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Spring Semester 2014 Course #24397 (M/W 3:30-4:45)

Communication 1: Public Speaking Location: MS-222

Instructor: Marcie Lierly

Email: [marcie.lierly@reedleycollege.edu](mailto:marcie.lierly@reedleycollege.edu)

**REQUIRED MATERIALS:** Beebe, S.A. & Beebe, S.J. (2012). Public Speaking: An audience-centered approach with access code to My speech lab.

Scantron 882E (3)

3x5 index cards (1 packet)

Folder

**COURSE DISCRIPTION:**

This course will cover theories and techniques of public speaking. Course 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).

**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.

**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.

**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. Students caught cheating or plagiarizing in my class will receive a zero on the assignment and any assignment connected to that assignment (e.g. cheating or plagiarism on a speech will result in a zero on the speech, the outline, the reference page, the reflection and on all audience evaluations). Any student caught cheating or plagiarizing will also forfeit all participation points, all audience evaluation points and will not be allowed any extra credit points.

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.

**CLASSROOM DEPORTMENT:**

Each student is expected to respect the rights of the other students in the class and the instructor. The exploration of controversial ideas is an essential component of this class. **Students who do not behave in a respectful manner will be asked to leave the class.** Turn cell phones off before coming to class. Text messaging during class is not appropriate. You may only use a laptop for class assignments or activities. Students using the computer for non-academic purposes will be asked to leave the class and will be marked as absent.

**ATTENDANCE:**

Anyone who misses the first day of class will be dropped. I will also drop anyone who misses the second day of class. Per college policy I can drop any student who misses 4 class periods. If a student misses 4 classes prior to the drop date I will drop that student. Roll will be taken at each class session. Class points can be drastically reduced 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 after the drop date your participation points will be depleted – you cannot earn points when you are not in class to participate in the various activities. On the 5th unexcused absence audience evaluation points will be depleted. On the 6th unexcused absence no extra credit can be earned, this includes any extra credit points given in class or on tests. Also students who have 7 absences forfeit the opportunity to take the final exam. Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. Two tardies or early departures are equivalent to one absence. It is the student’s responsibility to keep track of their 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 the instructor NO later than one week following the absence. Note that all documentation will be verified but just because you provide a note does NOT mean the instructor will excuse your absence.**

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 absent please inform the instructor so that accommodations can be made for speeches or quizzes **prior** to your absence. Also understand that notifying the instructor does not excuse the absence.

**CHEATING AND PLAGIARISM:**

Any student found to plagiarize, fabricate or otherwise submit dishonest work will automatically receive a zero for the assignment, and all related materials (speech, outline, etc) and will be reported to the College. This policy will apply regardless of the magnitude of the offense or the writer’s intent. I pursue any hint of plagiarism that I detect in your work. It is very important to note that plagiarism regulations are not limited to written assignments, but also extend to oral presentations.

**Students who do not cite sources in their speeches will receive an automatic zero for the assignment and all related assignments.**

**STATE CENTER COMMUNITY COLLEGE DISTRICT ACADEMIC DISHONESTY**

**POLICY**

Academic dishonesty is unacceptable and will not be tolerated by the State Center Community College District. Cheating, plagiarism, and collusion in dishonest activities erode the college’s educational and social role in the community.

**CHEATING** – Cheating is the act of deception by which a student misleadingly demonstrates that he/she has mastered information on an academic exercise. Examples include but are not limited to:

a. Copying or allowing another to copy a test, paper, project, or performance.

b. Using unauthorized materials during a test, for example, notes, formula lists, or “cheat sheets.”

c. Taking a test for someone else or permitting someone to take a test for you.

**PLAGIARISM** – Plagiarism is the act of representing the work of another as one’s own without giving credit. Plagiarism includes but is not limited to:

a. Incorporating the ideas of words of another’s work without giving appropriate credit.

b. Representing another’s artistic or scholarly works such as musical compositions, computer programs, photographs, etc., as one’s own.

**CHANGES TO THE SYLLABUS:**

The instructor reserves the right to make changes to this syllabus and to the class calendar if extenuating circumstances arise. This right extends to assignments, evaluations, and all other aspects of the course. Denying that you have heard an oral assignment change or evaluation process change is not a basis for appealing the information contained in this syllabus.

