CALVARY UNIVERSITY

Syllabus

15800 Calvary Road
Kansas City, MO 64147-1341

Course: **COM220-D&DN Oral Communication (Blended)**
Credit: 3 Semester Hours
Semester: Fall 2025 (Session 1 August 18 – October 10)
Time: Monday / Friday 8:00-9:20 pm
Location: Conf C
Instructor: Dr. Tim Hange
Office Phone: 816-425-6184, Email: tim.hange@calvary.edu

*About This Course: This is a blended class, meaning that both campus and online students take this class together. Campus students attend the classes in person, online students attend the classes via the online classroom. All interaction and assignments for campus and online students are done in the online classroom.
*About Disabilities: Students with disabilities have the responsibility of informing the Accommodations Support Coordinate (aso@calvary.edu) of any disabling condition that may require support.
*About Assistance for All Course Assignments: The Clark Academic Center (learning@calvary.edu) is dedicated to providing free academic assistance for all Calvary University students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams, and facilitate tests. Please take advantage of this service.
*About Changes to this Syllabus: The instructor reserves the right to make changes to this syllabus at any time during the course, but any changes made will only be done after clearly communicating the need for the change and the specific change to be made via in-class announcement and Canvas announcement.

I.   DESCRIPTION:

Training in the principles of oral communication and the application of these principles to public speaking so the student may communicate effectively with the society in which he lives. (Prerequisite: EN112) (BOT- #2, 3, 5, 6, 8)

II.   COURSE OBJECTIVES:

A.   General competencies to be achieved: You will be able to . . .

1. Identify the fundamental elements of the oral communication process and the most common types of oral communication. (PLO- #1 & 2) (A- #A, B, C, & E)
2. Develop and deliver a variety of talks to be encountered in life. (PLO- #1, 2, & 3) (A- C & D)

Our Mission: "…to prepare Christians to live and serve in the church and in the world according to the Biblical worldview."

3. Articulate the biblical mandate for excellence when Christians present public talks. (PLO- #1, 2, 3, & 4) (A- A & E)

B. **Specific competencies to be achieved**: You will be able to . . .

1. Identify the fundamental elements of the oral communication process and apply these principles to public speaking. (PLO- #1, 2, 3, & 4) (A- A, E)
2. Critically evaluate the effectiveness of various public talks as to their organization, clarity, and purpose. (PLO- #1, 2, 3, & 4) (A- B)
3. Demonstrate the ability to differentiate between the various kinds of public talks by producing specific talk ideas, outlines, and talks. (PLO- #1, 2, 3, & 4) (A- C)
4. Develop and deliver a wide variety of public talks. (PLO- #1, 2, 3, & 4) (A- C)
5. Demonstrate basic skill with the vocal, non-verbal, and visual elements of effective public talks. (PLO- #1, 2, & 3) (A- C)
6. Demonstrate the ability to develop and effectively employ appropriate media for use with a variety of public talks. (PLO- #1, 2, 3, & 4) (A- D)
7. Demonstrate comprehension of the biblical mandates which should guide the public talks of Christians. (PLO- #1, 2, 3, & 4) (A- E)

III. REQUIREMENTS

***Note**: Specific instructions for each assignment are posted in Canvas.

A. **Read the course textbook and write responses**

1. Some textbook concepts will be discussed in class, but it will be up to you to thoroughly read and glean valuable information from the text.
2. You will write thoughtful two-page responses for each segment of reading. A rubric will be provided in Canvas.

B. **Evaluate talks.**

1. Listen to assigned talks and submit an evaluation of each of these talks.
2. Following the presentation of the course extemporaneous talks and using the evaluation form, critically evaluate **one (1)** of your own talks.
3. **Note**: During the course when other students are presenting talks, you will critically evaluate their talks.

C. **Develop and deliver a variety of talks.**

1. Present the following kinds of talks:
   a. Personal Story:
   b. Informative:
   c. Persuasive:
   d. Edifying (Biblical/Spiritual)

2. For each of the talks you present, submit the following:

   a. Talk Preparation Sheet
   b. Talk notes (talk presentation).
   c. Prerecorded video (for online students only)
   d. Presentation Materials (Slides, Charts).

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3. **Note**: All "Blended" (and some in-class) students must record all (or some) of the talks and upload the video file in time to be shown in class so that the talks may be peer-review by all students.

