, at (419) 448-3314 or at Bumpcl@tiffin.edu. Veteran and Military Resource Center can be found at <http://www.tiffin.edu/va>.