**Introduction to Public Speaking**

**(Speech 1)**

**Fall 2009 Syllabus**

**Class Information:**

Instructor: Justin Navarro

Meeting Time: Monday, Wednesday, & Friday 1:30-2:20 PM

Class Location: Dinuba Vocational Center #103

Required Text: Fraleigh, D. & Tuman, J. (2009). Speak Up: An Illustrated Guide to Public Speaking

E-mail: [Justinnavarro@csufresno.edu](mailto:Justinnavarro@csufresno.edu)

Justin.navarro@reedleycollege.edu

**Course Description:**

Speech 1 explores theories of human communication and their function in contemporary public settings. Through a series of oral presentations students fundamental communication, research, organization, reasoning, listening and problem solving skills will be enhanced. Speech 1 fulfills the General Education Requirement in Oral Communication (G.E. Foundation A1).

**Attendance Policy:**

Due to the nature of this course, attendance is important. Roll will be taken at each class session. Speeches, audience evaluations, and participation grades will be drastically affected by absences. Understanding that perfect attendance can only happen in a perfect world each student is allowed 3 unexcused absences. I suggest you use them well. On the 4th unexcused absence your participation points will be depleted. On the 5th unexcused absence your audience evaluation points will be depleted. On the 6th unexcused absence you forfeit your opportunity for extra credit (should there be any) and the opportunity to participate in make-up speech day. Arriving late to class and leaving early are also unacceptable and will result in a reduction of participation points. 3 tardies or early departures are equivalent to 1 absence. It is your responsibility to keep track of your absences. Excused absences are verifiable, documented and only occur under unavoidable circumstances\*. Exceptions are only made for school-sponsored functions (e.g. school sports, school mandated field trips). Please note that all excused absences MUST have verifiable documentation by a reputable source. (This does NOT include your parents!)

ALL documentation must be submitted to me NO later than one week following the absence. Note that all documentation will be verified.

\*Please note that work schedules, lost keys, car trouble, parking trouble, or vacations are not excused absences. If however you know in advance that you will be absence please inform me so that accommodations can be made for speeches or quizzes prior to your absence. Also understand that notifying me does not excuse the absence.

*Late and Missed Assignments*

*I will NOT accept any emailed or handwritten papers.*

*I have a very strict policy on late work.*

*ALL WORK IS DUE AT THE BEGINNING OF THE CLASS –*

*DO NOT COME IN LATE AND ASSUME I WILL ACCEPT YOUR WORK.*

**Expected Classroom Behavior (3 Class Rules):**

1. 1. Students must respect the rights of their classmates.  The exploration of controversial ideas is an essential component of this class. Students who are not respectful will be asked to drop the class.
2. 2. When presentations are in progress students arriving late are to stay outside until the presentation is complete. Interrupting a presentation for any reason other than a severe emergency is inconsiderate and will not be tolerated.
3. 3. Cell phones should be turned off before coming to class. If a student interrupts 2 speeches for any reason other than a severe emergency they will be confronted by the instructor and their speech grade will be lowered one letter grade.

**Specific Course Objectives:**

1. 1. Provide an understanding of the communicative process.
2. 2. Help students develop skills in informative, persuasive, and ceremonial speaking.
3. 3. Emphasize the need for clear and concise organization of ideas.
4. 4. Improve use of supporting material/s.
5. 5. Highlight the importance of tailoring messages to audience characteristics.
6. 6. Foster an understanding of the role culture plays in the production and management of spoken interaction.
7. 7. Help students develop extemporaneous speaking skills.
8. 8. Improve listening skills.
9. 9. Provide students with practical assignments and exercises that will reinforce the theoretical concepts studied in class.
10. 10. Instill the confidence needed to speak successfully in any given circumstance.

**Learning Outcomes:**

Upon completion of this course, students will be able to:

1. 1. Construct and deliver a speech with communicative competence and confidence.
2. 2. Choose appropriate organizational patterns and supporting material for their speeches.
3. 3. Create speeches for various contexts and occasions.
4. 4. Apply better listening skills in public speaking situations.
5. 5. Apply more effective reasoning skills when constructing and evaluating speeches.
6. 6. Design speeches based upon the analysis of audience cultures, needs, beliefs, values, and attitudes.
7. 7. Critique and evaluate others’ speeches

**Assignments:**

|  |  |  |
| --- | --- | --- |
| Graded Item | Points Possible | Score |
| Introduction speeches | Credit/No Credit |  |
| How-to Speech | 50 |  |
| How-to Speech Outline | 15 |  |
| Informative Speech | 150 |  |
| Informative Speech Outline | 25 |  |
| Informative Reference Page | 25 |  |
| Persuasive Speech | 150 |  |
| Persuasive Speech Outline | 25 |  |
| Persuasive Reference Page | 25 |  |
| Ceremonial Speech | 50 |  |
| Participation | 50 |  |
| Audience Evaluations (3) | 60 |  |
| Reflection Assignments (3) | 75 |  |
| Reading Quizzes 15 @ 10 Points each | 150 |  |
| Final | 150 |  |
| Total Points Possible\* | 1,000 |  |

\*The following guidelines will be used in the assignment of final grades.

