

Communications Studies (COMS) 361 - Lecture 04
Spoken and Written Discourse
Winter 2007
Tuesday/ Thursday 9:30-11:30

Instructor: Geoff Cragg
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Course Description

This course will introduce you to principles of communication, largely based on classical rhetoric, in order to improve your performance in and understanding of writing and public speaking. A series of essays and speeches will provide you with the opportunity to enhance your creative and analytical skills. Within the class, you will also give feedback to fellow students on their speeches and written work. Because writing is a skill, and skills require informed practice for improvement, you will have the chance to revise your first two essays, with an aim to improving both your grade and expertise. Your assignments will culminate in the final take-home essay, which will consist of a rhetorical analysis on a speech which I will provide to you in advance.

All of your work, spoken and written, will be evaluated on its quality of expression as well as of content.

Objectives of the Course

This course has the following goals:

1. To help you improve your level of performance and comfort in academic writing and public speaking;
2. To provide you with a basic understanding of rhetoric as a theory of communication;
3. To prepare you for further courses in rhetoric if you are taking a degree in Communications.

Textbooks and Readings:

There is no assigned textbook for this course; you will work from your notes and handouts.

Assignments and Evaluation

Assignment	Date	Weight
First Essay (in-class)	September 27	20%
First Speech	October 9-16	10%
Evaluation of an Argument	November 1	25%
Second Speech	November 20-27	15%
Take-home Exam	December 13	30%

Please note that you must complete all assignments in order to pass the course.

It is your responsibility to keep a copy of each submitted assignment.

Note: Please hand in your essays directly to your tutor or instructor if possible. If it is not possible to do so, a daytime drop box is available in SS110; a date stamp is provided for your use. A night drop box is also available for after-hours submission. Assignments will be removed the following morning, stamped with the previous day's date, and placed in the instructor's mailbox.

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

Assignments submitted after the deadline may be penalized with the loss of a grade (e.g.: A- to B+) for each day late. If you are worried that you may not be able to complete an assignment on time, please contact me as soon as possible so that we may attempt to resolve the problem.

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+ (4.4); 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).

The grade of A+ will be reserved for work of exceptional quality.

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

This will be handed out in class.