

## Classroom Policies

- Please wear professional attire to class when you are scheduled to present. Your presentations will be recorded.
- Feel free to meet with a student consultant at the Oral Communication Center (located on the 2nd floor of Skinner) to get feedback on your presentations.
- Remember to turn off your cell phones and PDAs before entering the classroom.
- You may not eat or chew gum in class.
- Given the topic and interactive nature of this course, on-time attendance at all class meetings is especially important. You are allowed two “free” absences for M/W or Tu/Th classes or three “free” absences for M/W/F classes for any reason. After the second absence for M/W or Tu/Th classes or the third absence for M/W/F classes, you will lose 2.5 points off your Participation and Effort grade for each class meeting that you miss (unless your absence is excused).
- Please notify your instructor before class if you need to leave early for any reason.
- There are no makeups for in-class activities or exams unless you are absent due to an illness, religious holiday, or university-sponsored activity. You must notify me of potential conflicts prior to the end of the third week of class.
- For a medically necessitated absence from a single class, you may submit a self-signed note that attests to the date of the illness. The note must contain an acknowledgement that the information is true and correct and that providing false information is prohibited under the Code of Student Conduct. This option is only available one time during the semester. (Note: You may not submit a self-signed note if you are absent on a day when a Major Scheduled Grading Event is scheduled.)
- If you experience additional medically necessitated absences (or if you are absent on a day when a Major Scheduled Grading Event is scheduled), you are required to provide documentation from a health care provider that specifies the date(s) of treatment and the reason(s) for your absence.
- Kindly enter the classroom quietly if you arrive late. Note that if you arrive more than five minutes late to class, you will be marked “late.” If you are marked late two different times for M/W or Tu/Th classes or three different times for M/W/F classes, you will accrue an unexcused absence.
- In the event the university closes due to inclement weather, your instructor will announce changes to the course and/or assignment schedule via e-mail.
- Feel free to meet with your instructor during office hours if you have questions about an assignment or a grade.

## Assignment Guidelines

- You must submit written assignments on ELMS on the day that they are due. Assignments will be penalized 10% if they are submitted late and an additional 10% each calendar day that they are missing.
- If you plan to miss class the day that an assignment is due, upload it on ELMS by the time class begins. If you miss class due to an illness and cannot submit the assignment on time, please contact me as soon as possible.
- You must type and double space your assignments, number each page, set the margins to one inch, and use Times New Roman 12 point font. Please staple the pages together if you turn in a hard copy. (Do not use paper clips, folders, or cover pages.)
- Remember to proofread your assignment before submitting it!

- You must cite your sources using APA format. If you neglect to cite your sources, you will receive a zero on the assignment.

### **Academic Integrity**

Forms of dishonesty in this course include, but are not limited to: (1) cheating or helping someone else cheat on an assignment or exam; (2) delivering part or all of a presentation or speech that you did not author; (3) plagiarizing part or all of someone else's written or oral work; (4) failing to cite your sources properly; and (5) falsifying information about any topic, such as why you were absent or whom you interviewed for an assignment.

You should carefully review the Code of Academic Integrity:

<http://www.president.umd.edu/policies/docs/III-100A.pdf>

Note that all honor code violations will be referred to the Student Honor Council.

Please keep the University of Maryland Honor Pledge in mind at all times:

*I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.*

### **Students with Disabilities**

The Disability Support Service (DSS) is ready to assist eligible students in determining and implementing appropriate academic recommendations. If you have a disability, please visit <http://www.counseling.umd.edu/DSS> to learn how to request accommodations or special testing arrangements. You must notify me of the situation prior to the end of the third week of class. It is your responsibility to work with DSS to make the appropriate arrangements.

### **University Classroom Climate**

The University of Maryland strives to foster classroom environments in which students feel valued and comfortable. In this course, we will touch on stereotypes of culture, gender, and sexuality. Please be prepared to discuss these subjects in a manner that does not discourage or devalue your classmates.

You can read the full Statement on Classroom Climate here:

<http://www.faculty.umd.edu/teach/classclimate.html>

### **Communication Research Studies**

Since the University of Maryland is a research institution, you are required to participate in two hours of communication research (worth three points of your Participation and Effort grade). You can find opportunities online at <http://umcommunication.sona-systems.com>. These opportunities are available on a first come, first served basis.

## Extra Credit

You will receive one point for each time you practice your group lesson, informative briefing, and/or persuasive speech in the Oral Communication Center. Your instructor may also provide an opportunity to gain extra credit by attending an event. You may earn up to three extra credit points in the course.

## Evaluation

Each course component will be weighted as follows:

Participation and Effort	26 points
Interview Assignment	17 points
Group Lesson Assignment	40 points
Midterm Exams	20 points
Informative Briefing Assignment	38 points
Persuasive Speech Assignment	49 points
Final Exam	10 points
<b>TOTAL</b>	<b>200 points</b>

I will compute your final course grade using the following scale:

Grade	Points	Percentage
A+	193.4-206.0	96.7-103%
A	186.8-193.3	93.4-96.6%
A-	180.0-186.7	90.0-93.3%
B+	173.4-179.9	86.7-89.9%
B	166.8-173.3	83.4-86.6%
B-	160.0-166.7	80.0-83.3%
C+	153.4-159.9	76.7-79.9%
C	146.8-153.3	73.4-76.6%
C-	140.0-146.7	70.0-73.3%
D+	136.8-139.9	66.7-69.9%
D	123.4-133.3	63.4-66.6%
D-	120.0-126.7	60.0-63.3%
F	000.0-119.9	00.0-59.9%