Benedict College
School of Arts and Sciences
Department of Communication and Arts

Course Syllabus

ENG 237 Oral Communication
(Hybrid/On-line Course)
Course ID: ENG 237, 3 SCH

Course Catalogue Description: This course is designed to improve the students' interpersonal, intrapersonal and public communication abilities to analyze topics, support assertions with proof, amplify ideas, structure messages, use language in appropriate and imaginative ways, and deliver messages with effective vocal and physical behavior. The content touches upon the history, theories, and professional practices of speech communication. Sensitivity to intercultural diversity is a part of the course.

Student Learning Outcomes:

Upon successful completion of this course students will be able to demonstrate the following skills:

- Develop and deliver purposeful presentations designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.
- Clearly express ideas in appropriate academic language, demonstrating reasoning, an understanding of audience, context, and the mechanics of academic writing in an organized, clear, and coherent manner.

Performance Indicators:

Specifically, students will:

- Articulate thoughts in an organized and purposeful manner through oral presentations.
- Research, synthesize, organize, and document materials for presentation in both oral and written discourse.
- Analyze oral presentations for techniques, content, and purpose.
- Critique oral presentations for biases, strengths and weaknesses.

Course Requirements:

1. **Required Text**: (Open-Source text already provided in the Learning Modules and in the course E360 RESOURCES)
   Tucker, Barbara; Barton, Kristin; Burger, Amy; Drye, Jerry; Hunsicker, Cathy; Mendes, Amy; and LeHew, Matthew, "Exploring Public Speaking: 4th Edition" (2019).Communication Open Textbooks. 1. https://oer.galileo.usg.edu/communication-textbooks/1

2. **Other required course materials** are:
   - CD-RW, or Flash Drive (or saving device of choice)
   - Notebook or Binder for class note taking

3. **Edvance 360 Account:** All students are required to enroll in Edvance 360. Pertinent information regarding this educational resource will be provided.
   Students are expected to log onto E360 regularly to complete the Learning Modules. All of your lessons, resources, discussions, activities and assignments are located there. **Students MUST complete the assignments in the Learning Modules in chronological order** because the next assignment relies on their knowledge and understanding of the previous assignment.
4. **Attendance: C**lass will adhere to the following attendance policy: Students should attend all classes unless excused for emergencies:

- If the class meets (3) times per week, students are allowed (3) unexcused absences and three (3) excused absences without penalty. After the third unexcused absence, the student's grade will drop one letter per absence; after the sixth absence (excused and/or unexcused) the student is expected to drop the course to prevent an unfavorable final assessment for the class.
- If the class meets (2) times per week, students are allowed (2) unexcused absences and two (2) excused absences without penalty. After the second unexcused absence, the student's grade will drop one letter per absence; after the fifth absence (excused and/or unexcused) the student is expected to drop the course to prevent an unfavorable final grade assessment for the class.
- Students' attendance will be determined by the weekly assignments they submit. Students are required to turn in at least three assignments per week in order to satisfy the weekly attendance requirement.

Technology Requirements:
- Use of a Computer or Laptop. Do not attempt to take this course using a phone only.
- Reliable Internet access
- Use of two browser platforms, preferably Chrome or Firefox
- Access and use of Microsoft Office Suite (MS Word, Excel, PowerPoint)
- Adobe Reader
- BC email account
- TigerE360 account
- Free Grammarly Account: Use your BC Email address to create your free Grammarly Account.

Technology Prerequisites:
- Ability to navigate the Learning Management system.
- Use email with attachments.
- Create and submit files in commonly used word procession formats.
- Copy and paste function.
- Download and install software.
- Speakers/Headphones to listen to videos and audio files (closed captions used when available).

Method of Instruction:
This course is designed as a hybrid course where students are expected to complete assignments both on line utilizing E360 Management System (75%) AND in the physical classroom (25%); HOWEVER, the course is also designed to accommodate 100% on-line teaching and learning.
The course is approximately 75% Learner Centered and 25% Content Centered- thereby allowing students to work at self-pace to a significant degree. Although students may maneuver through the

learning modules at a swift pace, even completing all assignments well in advance of the due dates; they are not permitted to submit assignments later than the due dates (without official excuse). Failure to complete assignments on time will prevent students from engaging in other assignments (especially group assignments) that require prerequisite knowledge in order to efficiently progress.

Materials in this class will be covered in discussions, presentations, audio/video media, virtual meetings, group collaboration, and reading assignments.

Success in this Class:
To be successful in this class, students must demonstrate a minimum level mastery of 60% of the learning outcome outlined in the syllabus. Level of mastery of these skills will determine the final assessment. As the students' level of mastery increase, so will their performance evaluation grade. Students are encouraged to utilize all of the resources available to them to ensure a high level of mastery.

Course Evaluation: Students will be evaluated based on the Benedict College grading scale.

A	Superior	90 – 100
B	Very Good	80 – 89
C	Acceptable	70 – 79
D	Passing but Weak	60 – 69
F	Unsatisfactory	Below 60

Course Assessment:

Major Speeches	40%
Other Speeches/Discussions	20%
Classwork/Homework	10%
Quizzes	10%
Mid-term/Final Exam	20%
Total	100%

College Policies (Benedict College Academic Catalogue 2015-17):

Student Code of Academic Responsibility:
 Strength of character is as important as academic achievement; therefore the College expects every - one in the academic community to maintain personal integrity and avoid any conduct designed to gain unfair advantage in obtaining a grade. Academic dishonesty may include but is not limited to plagiarism, cheating, falsification of records, and collusion with others to defraud. Any student found guilty of academic dishonesty will be subject to disciplinary action which may include loss of credit, suspension, or dismissal.

SPECIAL STUDENT SERVICES:

The Office of Special Student Services provides reasonable assistance and services for students who are in need of special accommodations that will aid in achieving academic success resulting from a physical, psychological, medical, or learning disability. A disability has to be identified in writing and filed in the Office of Special Student Services. Some of the services are as follows: Peer tutoring; Reader services; and tape recorders and tapes to record classroom lectures. The unit also makes referrals to agencies providing external funding; and Learning opportunities through Work-Study, and Service-Learning.

Student Support Services:
The following Support Services are available. If you need assistance, please contact one of the appropriate services below.

Student Success Center: Studentsuccess@benedict.edu, (803) 705-4690
IT Services: IT.services@benedict.edu,   (803) 705-4950
Office of Special Student Services: (803) 705-4654

References:

McWhorther,K. and Aaron, J. (2015). *The successful writer's handbook*. (3rd ed.).   Boston, MA: Pearson.

Osborn, M., Osborn, S., Osborn, R. & Turner, K. (2017). *Public speaking: Finding your   voice.* (10th ed.). Boston, MA: Pearson.

*Tucker, Barbara; Barton, Kristin; Burger, Amy; Drye, Jerry; Hunsicker, Cathy; Mendes, Amy; and LeHew, Matthew, "Exploring Public Speaking: 4th Edition" (2019).Communication Open Textbooks. 1. https://oer.galileo.usg.edu/communication-textbooks/1

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