**ASSIGNMENTS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Points Possible** | |  |
| Introduction speeches | | Credit/No Credit | |
| Cultural Artifact or Autobiographical Speech | | 50 | |
| C/A or A/B Outline | | 10 | |
| Informative Speech | | 100 | |
| Informative Outline | | 25 | |
| Informative Reference Page | | 25 | |
| Persuasive Speech | | 150 | |
| Persuasive Outline | | 25 | |
| Persuasive Reference Page | | 25 | |
| Ceremonial Speech (no outlines) | | 50 | |
| Participation | | 50 | |
| Audience Evaluations | | 50 | |
| Reflection Papers (3 @ 30 ea.) | | 90 | |
| Peer Evaluations | | 50 | |
| Quiz 1 | | 100 | |
| Quiz 2 | | 100 | |
| Final | | 100 | |
| Total Points Possible | | 1000 | |

**900-1000 = A**

**800-899 = B**

**700-799 = C**

**600-699 =D**

**599- 0 = F**

The instructor reserves the right to increase points for students who are on the margin; this will be done on the basis of attitude and participation throughout the semester and is solely at the discretion of the instructor.

Students can email the instructor during the semester to get their current grade. The instructor does NOT give grade checks the last two weeks of school. Please keep this form to track your grades during the semester.

**LATE AND MISSING 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 –***

***I WILL NOT ACCEPT YOUR WORK IF YOU ARE LATE TO CLASS.***

**ASSIGNMENT/SPEECH REQUIREMENTS:**

**PLEASE NOTE: You will NOT pass this class if you have failed to give one of the required speeches**. **Receiving a ZERO (0) on an assigned speech means you have not fulfilled the requirements of this class which will result in a failing grade.**

All written assignments are to be turned in at the beginning of the class period. All written assignments must be typed in Times New Roman 12 point font and double spaced with one (1) inch margins. All papers must be stapled; late and handwritten assignments will not be accepted. This class fulfills the oral component for a general education course, as such, participation in all presentations is necessary for successful completion of this course. Assigned readings are to be completed before the assigned date—see course schedule.

**Outlines**: Outlines must be submitted to me one class day prior to the first assigned speech date for all students. No one will be allowed to give their speech without giving the instructor their outline on time. Without an outline (submitted on time) you will not receive a time slot to present your speech and you will receive a 0 on your outline, speech, and reflection grade. I will not accept emailed papers and 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. Keep in mind any form of plagiarism will not be tolerated. Also outlines will not be accepted if you are late to class the day they are due.

**Reference Pages**: I only require reference pages on two speeches, the informative and the persuasive speech. They must be typed and in APA style format. If you do not submit a reference page with your outline you will NOT give a speech. These speeches are to be properly researched with the use of appropriate sources.

**Reflection Papers**: All reflection papers must be turned in one class day after the final speech in each round of speeches and will NOT be accepted late. Reflection papers must be TWO pages and typed! Papers that do not meet the standard set will be given a zero. I will not accept emailed papers and 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.

**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. Participation points are strictly given on days with no speeches or quizzes. Please note that your participation points can be completely exhausted on the basis of attendance or missed assignments.

**Additional Point Assignments**: In addition to the assignments there may be limited extra credit assignments. They will be briefly announced in class. It is the student’s responsibility to look them up and turn them in by the deadline. Extra credit points can only be earned by students who have attempted all assignments and students who have less than 6 unexcused absences. Extra credit can buffer grades it cannot replace them.

**Quizzes**: Students are responsible to bring their OWN scantron – students without a scantron will not be allowed to take quizzes. Doors will be locked when quizzes are handed out to avoid interruptions. Be on time or get a zero.

**Finals**: Finals are held in the same classroom but not necessarily at the same time. Please note schedule on calendar so that you are aware of the time and date of your final. Please note – I will not allow anyone who is late to take the final, the door will be locked when finals are given out. Please be aware and be on time. I will NOT allow anyone to take the final prior to finals week without a documented medical excuse. Accommodations will not be made for vacation or travel reasons. Again students are required to bring their own scantron to the final.

**Final note from the Instructor**

As your instructor, I am always happy to meet with you. Please feel free to meet with me if you are confused about any of the information covered in class or in the textbook. If you have questions regarding an upcoming assignment or presentation, I recommend you contact me before the last minute. I do not email any grades, so if you wish to discuss your grade, you must contact me personally. I am here to help you in any way I can and my goal is for you to have a rewarding experience in Communication 1. Nonetheless, remember it is your responsibility as the student to:

1. Ask questions when confused and seek help
2. Come see me before it is too late
3. Be responsible for your grades

And read and understand this syllabus