Communication 1

**Introduction to Public Speaking**

*Spring 2013*

**Reedley College**

**Instructor:** Helen Chavez, M.A.

**Email:** helen.chavez@reedleycollege.edu

**Office hours:** Available by appointment only

**PROGRAM 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.

**COURSE 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.

**Textbook:** O’Hair, Dan, et al. A Pocket Guide To Public Speaking. (Fourth edition), Boston: Bedford/St. Martin’s, 2013.

**ASSIGNMENTS:**

**Speeches** *point value*

Speech #1 Autobiographical speech 0 Required/minus points

Speech #2 Informative speech 60

Speech #3 Pro/Con speech 80

Speech #4 Persuasive speech 100

 **Total= 240**

**Comprehensive Examination**

There will be a comprehensive examination on the date of the final. Reviews will be handed out during the course. This single exam will cover *PART*  1-9. There will be NO MAKE UPS!

 **Total= 150**

**Peer Speech Evaluations and Participation**

Throughout the semester, students will periodically be asked to give written and/or verbal critiques of other students’ speeches/arguments/debates. This is a mandatory part of the class. Unlike other classes you may take at the college level, this class has a hard time functioning unless all students are present to give suggestions, offer praise, and get help/advice from other classmates throughout the semester. **You are expected to attend class and be on time in order to reap these benefits as well as provide help to your peers. Missing class (regardless of reason) especially when others are giving speeches/arguments/debates/presentations WILL hurt this section of your grade.**

**In addition, you are also expected to complete all assignments. This includes not only graded assignments but non graded assignments as well (Speech #1, group lectures, in class activities, etc.).**

**No iPods or anything of the sort in class! No cell phones in class!! If I see a cell on your desk, in your hands, on your laps or anywhere near your person, you will lose all *Peer Speech Evaluations and Participation* points.**

**One more thing, all of you must be on your best behavior. Do not ridicule me or your fellow classmates!!**

**I DO AND WILL deduct points from this section (Peer Speech Evaluations and Participation).**

 **Total= 110**

**LATE ASSIGNMENTS INCLUDING SPEECHES:**

My late assignment policy is a strict one! I am no longer wasting valuable time dealing with reasons or excuses for late work. Late work is what I say it is. So even if you show me a note, email, outline on a flash drive or whatever, it is still late! If…If I accept past the due date work, I will always deduct points. The amount of points deducted will be entirely up to the instructor.This is a huge penalty and could make or break your grade in this class. Due to the nature of the class, I must enforce this or it will put everyone behind; you must not waste my or any of your classmates valuable time with lateness on these speeches. Period.

In addition, presentations are schedule for a certain amount of days/nights. Once these are over and if you have not presented your speech, you will receive zero points for the assignment. This is especially true for those speakers who are schedule to present on the last day/night. Always present your speeches on time!

I do not search you out for make-ups if you miss an assignment. It is your responsibility to approach me.

**DROP POLICY:**

Be advised that after the drop date (March 8-10th I’M NOT SURE ON THIS, FIND OUT FOR YOURSELF!!) you will be issued a letter grade (“A” through “F”) if you are still enrolled in class. It is ***your responsibility to drop*** the class, it is ***NOT MINE!***

**PLEASE NOTE:**

1. The college’s policies regarding student conduct in classes, including cheating and plagiarism, are located in the Catalogue and Schedule of Courses. You should be aware of these policies and abide by them. Also, students with disabilities are reminded that it is your responsibility to identify yourself to the College’s Disabled Student Services and to your instructor(s) so reasonable accommodation for learning and evaluation within the course can be made.
2. Additional class rules, policies, conditions, etc. will be stated in class during the course of the semester.

**ADDITIONAL NOTES:**

***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***

*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***

*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 the 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.*

We have had a surge in plagiarism cases, and we are taking a hard line.  If you have an intentional case of plagiarism, please complete the necessary Disruptive Conduct paperwork found in the VP of Student Services office.  Michael White, VP of Student Services, is very helpful with this and follows through on the steps you would like him to take.

As always, you are welcome to use the writing center space to meet with students or work at one of our computers.  The writing center is open M-TH, 8-2.  If you would like to bring your class to the writing center during the first week of instruction to sign them up, please do so.  If you would instead like a representative of the writing center to come to your classroom, let me know as I am the acting coordinator of the writing center until Rebecca Snyder returns from maternity leave.  Rebecca has some money still available of you are interested in having an embedded tutor in your classroom.  Since the embedded tutor program is funded by the Basic Skills Initiative, it must be a basic skills level course.

