

Supplemental Syllabus: COMM 106

Instructor: Christina Ivey
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Office Hours: T/TH 12:55 – 2:25 or by appointment

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Required Text: Goulden and Scheneck-Hamlin, Creating Speeches: A Decision-Making Approach, Second Edition. *This text is an in-house book and cannot be purchased online. Also, it is in workbook format, so it cannot be shared between students or borrowed from someone who has already taken the course. You will need to purchase (at Varneys) or print (from KSOL) a copy of the department syllabus and workshop workbook.

In order to hold productive class discussions, it would behoove you to read BEFORE CLASS. There may be a pop quiz over a chapter...there may not. You never know...

Attendance: During regular class days, you will be allowed three unexcused absences that do not affect your grade. However, you will not be allowed to make-up any in-class assignments or pop quizzes. You will also be responsible for getting notes and class announcements from a classmate. Please use these absences wisely (emergencies, illnesses, mental health days, etc.). Once they are gone, **5 points** will be deducted from your final grade for each additional class missed.

If you must be late to class or leave early, please let me know before hand. If a speech is taking place, DO NOT enter the room until the speaker has finished. If a student has excessive tardies, I reserve the right to deduct points similar to absences.

Attendance is REQUIRED on major speech days (Narration, Comparison, Composite). An audience is an important thing to have for PUBLIC speaking...think about it.

Missed Speeches and Major Quizzes: Students are expected to give speeches and take major quizzes on the day scheduled. In the event of an emergency, it is your responsibility to notify me **before** class time on the date of the scheduled speech or major quiz. There is no guarantee that you will be able to give a speech or take a major quiz on a date other than that originally scheduled. **Be prepared to document your emergency circumstances!** If I arrange for a make-up speech or major quiz, I may choose to impose a substantial grade penalty. No speeches can be made up after the class has completed the cycle of a speech. For example, you may not give the Narration Speech after all class members have completed the Narration Speech.

Late Work: I do not accept any late work. All homework assignments will be due during the designated class period. If you cannot make it to class, you will not receive credit for the assignment. If you have an excused absence, you will be allowed to make up the assignment, but must turn it in within one class period from your return (e.g. if you return Monday, your assignments will be due Wednesday).

Grades: I will be happy to discuss with you any grade given at least **24 hours** after you have received it. I will not discuss grades with you over the phone or through email, so if you have a question, come to my office hours or set up an appointment.

Also, I realize some of you depend on grades to keep a specific scholarship, stay in a fraternity/sorority, or just maintain peace with your parents so you can receive money on a regular basis. I will not feel sorry for you if you don't realize this until the end of June. Stay on top of your work!

Personal Speech Notes: I am VERY strict on time limits, so please pay attention to the time limits I give in class. Also, I am required to record speeches, and I choose to video record...for your piece of mind as well as mine.

Honor System: I will strictly follow the guidelines given in the K-State Honor System. If I believe there has been a violation of the Honor System, it will be reported to the Honor Council. If you have questions regarding what is included in the honor system, please visit <http://www.k-state.edu/honor> for more information. Plagiarism simply will not be tolerated.

PILOTS Lab: Be sure to visit the Pilots Lab (Bluemont 116). The tutors have open communication with me, and they will be able to handle any questions when I'm not available.

Civility Clause: Because of the nature of the class, it is very important that we respect one another's time, space and efforts. In order to assure that, the following policies have been put in place:

- No laptops to be used during class time.
- No cell phones, blackberries, or other texting devices allowed. If your phone makes any kind of noise (ringing, buzzing, an alarm, etc.) I reserve the right to answer it or confiscate it for the remainder of class.
- Our class time is not the time to work on other homework. Newspapers, novels, or other textbooks are not allowed.
- Stay awake. If you are sleeping, it may count as an absence, seeing as you are not mentally present.
- Respect everyone around you. The beautiful thing about a speech class is that you will have many different opinions and point of views presented. In selecting your speech topics, please do not pick a topic that is extremely controversial or that anyone else may find offensive. If you're unsure about the particular nature of your topic, come talk to me.

I reserve the right to deduct points from your grade if any part of the civility clause is violated.