Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS
COMS 101
SPEECH COMMUNICATION

COURSE DESCRIPTION
Study and practice in communicating ideas competently in public speaking. Students are also given a foundation for development of communication skills in other human communication contexts, including dyadic and small group communication.

RATIONALE
Communication skills are vital in nearly every career field including education, business, politics, human services, Christian ministry, and the health professions. Learning these skills will also allow students to use their words to become even more effective agents for change and godly influence among their peers and others in our society. Students will understand and apply healthy and effective communication principles and practices to speaking before audiences, in small groups, and in conversations with others.

I. PREREQUISITE
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Please note, technical skills for this course include:
   • Creating and submitting files in Microsoft Word
   • Basic Blackboard navigation skills
D. Media player software

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Use foundational communication concepts and worldview principles to evaluate various communication texts.
B. Present verbal messages that display creative, critical, and logical thinking.
C. Organize oral and written messages.
D. Use oral and written language that is clear, accurate, vivid, and appropriate to the rhetorical situation.
E. Utilize effective nonverbal communication.
F. Demonstrate critical listening skills.

V. **CORE COMPETENCY LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

A. Produce well-structured, grammatically sound writing in various modes of discourse.
B. Write with clarity.
C. Recognize standard usage in English grammar, word choice (diction), phraseology, and sentence structure.
D. Apply knowledge of sentence structure to basic sentence editing and revision.
E. Integrate sources accurately and effectively.
F. Deliver effective public oral presentations using situationally appropriate verbal and non-verbal messages.
G. Apply a biblical perspective to topics such as the natural world, human identity and relationships, and culture and civilization.

VI. **COURSE REQUIREMENTS AND ASSIGNMENTS**

A. Textbook readings and lecture presentations
B. Course Requirements Checklist
   After reading the Course Syllabus and **Student Expectations**, the student will complete the related checklist found in Module/Week 1.
C. Discussion Board Forums (4)
   Discussion boards are collaborative learning experiences. Therefore, the student will demonstrate his/her understanding of covered communication concepts by composing a critical, thoughtful thread to each of 4 Discussion Board Forum prompts. For each new thread, the student must provide a video or typed response to the prompt depending on the specific forum instructions. A reply of at least 75 words to 3 other students’ threads (225 words altogether) must be posted. The student also must reply to any questions or remarks that peers have made in response to the student’s thread no later than 24 hours before the deadline.
D. Speech Outlines (2)
   The student will demonstrate his/her understanding of covered communication concepts by composing a complete-sentence outline for the informative speech presentation and the persuasive speech presentation that he/she will submit for credit in this course. The Speech Outline will be submitted, initially, as a rough
draft and then, by its designated due date, in a revised outline form that implements the instructor’s recommended improvements (if any). Each speech outline must be composed in Microsoft Word.

E. Speeches (2)
The student will demonstrate his/her understanding of covered public communication concepts by presenting an informative speech and a persuasive speech, respectively, to an audience of 3 or more adults. Each speech must be 4–6 minutes and must satisfy the guidelines for its speech type prescribed by its corresponding speech requirements document. Once the speech is recorded, the student will transfer the file onto his/her computer, and then upload it to Blackboard using Kaltura.

F. Reading Analyses (3)
The student will demonstrate his/her understanding of foundational communicational principles covered in the Alban text by composing responses to questions.

G. Quizzes (4)
Each quiz will cover the textbook readings for the assigned modules/weeks. Each quiz will be open-book/open-notes, contain 30 true/false and multiple-choice questions, and have a 1-hour and 30-minute time limit.

VII. COURSE GRADING AND POLICIES

A. Points

<table>
<thead>
<tr>
<th>Course Requirements Checklist</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board Forums (4 at 60 pts ea)</td>
<td>240</td>
</tr>
<tr>
<td>Speech Outlines (2 at 75 pts ea)</td>
<td>150</td>
</tr>
<tr>
<td>Speeches (2 at 50 pts ea)</td>
<td>100</td>
</tr>
<tr>
<td>Reading Analyses (3 at 50 pts ea)</td>
<td>150</td>
</tr>
<tr>
<td>Quiz 1 (Module 1)</td>
<td>90</td>
</tr>
<tr>
<td>Quiz 2 (Module 2)</td>
<td>90</td>
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<tr>
<td>Quiz 3 (Module 3)</td>
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<tr>
<td>Quiz 4 (Module 4)</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1010</strong></td>
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</tbody>
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B. Scale

A = 900–1010  B = 800–899  C = 700–799  D = 600–699  F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:
1. Late assignments submitted within one week of the due date will receive a 10% deduction.

2. Assignments submitted more than one week late will receive a 20% deduction.

3. Assignments submitted two weeks late or after the final date of the course will not be accepted.

4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Instructor Feedback and Response Time

Responses to student emails will be provided within 48 hours and assignment feedback will be given within 1 week from the assignment due date.

E. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

VIII. Quality Matters Seal of Approval

This certification mark recognizes that this course met Quality Matters Review Standards.

Quality Matters (QM) is a non-profit organization committed to quality assurance in Online Education. Courses that have received the QM Seal of Approval have passed rigorous reviews by Quality Matters evaluators and maintain their approval for five years.
## COURSE SCHEDULE

### COMS 101


<table>
<thead>
<tr>
<th>MODULE/ WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>1</td>
<td>Alban: chs. 1–5 1 presentation 1 study guide</td>
<td>Course Requirements Checklist  DB Forum 1 Reading Analysis 1 Quiz 1</td>
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<tr>
<td>2</td>
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<td>60 90</td>
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<td>Alban: chs. 8–10 4 presentations 1 study guide</td>
<td>DB Forum 3 Quiz 3</td>
<td>60 90</td>
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<td>4</td>
<td>Alban: chs. 11–14 1 presentation 1 study guide</td>
<td>Informative Speech Outline Draft (optional) Quiz 4</td>
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<tr>
<td>5</td>
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<td>Persuasive Speech Outline Draft (optional) Reading Analysis 2</td>
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<td>6</td>
<td>1 presentation 1 website</td>
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<tr>
<td>7</td>
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<td>DB Forum 4 Reading Analysis 3</td>
<td>60 50</td>
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<tr>
<td>8</td>
<td>Alban: pp. 508–511 1 presentation</td>
<td>Persuasive Speech Outline Revised Persuasive Speech Link</td>
<td>75 50</td>
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**TOTAL** 1010

DB = Discussion Board

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.