**\*\*\*EXTRA HELP:** I have no office hours. I am available by appointment only. Please do not hesitate to ask for help ☺

**FINAL GRADES WILL BE BASED ON THE FOLLOWING SCALE:**

**GRAND TOTAL 500**

500-450=A

449-400=B

399-350=C

349-300=D

299-000=F

It is a good idea to keep all graded assignments that I pass back to you as proof of your status, at least until you receive your final grade at the end of the semester (that’s good advice for all of your classes).

**PROPOSED SCHEDULE** (TENTATIVE-COULD BE CHANGED)

The textbook is divided in *PARTS*. Read each *PART* before class meets.

***Monday Night***

Jan 07 **PART ONE**

-Introduction to the course

-Overview of a speech

-Managing Speech Anxiety

-Listening

Jan 14 **PART TWO/THREE/FOUR/FIVE/SIX**

 -Analyzing the audience

 -Topic and purpose

 -Supporting material, credible sources, and citing sources in your speech

 -Introduction and conclusion

 -Language

-Delivery

-Aids

Jan 21 *NO CLASS, CAMPUS CLOSED (HOLIDAY)*

Jan 28 **PART SEVEN**

 -Outlining the speech

 -Informative speaking and sequences

 -Pro/con speaking and sequences

 -Persuasive speaking and sequences

Feb 04 **PART EIGHT/NINE**

 -“youareonyourown” reviews

 -Autobiographical speech

 -Speech prep night

Feb 11 **Speech #2 (Informative Speech and Outline Due)**

Feb 18 *NO CLASS, CAMPUS CLOSED (HOLIDAY)*

Feb 25 **Speech #2 (Informative Speech and Outline Due)**

March 04 **Speech #2 (Informative Speech and Outline Due)**

March 11 **Speech #2 (Informative Speech and Outline Due)**

March 18 **Speech #3 (Pro/Con Speech and Outline Due)**

March 25 *Spring Break (NO Classes Held)*

April 01 **Speech #3 (Pro/Con Speech and Outline Due)**

April 08 **Speech #3 (Pro/Con Speech and Outline Due)**

April 15 **Speech #4 (Persuasion Speech and Outline Due)**

April 22 **Speech #4 (Persuasion Speech and Outline Due)**

April 29 **Speech #4 (Persuasion Speech and Outline Due)**

May 06 **Speech #4 (Persuasion Speech and Outline Due)**

May 13 Final: Comprehensive Examination (6:00-8:00)

Communication 2

**INTERPERSONAL COMMUNICATION**

Spring 2013

Reedley College

**Instructor:** Helen Chavez, M.A.

**Mailbox:** helen.chavez@reedleycollege.edu

**Office hours:** Available by appointment only

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

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

**COURSE OBJECTIVES:**
In the process of completing this course, students will:

1. Demonstrate an ability to work effectively with other students in the completion of specific projects.
2. Explore at least one area of interpersonal communication in depth
3. Evaluate various communication situations for effectiveness
4. Evaluate their own communication patterns
5. Read and discuss summaries of the research related to interpersonal communication effectiveness
6. Develop skill in extemporaneous speaking, students will present a minimum of three speeches in front of an audience.
7. Explore interpersonal conflict management strategies.
8. Listen to others effectively, attending to both factual and emotional information while providing appropriate feedback.

**Required Textbook:**

Adler, Ronald B., and Russell F. Proctor II. Looking Out Looking In. 13th ed. Boston, MA: Wadsworth, Cengage Learning, 2011.

**Course Requirements:**

 *Assignments* *Points*

 Persuasive Projects:

 Self 100

 Messages 100

 Relationships 100

 Chapter Outlines/Key Terms Define 200

 In-Class Assignments 200

 Participation 100

 *Total Points* *800*

**Assignments and Points:**

* Persuasive Projects: 100pts each project

The class lectures are presented in three parts. The first part explores “self”in interpersonal communication. The second part explores “messages”, and the last part examines “relationships”. You will present three persuasive projects to the class that will examine each of these parts: self, messages, and relationships.

