**Reedley College**

Fall 2012

Comm-1-50969

Public Speaking, T/TH 2:00

Course Syllabus

Instructor: Jennifer Tipton

Email: TBA in class

Phone: TBA in class

**Required Text**

A Pocket Guide to Public Speaking by O’Hair, 3rd Edition.

**Course Description**

This course will cover theories and techniques of public speaking and is designed to enhance fundamental public speaking skills which include research, organization, reasoning, listening and audience demographics. Particular emphasis will be on the logical organization, composition and delivery of informative and persuasive speeches. Communication 1 fulfills the General Education Requirement in Oral Communication (G.E. Foundation A1). *(note: subject advisory eligibility for English 1A)*

**Student Rights**

Students 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. Plagiarizing, or any other kind of cheating, will be grounds for a grade of 0% F on pertinent coursework.

Students with disabilities: If you have a verified need for an 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 the instructor as soon as possible.

**Student Learning Outcomes**

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

1. Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
2. Utilize research materials that incorporate sufficient, credible, and relevant evidence.
3. Choose appropriate organizational patterns.
4. Analyze the effectiveness of communication through constructive critique.

**Specific Objectives**

 In the process of completing this course, students will:

1. Gain communicative competence and confidence as a result of the preparation, presentation, and analysis of oral messages.
2. Gain an understanding of the communicative process.
3. Develop skill in informative, persuasive and ceremonial speaking.
4. Recognize the need for clear and concise organization of ideas.
5. Use supporting materials effectively.
6. Analyze and adapt messages to address audience attitudes, needs and demographics.
7. Recognize the role of culture in the production and management of spoken interaction.
8. Develop skill in extemporaneous speaking, students will present a minimum of three speeches in front of an audience.
9. Enhance vocal skills (projection, diction, inflection and volume).
10. Improve listening skills.
11. Critique and analyze their own and others students' speeches.
12. Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.

**Classroom Deportment**

Students must respect the rights of the other students in the class.  The exploration of controversial ideas is an essential component of this class. Students who are not respectful will be asked to drop the class.  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 an emergency is inconsiderate and will not be tolerated. Cell phones should be turned off before coming to class. If a student interrupts a speech for any reason other than an emergency, they will be confronted by the instructor and their speech grade may be lowered one letter grade. Any disruptive behavior that detracts from the learning environment may result in a student’s removal from class, either for the week or for the remainder of the course, resulting in a failing grade.

**Course Assignments**\***:**

• Self-introduction Speech: The first presentation is a short self-introduction focusing on one aspect of yourself you wish to highlight for the class as an ice-breaker. This speech will not be graded; you will receive full credit simply for presenting this 1-2 minute speech. (note that speaking for less than 1 minute will not pass this assignment.)

• Cultural Artifact Speech Because culture, manifested in language, values, traditions, dress, and music, as well as race and ethnicity, plays an important role in the way all people live their lives, this first speech assignment (*3-5 minutes*) allows students to explore audience analysis in public speaking while learning about other cultures.

• Informative Speech This speech will apply concepts learned in the course to present an extemporaneous address about a student-selected topic involving processes, events, places, people, objects, or concepts. This speech will be *4-6 minutes* long.

• Persuasive Speech Representing a culmination of the components of public speaking that have been examined in this course, this speech (*6-8 minutes*) will seek to adjust listener attitudes/beliefs/values, urge action, or answer opposing views through careful reasoning and argument.

• Midterm Analysis Paper: Students will write a 2-3 page paper analyzing an element of public speaking. The prompt will be distributed and discussed in class.

•Speech Critique Paper: Evaluating speeches by others not only enhances critical thinking skills but also helps speakers to recognize areas for improvement in their own presentations. Students will analyze one speech given by another student in the class, following guidelines similar to those used in grading speeches. Speech Critique Papers will be 3-4 pages.

• Reading Quizzes: There will be periodic, unannounced reading quizzes at the start of class. Students are allowed to use notes but not the book on the quizzes. This is to help ensure students do the reading by the due date and take careful notes.

