Office: C-128 Reynolds Center    279-4633


Attendance: You are expected to attend every class. Roll will be taken. Your letter grade will be dropped after three absences!!!!!! To be excused, you must contact me if you are going to be absent even if you have contacted the nurse or Dr. Long. Leave a message if you do not reach me. I may be prepared to make an exception to this rule only if you have no unexcused absences. Three tardies will count as one absence. All assignments will be submitted at the assigned time unless arrangements have been made prior to the deadline. All assignments submitted late will receive a penalty of a loss of 10% points a day (including weekends) for each day late.

University Dress Code: You are expected to follow the Harding University dress code in this class. This includes not wearing caps in class.

Students With Disabilities: "It is the policy for Harding University to accommodate students with disabilities, pursuant to federal and state law. Therefore, any student with a documented disability condition (e.g. physical, learning, psychological, vision, hearing, etc.) who needs to arrange reasonable accommodations, must contact the instructor and TRIO Student Support Services at the beginning of each semester. (If the diagnosis of the disability occurs during the academic year, the student must self-identify with the Disabilities Director as soon as possible in order to get academic accommodations in place for the remainder of the semester.) The TRIO Student Support Services office is located in Room 109 of the Lee Academic Center, telephone, (501) 279-4028." It is the responsibility of each student requesting such accommodation to notify me of each accommodation.

Course Requirements: Semester grades are based on both oral and written work. All speeches and exams must be completed in order to receive a passing grade.

Oral Work:

Speech Assignment #1 - Introductory speech 50 points
Speech Assignment #2 - Informative Speech 100 points
Speech Assignment #3 - Speech to Persuade 100 points
Class Discussions 100 points

Written Work:

Test #1 (Chapters 1-7) 100 points
Test #2 (Chapters 8-15, & Oral Reading Chapter) 100 points
Test #3 (Chapters 16-19) 100 points
Final Exam (comprehensive) 200 points

Total Points Possible: 850 points