*Persuasive Self Project and Outline*

You will bring in a cultural artifact along with a typed outline explaining the following: how important your artifact is in describing who you are, how it symbolizes your culture and what significance it has in your culture. On the date the outline is due, please bring your cultural artifact and be prepared to discuss the three main points in class. The time requirement for the discussion should be no longer than three minutes.

*Persuasive Messages Project and Outline*

Groups of two to three individuals will develop an analysis of messages in interpersonal communication between characters in a movie, TV program, song or skit. Each group will have 10 minutes to present its analysis to the class. Please keep the presentation of the scenes to a minimum of 3 minutes; the analysis is what is being graded. A typed outline will be handed in at the time of the presentation. Keep everything decent!

*Persuasive Relationships Project and Outline*

Groups of two to three individuals will develop an analysis of relationships in interpersonal communication between characters in a movie, TV program, song or skit. Each group will have 10 minutes to present its analysis to the class. Please keep the presentation of the scenes to a minimum of 3 minutes; the analysis is what is being graded. A typed outline will be handed in at the time of the presentation. Keep everything decent!

Projects must be given on the day/night scheduled. No late presentations will be possible. The other group members must still present even if missing a member or two. Individuals missing a project presentation will receive zero points for the assignment regardless of the reason (excused or unexcused by the instructor). There is simply no way to make up the assignments.

* Chapter Outlines/Key Terms Define: 200pts

There are eleven chapters in the required textbook. You will read the chapters, outline the chapters, and define the key terms within each chapter. These must be typed, full sentence outlines and are due the night of the final (handed in by you and hard copies only).

* In-Class Assignments: 200pts

During lectures, you will be asked to complete in-class assignments. In order to complete these assignments, you must attend class. These assignments cannot be made-up for any reason or excuse especially those that have been discussed or excused by the instructor. Points per in-class assignment will be determined by the instructor. In other words, some assignments will be worth more points than others.

* Participation: 100pts

You are expected to attend class on time and stay in class during the three Persuasive Projects as well as the two project prep days/nights. Missing class (excused or unexcused by the instructor) WILL hurt this section of your grade.

One more thing, all of you must be on your best behavior. Rudeness in any and all forms will not be tolerated. Do not answer cell phones, text in class, listen to iPods or anything of that sort in class. Also, if I see a cell phone, I reserve the right to deduct all participation points from your overall class grade.

**Late Assignments:**

My late assignment policy is a strict one! Even if you show me a note, email, outline on a flash drive or whatever, it is still late! This is huge and could make or break your grade in this class. Due to the nature of the class, I must enforce this or it will put everyone behind in the course schedule.

**Drop Policy:**

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It is your responsibility to monitor your progress in this class, and to know when class assignments are due. I am capable of making mistakes, so you need to be aware of dates, times, etc. Let me know of any errors and problems that might arise. I do not search out students to inform them of their grade or anything else. It is a good idea to keep every assignment that you do in this class (actually, in every class) as proof of your status at least until you receive your final grade at the end of the semester.

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**Grade Distribution:**

I give numerical scores to all work you do. I do not give letter grades on any assignment. There are 800 points possible for the semester. I add up your points at the end of the semester to determine your grade. Save and add up all graded work that is returned to you, so you can have a rough idea of the grade you are earning in class. Plus, your saved work is your receipt.

**TOTAL POINTS: 800**

***Points* *Grade***

**800-720 A**

**719-640 B**

**639-560 C**

**559-480 D**

**479-0 F**

**Proposed Schedule**

**Wednesday Night**

Jan 09 Introduction to the class and Interpersonal Communication Terminology

Jan 16 Axioms and Culture

Jan 23 Culture and Perception

Jan 30 Perception and Listening

Feb 06 *Persuasive Self Project and Outline Due*

Feb 13 Verbal Messages

Feb 20 Nonverbal Messages

Feb 27 Emotional Messages

March 06 Conversational Messages

March 13 Persuasive Messages Project Prep Night

March 20 *Persuasive Messages Project and Outline Due*

March 27 Spring Recess (no class)

April 03 Relationship Stages

April 10 Relationship Types

April 17 Conflict/Power

April 24 Conflict/Power Movie Night

May 01 Persuasive Relationship Project Prep Night

May 08 *Persuasive Relationship Project and Outline Due*

May 15 Final 6:00-8:00pm

 *Chapter Outlines/Key Terms Define* are all Due

(Handed in by you and hard copies only)

GOODBYE AND ALL THE BEST ☺