• Exams: There are two tests that will consist of multiple-choice, True/False, and/or Matching objective questions on material from lectures, readings, and class discussions; material from required readings will be included whether or not discussed in class. Students will need a pencil and an 882E scantron for each exam. The midterm exam will cover Chapters 1-14, including information from lectures, readings, and class discussions. The final exam will be cumulative, covering all class readings and information but will be more heavily focused on Chapters 15-24 and corresponding lectures, readings, and class discussions.

\* Specific assignment guidelines for papers and speeches will be provided in class and/or posted to Blackboard. The two major speech assignments include the development of a full-sentence outline, a keyword written outline, and a reference page, in addition to the oral presentation.

**Grade Distribution:**

Self Introduction Speech 50 (P/F) 675-750 A

Cultural Artifact Speech 60 600-674 B

Informative Speech 100 525-599 C

Persuasive Speech 150 450-524 D

Midterm Analysis Paper 70 0-449 F

Midterm Exam 100

Speech Critique Paper 70

Reading Quizzes 50

Final Exam 100

**TOTAL 750**

\*\*The grading rubrics for speeches and papers will be provided in class and/or on Blackboard.

**General Assignment Guidelines (individual assignment requirements will be provided in class and/or on Blackboard):**

• Readings should be completed *in their entirety* by the first class for which they are assigned reading should be thorough and should prepare you to participate constructively in activities and discussions.

• There are no make-ups for speeches or tests that are missed without a documentable, excused absence. The instructor must be informed in writing prior to missing class for religious holidays or university-sponsored activities, and excuses for illness or emergencies require appropriate written documentation *within one week* of the absence. Make-up tests/speeches are conducted at the convenience of the instructor and the class. Make-up tests may be given in essay form.

• Written assignments must be submitted in hard copy *and* through SafeAssign on Blackboard. Your work will be used by SafeAssign for plagiarism detection and for no other purpose. Reports will be available for student viewing.

• Late assignments will not be accepted unless otherwise indicated by the instructor.

• Written assignments must be typed, double-spaced, single-sided, 12pt font, standard size, and stapled. The minimum page length on written assignments is *a minimum*; below the minimum, assignments will receive a corresponding deduction in credit (e.g., 2 pages of a 3 page paper = original grade x 67% [2/3]). *Keep a copy of all of your work.*

• Stylistic form and bibliographies are to be consistent with APA style manual. Spell-check and proofread your work.

• Grade deductions will occur for speeches that do not meet length requirements (beyond understandable variability due to extemporaneous delivery).

\*PLEASE NOTE THAT STUDENTS MUST COMPLETE ALL SPEECHES IN ORDER TO FULFILL THE ORAL COMPONENT OF THE COURSE. IN OTHER WORDS, FAILURE TO SATIFACTORILY COMPLETE ALL SPEECHES WILL RESULT IN A GRADE NO HIGHER THAN A “D” FOR THE COURSE.

**Academic Dishonesty**

Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college,

each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

**Cheating** is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to

gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

**Plagiarism** is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

**Classroom Policies:**

• Your presence in class (both physical and mental) is expected. You are allowed *three* unexcused absences without penalty (keeping in mind, of course, the policies regarding missed assignments, speeches and tests). For every additional absence, your final grade will automatically be lowered by 5%. If you are consistently late to class, I will notify you that further tardiness will be treated as absence according to the above guidelines. There will be *no* exceptions to the attendance policy without verifiable documentation presented to me (doctor’s excuse, family emergency, etc.). *It is your responsibility to get any missed notes or assignments*. It is also the student’s responsibility to provide documentation of an excused absence – the instructor will not ask. Note that it is each student’s responsibility to keep track of absences and the instructor will not provide any kind of attendance warnings, nor will the instructor notify a student when it is no longer mathematically possible to pass the course – THIS IS ENTIRELY THE STUDENT’S RESPONSIBILITY.

• COMM 1 is a lecture, discussion, and performance course, and open participation in this learning environment requires that we all respect the right of students and the instructor to present diverse and controversial ideas. Differences of viewpoint should be offered in a manner that promotes the free exchange of ideas and the development of mutual understanding. Student conduct that disrupts the learning process will not be tolerated and may lead to disciplinary action and/or removal from class.