D. Create and use media for accompanying talks.

1. For the talks presented in class, use one or more of the following:

a. Slides (Powerpoint, Google, Presi, etc.)
b. Video clip
c. Schematic/map/chart/handout/etc.
d. Object

E. Take quizzes.

1. Demonstrate comprehension of the following topics through 3 quizzes:

a. The biblical mandates & ethics which guide Christian public oral communication and the communication process
b. The talk preparation process
c. Cumulative review

IV. METHODS
A. Presentation:

1. **In-class methods:** class discussions, evaluating talks, giving talks, and taking tests & quizzes.

* Attendance: Students are required to attend the class section for which they enroll: online students may attend via livestream or by watching the recorded lecture; in-class students must attend in class. In-class students may not choose to attend online without approval of the instructor.

Attendance is taken for all in-class and livestream students.

Online students who attend asynchronously are required to submit all in-class activities on Canvas in the "Participation Activities Week X" assignment. Late Participation Activities are counted as absences.

Students with more than two absences will be dropped from the course.

*About Classroom Use of Media:

-**Computing devices** are permitted during the lecture and class discussion sessions for the sole purpose of taking notes. Use of these devices to access the Internet, make telephone calls or video calls, text messaging, updating social network services, etc. is not allowed, as it is very distracting to other students.
-**Cellphones / smartphones** may only be used in an emergency.

2. **Out-of-class methods:** observation, evaluation, and sermon preparation.

   *About written assignments: Unless directed otherwise, all written assignments must follow the Turabian style according to *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition and the Calvary Style Guide, 2019 update.

B. **Grading:**

   *Assignments have a due date: Assignments turned in late will be lowered **5% each class day** it is late.
   *Assignments have an "available until" date. It is usually 4 days past the assignment due date. Once the assignment has passed the available date, it will not be reopened.
   *Plagiarism: Plagiarism is defined as copying any content without identifying the source. This also includes taking another person's or AI entity's ideas or constructs and presenting them as your own. Plagiarism of any kind will not be tolerated.
   Most assignments at Calvary require the student to produce original work. In these cases, the use of AI-generated content is prohibited (even if cited) as it does not represent original work created by the student and is an unreliable aggregate of ideas from other sources.
   AI, however, may be utilized in cases where the instructor has allowed, or even required, the use of AI to accomplish specific tasks. In these cases, AI-generated (or modified) content may be submitted by the student. If there are any questions as to the permissibility of AI use for an assignment, please ask your instructor for clarification.
   * AI generated text: You are not permitted to use AI to either generate or refine your speech scripts. This will be treated as plagiarism per university policy. Please note that this included Grammarly's AI features.
   *About course grade: See the grading scale in the University Catalog for specific grading scale that will be used for final course grade.

   1. General grading criteria:

      A = completed assignment well beyond assignment criteria
      B = completed assignment as specified and very well done
      C = completed assignment with average work
      D = completed assignment but poorly
      F = did not complete assignment and/or unacceptable work

   2. Possible points for each specific assignment:

      ***Note**: An assignment-specific rubric will be provided for each assignment.

      a. Reading Reponses (4 x 50)   200 points
      b. Class Participation: (8 x 50)   400 points
      c. Talks (4 x 100):   400 points
      g. Quizzes (3 @ 25 ea) .   .   .   .   <u>75</u>

      Total =   1075

V.   MATERIALS

A. Required:

1. English Bible (NAS, NASB-U, NKJV, NET, ESV, or other by approval).

    -The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB, English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

2. Anderson, Chris. 2017. *TED Talks: The Official TED Guide to Public Speaking,* Reprint edition. New York: Mariner Books. ISBN: 978-1328710284. Retail: $15.99. 288 pages.

B. Recommended Websites:

1. TED Talks, https://www.ted.com/talks.
2. American Rhetoric: Top 100 Speeches. http://www.americanrhetoric.com/top100speechesall.html
3. Famous Speeches & Audio. http://www.history.com/speeches
4. Famous Speeches. http://www.famous-speeches-and-speech-topics.info/famous-speeches/
5. Famous Short Speeches. http://www.famous-speeches-and-speech-topics.info/famous-short-speeches/
6. 50 Incredible, Historical Speeches You Should Watch Online. http://www.onlineuniversities.com/blog/2010/04/50-incredible-historical-speeches/

VI.   CLASS SCHEDULE

[**Note**: An expanded schedule will be presented during the first class session.]

The schedule will be visible in Canvas under "Modules".