

Communications Studies (COMS) 361 - Lecture 02
Spoken and Written Discourse
Fall 2007

Lecture M 11:00-12:50 ST 057 and Tutorial W 11:00-12:50 Tri-Faculty Lab

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Course Description

This course will introduce you to the principles of written and spoken discourse as informed by both classical and modern rhetorical theory. By concentrating on critical thinking, evaluating ideas and evidence, and presenting your own work, you will be able to communicate effectively with others. Each class will consist of a combination of lectures, individual assignments, small group work, and opportunities to apply theoretical principles to the analysis and production of writing and speaking.

Objectives of the Course

1. To provide students with the principles of effective communication.
2. To provide students the opportunity to evaluate the spoken and written discourse of others.
3. To give students practice in speaking and writing effectively.

Textbooks and Readings:

Lunsford, Andrea A., and John J. Ruskiewicz. *Everything's an Argument*. 4th ed. Boston: Bedford/St. Martin's, 2006.

Assignments and Evaluation

It is the student's responsibility to keep a copy of each submitted assignment.

Essays must be turned in directly to the instructor at the start of the class period. Late or emailed work will not be accepted.

Informative speech: 10% (October 1 and 3)

Collaborative speech: 10% (October 29 and 31)

Presentation of Rhetorical Analysis: 15% (November 26, 28, and December 3 and 5)

Persuasive Essay: 20% (October 17)

Rhetorical Analysis: 30% (November 21)

In-Class Tutorial Assignments: 15% (ongoing)

Registrar-scheduled Final Examination: No

Please note: If your class is held in the evening, the Registrar's Office will make every attempt to schedule the final exam during the evening; however, there is NO guarantee that the exam will NOT be scheduled during the day.

Policy for Late Assignments

No late work will be accepted without prior arrangement with the instructor. If you are worried that you might not be able to complete an assignment on time, please contact me at least one class period before the assignment is due so that we may attempt to resolve the problem. It is bad manners and poor strategy to ask for an extension on or after the due date. Such requests will not be granted.

Writing Skills Statement

Faculty policy directs that all written assignments (including, although to a lesser extent, written exam responses) will be assessed at least partly on writing skills. For details see www.comcul.ucalgary.ca/info. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc) but also general clarity and organization. Research papers must be properly documented.

If you need help with your writing, you may use the Writing Centre. Visit the website for more details: www.efwr.ucalgary.ca

Grading System

The following grading system is used in the Faculty of Communication and Culture:

A+/A (4.0); A- (3.7); B+ (3.3); B (3.0); B- (2.7); C+ (2.3);
C (2.0); C- (1.7); D+ (1.3); D (1.0); F (0)

Plagiarism

Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university.

You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources.

Please consult your instructor or the Writing Centre (SS 106, efwr.ucalgary.ca) if you have any questions regarding how to document sources.

Students with Disabilities

If you are a student with a disability who may require academic accommodation, it is your responsibility to register with the Disability Resource Centre (220-8237) and discuss your needs with your instructor no later than fourteen (14) days after the start of the course.

Students' Union

For details about the current Students' Union contacts for the Faculty of Communication and Culture see www.comcul.ucalgary.ca/su

"SAFEWALK" Program -- 220-5333

Campus Security will escort individuals day or night -- call 220-5333 for assistance. Use any campus phone, emergency phone or the yellow phone located at most parking lot booths.

Ethics

Whenever you perform research with human participants (i.e. surveys, interviews, observation) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve of your research plans and supervise your research. For more information about your research ethics responsibilities, see the U of C Research Ethics "Information for Applicants," sections 3.0 to 9.0, inclusive:

http://www.ucalgary.ca/UofC/research/html/ethics/info_undergrad.html

Schedule of Lectures and Readings

To be handed out in class.