• Behaviors that distract from the learning process will not be tolerated (cell phones and pagers should be turned off, tobacco is not to be used in the classroom, newspapers are not to be read during class, etc.). Students texting during class will be asked to leave.

**Important Dates**

Instruction begins ............................................................................................... Monday, August 13

Last day to drop a semester length course

and qualify for a refund.........................................................................................Friday, August 24

Last day to register for full-length class or ...........................................................Friday, August 31

drop full-length class to avoid a “W”

Holiday, Labor Day ....................................................................................... Monday, September 3

Last day to change class to or from

Pass/No-Pass grading option........................................................................... Friday, September 14

Mid-term report period ....................................................................................... Friday, October 12

Last day to drop a semester length course

(letter grade assigned after this date) .................................................................. Friday, October 12

Holiday, Veterans’ Day ............................................................................... Monday, November 12

Holiday, Thanksgiving ........................................................... Thursday-Saturday, November 22-24

Final Exam Week ......................................................................... Monday-Friday, December 10-14

Saturday Class Finals .............................................................................. Saturday, December 8

Grades Posted to WebAdvisor, Grade Scan Sheets &

Class Rosters due to Admissions ................................................... Monday, December 17, 12 noon

\*This schedule is subject to change at the instructor’s discretion. Students are responsible for announcements made in class and via Blackboard.

| **Day** | **Date** | **Topic/**  **Assignment(s) and Reading Due** |
| --- | --- | --- |
| T | 8/14 | Course Introduction |
| Th | 8/16 | **Introduction Speeches** |
| T | 8/21 | **Introduction Speeches** |
| Th | 8/23 | 1. Becoming a Public Speaker  2. From A-Z: Overview of a Speech |
| T | 8/28 | 3. Managing Speech Anxiety |
| Th | 8/30 | 4. Ethical Public Speaking  5. Listeners and Speakers |
| T | 9/4 | Library Orientation – Class meets in library |
| Th | 9/6 | 7. Selecting Topic and Purpose  14: Outlining the Speech  Discuss Cultural Artifact Speech and Assign Speaking Days |
| T | 9/11 | 8: Developing Supporting Material  9: Locating Supporting Material |
| Th | 9/13 | 6. Analyzing the Audience |
| T | 9/18 | 10: Doing Effective Internet Research  11: Citing Sources in Your Speech |
| Th | 9/20 | 12: Organizing the Speech  13: Selecting an Organizational Pattern |
| T | 9/25 | **Cultural Artifact Speeches (8)** |
| Th | 9/27 | **Cultural Artifact Speeches (8)** |
| T | 10/2 | **Cultural Artifact Speeches (8)** |
| Th | 10/4 | **Cultural Artifact Speeches (8)** |
| T | 10/9 | Midterm Exam Review |
| Th | 10/11 | **Midterm Exam** |
| T | 10/16 | 23: Informative Speaking  Discuss Informative Speech and Assign Speaking Days |
| Th | 10/18 | 15: Developing the Introduction and Conclusion  16: Using Language |
| T | 10/23 | 17: Choosing a Method of Delivery  18: Controlling the Voice |
| Th | 10/25 | 19: Using the Body |
| T | 10/30 | **Informative Speeches (8)** |
| Th | 11/1 | **Informative Speeches (8)** |
| T | 11/6 | **Informative Speeches (8)** |
| Th | 11/8 | **Informative Speeches (8)** |
| T | 11/13 | 24: Persuasive Speaking  Discuss Persuasive Speech and Assign Speaking Days |
| Th | 11/15 | 20: Types of Presentation Aids  21: Designing Presentation Aids |
| T | 11/20 | **Persuasive Speeches (8)** |
| Th | 11/22 | **Thanksgiving Holiday/No Class** |
| T | 11/27 | **Persuasive Speeches (8)** |
| Th | 11/29 | **Persuasive Speeches (8)** |
| T | 12/4 | **Persuasive Speeches (8)** |
| Th | 12/6 | Persuasive Speeches (if needed)  Last Day of Instruction  Final Exam Review |
| T | 12/11 | **Finals Week** |
| Th | 12/13 | **Finals Week** |