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COJO 111 Introduction to COJO I

Fall Semester 2019
Monday / Wednesday
1:35 PM – 3:10 PM

Location
OEC 303

Office Hours

Tuesday, Thursday 1:00 PM – 3:00 PM
Monday, Wednesday 10:00 AM – 11:00 AM, 3:30 PM – 4:30 PM
These are times that I am *likely* to be in my office. To make sure I'm available, please schedule via email. Other times may be scheduled for phone calls, Skype, or messaging.

Course Description

This is the first of a two-course sequence that introduces students to essential skills of the communication and journalism discipline. Students will develop skills to communicate thoughtfully, professionally and ethically with a variety of public audiences. Essential writing and public speaking skills are paired so that students master a writing style and then convert that writing to an oral presentation, or vice versa. Students learn how to appropriately and effectively speak and write to academic, professional and citizen audiences. Students are strongly encouraged to complete this course and COJO 112 before taking any 300-or 400-level COJO courses.

Course Objectives

1. Develop skill in expressing oneself orally and in writing.

This is a skills-based course that emphasizes learning by doing. Therefore, you will be speaking and writing quite a bit. All of these oral and written communication situations offer valuable opportunities to discover your strengths and weakness while improving your overall skills.

2. Learn to apply course material (to improve thinking, problem solving, and decisions).

This course will challenge you to solve problems by making careful decisions in your communication practices, decisions that will either enhance or diminish your influence on audiences. You will deliver speeches, create billboards, write news stories, record broadcast news stories and create PSAs, among other activities. In a nutshell, you will improve your

thinking, problem-solving, and decision-making skills by engaging in a wide variety of communication-related practices.

3. Develop specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

This course emphasizes learning by doing. As such, you will learn a wide variety of skills, abilities and attitudes essential for beginning communication and journalism professionals.

Gain factual knowledge (terminology, classifications, methods, trends)

This course will help you build a foundation in grammar and punctuation.

Course Materials

Required Texts

- *The Speaker's Compact Handbook*, 5th edition, by Jo Sprague and Douglas Stuart (Wadsworth Cengage Learning, 2014)
- Grammar and Punctuation Guide (laminated study sheet available in the UST bookstore)
- Various online articles and PDFs distributed by the instructor

Required Technology

- A Mac or Windows laptop.
- Pen or pencil and a paper notebook (ancient tech, yet still magical).

Course Website

This course uses Canvas and a custom built website to distribute course materials. The primary site for the class is located at <http://ust.johnkeston.com/category/cojo111>

Attendance

An effective classroom experience depends on everyone involved: faculty and students alike. Therefore, attending class is required in all Communication and Journalism courses. In this class student grades will be reduced by ½ a grade point once more than three absences occur (A to A-). Another ½ grade point reduction will be applied for each additional absence. Any absences will also cause participation points (5% of the total points) to be reduced potentially lowering the final grade.

General Expectations

Deadlines

Deadlines for class projects must be met to receive the points earned. Late work will only be accepted as a result of documented medical

emergencies experienced by the student or an immediate family member.

Respectful behavior

The best learning takes place in an atmosphere of respect. Therefore, students should arrive to class on time and turn off cell phones and other devices that may distract others. In addition, students should pay full attention to whomever is speaking and refrain from interrupting others during a conversation. Finally, debate is encouraged, but it should be done in a courteous manner.

Academic Integrity

Cheating and plagiarizing have no educational value. Our department expects all students to do their own work and give proper credit – using an accepted citation style – where credit is due.

Writing

Good writing is an essential skill in all communication fields. All written work will be graded with an emphasis not only on content but also on mechanical accuracy.

Communication

Timely and effective communication with me and your classmates is essential for the duration of this course. Check your email frequently; more than once per day. Many course activities will be facilitated through your St. Thomas email account and unforeseen circumstances often impact class meetings, due dates, and assignments details. It is critical to your success in the class that you read and respond to these communiques as quickly as possible. I also expect you to contact me if you have to miss class, schedule a meeting during office hours, or discuss anything regarding your performance in the class. Finally, regularly review the course content on Canvas and on the companion course website at <https://ust.johnkeston.com>.

Students with Disabilities

Academic accommodations will be provided for qualified students with documented disabilities including but not limited to mental health diagnoses, learning disabilities, Attention Deficit Disorder, Autism, chronic medical conditions, visual, mobility, and hearing disabilities. Students are invited to contact the Disability Resources office about accommodations early in the semester. Appointments can be made by calling 651-962-6315 or in person in Murray Herrick, room 110. For further information, you can locate the Disability Resources office on the web at

<http://www.stthomas.edu/enhancementprog/>.

The St. Thomas Bias Reporting System

St. Thomas is committed to providing an inclusive living, learning and working environment that supports the well-being of each member and respects the dignity of each person. Incidents of hate and bias are inconsistent with the St. Thomas mission and convictions and have no place here. If you are a student who has experienced or witnessed a bias or hate incident, we want to address the incident and provide you with resources. Go to the Bias or Hate Reporting website to get more information and to make an online report. Students can also report in person to the Dean of Students Office (room 241, Anderson Student Center) or to Public Safety.

Sexual Harassment and Title IX

The University of St. Thomas mission and convictions embody our commitment to promote and protect the personal dignity and well-being of every member of the St. Thomas community. Sexual harassment, sexual assault and other forms of sexual misconduct are antithetical to the commitment, and they constitute unlawful sex discrimination. All forms of sexual misconduct are prohibited by St. Thomas. If you have experienced sexual harassment/assault/misconduct based upon gender/sex/sexual orientation, and you share this with a faculty member, the faculty member must notify the Title IX Coordinator, Danielle Hermann, who will discuss options with you. She can be reached at dhermann@stthomas.edu or (651) 962-6882. For more information, please go to our Title IX website.