900-1000 = A

800-899 = B

700-799 = C

600-699 = D

599-0 = F

**Speeches:**

This class fulfills the ORAL component of the general education requirements – I take this very seriously. NO ONE will pass my class if you miss a speech; it is close to mathematically impossible! Missing a speech means a zero on the speech, outline, reference page, and audience evaluation points. If you are unable to present on your assigned date you will be given a 0 on that speech and will fail my class. I do not allow anyone to give their speech on a day other than assigned speaking days. Do not ask for an extension. Additionally, students who are late on their assigned speaking day will **NOT** be allowed to speak. The only way to pass my class after missing a speech is to make up the missed speech on make-up day. After a student gives their speech they are **required** to stay until class is dismissed. If you give your speech then leave class early you will be given a 0 on that speech and will have to re-do the speech on make-up day. Please note, if you already have a speech to make up you will fail the course.

*Emailed Papers/ Printer Problems/ and Hand Written Work*

*I will NOT accept emailed papers and please do not come to class with your disk complaining you were “UNABLE” to print the file. Plan ahead and be responsible for your work. Remember this is college not high school - all submitted papers MUST be typed.*

**Reading Quizzes:** A total of 15 reading quizzes will be given throughout the semester. These quizzes will equate to 15% of your total course grade and are designed to ensure you have done the assigned reading and to help you study for the comprehensive final. You will NOT be allowed to make-up a missed quiz unless you have a verified excused absence.

**Outlines:**

ALL outlines must be submitted to me at the beginning of class on the first day of presentations. No one will be allowed to give their speech without giving me an outline on time. Without an outline (submitted on time) you will not be placed on the speaking line-up and will receive a 0 on your outline, speech, and reflection grade.

**Reference Pages:**

I only require reference pages on the informative and persuasive speeches. They MUST be typed and in APA format. If you do not submit a reference page you will NOT give a speech. These speeches are to be properly researched and make use of appropriate sources.

**Audience Evaluations:**

You will be asked to evaluate multiple classmates 3 different times throughout the semester. More information will be passed out before the start of our how-to speeches.

**Reflection Assignments:**

All reflection assignments must be turned in during the first class period following the final speech in each round and will NOT be accepted late. Reflection papers must be 2 pages and TYPED!

**Participation Points:**

This class is interactive; participation is vital to the classroom environment. Each student is expected to attend class each day and be prepared to discuss ideas, and participate in class activities. Please come to class prepared to engage the material.  Absences, late arrivals and leaving early, in addition to a lack of participation in class discussions and activities will adversely affect participation points. Please note that your participation points can be completely exhausted on the basis of attendance.

**I’m So Happy My Teacher Allowed Me To Make Up A Speech Day:**

In an effort to be fair I there will be an assigned make-up day. If you have missed ONE speech this will be the ONLY day you can make that speech up.

The BAD NEWS: all make-up speeches will suffer a 2-letter grade reduction from the original points possible. I will only listen to late speeches on this day.

**Make Up Speeches:**

YOU CAN’T PASS THIS CLASS IF YOU MISS A SPEECH ~ PERIOD! If you miss a speech you will be allowed to make up that ONE speech on *I’m So Happy My Teacher Allowed Me To Make Up A Speech Day* but you will be at the mercy of time constraints and some basic rules.

|  |
| --- |
| First you can only make up ONE speech from the semester. (If you missed two speeches you have officially failed the class.) |
| Second you must have your outline and reference page typed and ready when you are called up to speak. |
| Third you must be ON TIME – NO ONE IS ALLOWED IN THE ROOM ONCE SPEECHES BEGIN, a sign will be posted on the door. |
| Fourth all speeches will be given on a lottery basis. (I cannot guarantee we will have time for all speeches) |

How it works: at the start of class everyone who has a make-up speech will put their names on a card and I will draw names – if we run out of time, you ran out of luck! I will hold very strict time limits on speeches but cannot guarantee that everyone will get a turn. Those students making up speeches due to verifiable excused absences will be given priority and full credit for their speeches on this day. The GOOD NEWS: if you have given all of your speeches and do not have any to make up, consider this a free day – take the time to sleep in or go to the lake after all you have earned it.