Who to contact if you are experiencing financial hardship

If you are experiencing financial hardship or having difficulty with access to sufficient food to eat every day, or you do not have a safe and stable place to live, please contact the Office of the Dean of Students by phone at 1(651) 962-6050 or in person in room 241, Anderson Student Center.

Grading

93-100 points:	A
90-92 points:	A-
88-89 points:	B+
83-87 points:	B
80-82 points:	B-
78-79 points:	C+
73-77 points:	C
70-72 points:	C-
68-69 points:	D+
63-67 points:	D
62 points & less:	F

Definitions

All professors in our department view an “A” grade as work that is truly exceptional. A “B” signifies very good, above-average work; and a “C” signifies competence with an appropriate grasp of the subject matter. A “D” is a passing grade despite deficiencies, and an “F” signifies failure.

Projects, Points, Due Dates

Total Points 385

SC = See Canvas for specific due dates

<i>Title</i>	<i>Points</i>	<i>Due</i>
Speeches:		
Introductory Speech (required)	5	9/11
Narrative Speech	40	9/23
Informative Speech	40	10/2
Writing / Audio:		
Professional Email: 10	10	10/7
Billboards: 20	20	10/16
Web-based News Story and Tweet: 40	40	11/11
Digital Audio News Story: 40	40	11/18
Public Communication Response: 20	20	11/4
Tests:		
GPS Pre-Test (required, but not graded): 0	0	9/16
GPS Post-Test: 20	20	12/11
Poynter Language Primer (grammar, punctuation and word use):**25, 25 and 25 = 75	75	11/27
Television:		
Public Service Announcement (Script):20	20	12/2
Public Service Announcement (Delivery):20	20	12/18
Participation:		
Class Participation	25	
COJO Career Event Tuesday 10/8 at 5:00pm	10	10/8
Total Points: (5% of all points are subject to meeting participation requirements)	385	

**Poynter Language Primer: To pass COJO 111, all three sections (grammar, punctuation, word use) must be completed with a minimum grade of 80 percent on the final exam. You get three chances on each exam.*

Assignments

See Canvas and <http://ust.johnkeston.com> for assignments details

Course Schedule

See Canvas and <http://ust.johnkeston.com> for day-to-day scheduling

Important Dates

September 4, 2019 – Classes begin
September 10 – Last day to add a class without instructor permission
October 8 – COJO Career Event Panel, 5PM OEC Auditorium
October 25 – Mid-term break begins
October 28 – Classes resume (mid-term break ends)
October 28 – Mid-term grades due to registrar
October 30 – No class. See Canvas for online content
November 18 – Last day to withdraw from a class without an F
November 28 – Thanksgiving break begins
December 2 – Classes resume (Thanksgiving break ends)
December 13 – Classes end
December 16 – Study day
December 18, 2019 – 10:30AM - 12:30PM, Finals Period

Other Important Dates

<https://www.stthomas.edu/calendars/18-19undergraduatecalendar>

Weekly Summary

This weekly schedule is subject to changes. If changes are made they will be documented on Canvas, communicated in the classroom, and shared via email.

Week 0: Wednesday, September 4th

Session 1: Syllabus & Introductions

Week 1: Monday, September 9th / Wednesday, September 11th

Session 1: **[Assign]** Introductory Speech

Session 2: Perform Introductory Speech **[Due]**

Week 2: Monday, September 16th / Wednesday, September 18th

Session 1: **[Assign]** Narrative Speech

Session 2: GPS Pre-Test **[Due]** / Discuss speech and assign readings

Week 3: Monday, September 23th / September 25th

Session 1: Perform Narrative Speech **[Due]**

Session 2: **[Assign]** Informative Speech

Week 4: Monday, September 30th / Wednesday, October 2nd
Session 1: [Assign] Professional Email
Session 2: Perform Informative Speech [Due]

Week 5: Monday, October 7th / Wednesday, October 9th
Session 1: Professional Email [Due]
Session 2: [Assign] Billboards

Week 6: Monday, October 14th / Wednesday, October 16th
Session 1: [Assign] Web-based News Story and Tweet
Session 2: Billboards [Due]

Week 7: Monday, October 21st / Wednesday, October 23rd
Session 1: [Assign] Digital Audio News Story
Session 2: [Assign] Public Communication Response

Week 8: Monday, October 28th / Wednesday, October 30th
Session 1: Poynter Language Primer 1 / Web Workshop
Session 2: See Canvas for online activities [no class]

Week 9: Monday, November 4th / Wednesday, November 6th
Session 1: Public Communication Response [Due]
Session 2: Poynter Language Primer 2 / Web Workshop

Week 10: Monday, November 11th / Wed, November 13th
Session 1: Web-based News Story and Tweet [Due]
Session 2: Poynter Language Primer 3

Week 11: Monday, November 18th / Wed, November 20th
Session 1: Digital Audio News Story [Due]
Session 2: Poynter Language Primer

Week 12: Monday, November 25th / Wed, November 27th
Session 1: [Assign] Public Service Announcement (PSA)
Session 2: Poynter Language Primer [Due before class]

Week 13: Monday, December 2nd / Wednesday, December 4th
Session 1: Introduction to OEC LL2 Multimedia Studio
Session 2: Recording PSAs (part 1) in OEC LL2 Multimedia Studio

Week 14: Monday, December 9th / Wednesday, December 11th
Session 1: Recording PSAs (part 2) in OEC LL2 Multimedia Studio
Session 2: GPS Post-Test / Prepare PSAs for delivery

Wednesday, December 18th
Finals Period 10:30AM – 12:30PM
PSA Presentations [**Due**]