**Calendar for Summer 2009:**

|  |  |  |  |
| --- | --- | --- | --- |
| M/D |  | What we will be covering/doing | Required Reading & Assignment Deadlines |
| 8/17 | Monday | Course Overview & Introduction Speeches |  |
| 8/19 | Wednesday | Introduction to Public Speaking | Chapter #1  Reading Quiz #1 *(Chapters 1&3)* |
| 8/21 | Friday | Speech Ethics | Chapter #3 |
| 8/24 | Monday | Developing your Speech | Chapter #2  Reading Quiz #2 *(Chapters #2 &4)* |
| 8/26 | Wednesday | Listening Skills | Chapter #4 |
| 8/28 | Friday | Selecting a Topic: How to Develop a Set of Potential Topics | Chapter #6  Reading Quiz #3 |
| 8/31 | Monday | ***Start How-to Speeches*** | Your outline is due at the beginning of class |
| 9/02 | Wednesday | How-to Speeches |  |
| 9/04 | Friday | How-to Speeches |  |
| 9/07 | Monday | NO CLASS: LABOR DAY |  |
| 9/09 | Wednesday | How-to Speeches |  |
| 9/11 | Friday | ***Wrap- up How-to Speeches*** |  |
| 9/14 | Monday | Audience Analysis: Tailoring your Speech for Success | Reflection #1 DUE  Chapter #5  Reading Quiz #4 |
| 9/16 | Wednesday | Audience Analysis in Further Detail |  |
| 9/18 | Friday | Introductions and Conclusions: Creating Audience Interest and Lasting Impressions | Chapter #10  Reading Quiz #5 |
| 9/21 | Monday | Researching your Speech: Supporting your Argument | Chapter #7  Reading Quiz #6 |
| 9/23 | Wednesday | Using Supporting Materials to Help your Speech | Chapter #8  Reading Quiz #7 |
| 9/25 | Friday | Finish Research and Supporting Material Section |  |
| 9/28 | Monday | Delivering your Speech: So easy a Caveman can do it | Chapter #13  Reading Quiz #8 |
| 9/30 | Wednesday | Focusing of Delivery as it Pertains to Informative Speaking |  |
| 10/02 | Friday | Informative Speaking: Sharing Information in an Accessible, Understandable and Compelling Manner | Chapter #15  Reading Quiz #9 |
| 10/05 | Monday | ***Start Informative Speeches*** | Your outline & reference page is due at the beginning of class |
| 10/07 | Wednesday | Informative Speeches |  |
| 10/09 | Friday | Informative Speeches |  |
| 10/12 | Monday | Informative Speeches |  |
| 10/14 | Wednesday | Informative Speeches |  |
| 10/16 | Friday | ***Wrap-up Informative Speeches*** |  |
| 10/19 | Monday | Making the Message Clear: Organizing your Speech for Success | Reflection #2 DUE  Chapter #9  Reading Quiz #10 |
| 10/21 | Wednesday | Outlining your Speech: Beyond the Basics | Chapter #11  Reading Quiz #11 |
| 10/23 | Friday | Last but not Least Make sure to Choose your Words Carefully: Language and Style | Chapter #12  Reading Quiz #12 |
| 10/26 | Monday | Attempting to Influence Audience Members: Persuasive Speaking at its Finest | Chapter #16  Reading Quiz #13 |
| 10/28 | Wednesday | Influencing Your Audience Continued |  |
| 10/30 | Friday | Logos, Ethos, and Pathos: Methods of Persuasion | Chapter #17  Reading Quiz #14 |
| 11/2 | Monday | Persuasive Strategies Exercise |  |
| 11/4 | Wednesday | ***Start Persuasive Speeches*** | Your outline & reference page is due at the beginning of class |
| 11/06 | Friday | Persuasive Speeches |  |
| 11/09 | Monday | Persuasive Speeches |  |
| 11/11 | Wednesday | *NO CLASS: VETERAN’S DAY* |  |
| 11/13 | Friday | Persuasive Speeches |  |
| 11/16 | Monday | Persuasive Speeches |  |
| 11/18 | Wednesday | Wrap-up Persuasive Speeches |  |
| 11/20 | Friday | Special-Occasion Speaking: Speeches of Introduction, Presentation, Acceptance, and Remembrance | Reflection #3 DUE  Chapter #18  Reading Quiz #15 |
| 11/23 | Monday | Special Occasion Speaking Continued |  |
| 11/25 | Wednesday | *Special Occasion Speech Lab* |  |
| 11/27 | Friday | *NO CLASS: THANKSGIVING* |  |
| 11/30 | Monday | ***Start Special Occasion Speeches*** | No outlines due |
| 12/02 | Wednesday | Special Occasion Speeches |  |
| 12/04 | Friday | Special Occasion Speeches |  |
| 12/07 | Monday | Special Occasion Speeches |  |
| 12/09 | Wednesday | ***Wrap-up Special Occasion Speeches*** |  |
| 12/11 | Friday | *Reflection* |  |
| 12/14 | Monday | Test Review  Chapters 1-13 & 15-18 |  |
| 12/16 | Wednesday | Final | Bring a 882-E Scantron |
| 12/18 | Friday | *I’m So Happy My Teacher Allowed Me To Make Up A Speech Day* |  |

**Students with Disabilities:**

If you have a verified need for a academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

**Student Rights:**

So that students are fully aware of their rights and responsibilities they are encouraged to become familiar with the “Campus Policies” section of the Schedule of Courses.  This material includes information regarding cheating and plagiarism, disruptive classroom behavior, and other instructional issues. Students with disabilities should identify themselves so that appropriate accommodations can be made.