

Communication 1: Public Speaking ~~ Reedley College ~~ Fall 2015

**Instructor: Maricela Sanchez**

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**Office: Social Science 38 Office Hours: MW 9:15-9:40 am**

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| Pocket Guide to Public Speaking (ISBN10: 1457601842; ISBN13: 9781457601842)  | Required Materials: * Textbook: O’Hair, D., Rubenstein, H. & Stewart, R. (2012). A Pocket Guide to Public Speaking

4th Edition.  **ISBN13:** 978-1457601842 **ISBN10:** 1457601842* 2 scantron forms (882)
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| **Catalog Description** |
| Fundamentals of public speaking utilizing theories and techniques of communication enhance public speaking skills. Particular emphasis will be on the organization and criticism of public discourse. This will be achieved through research, reasoning, presentations, and the evaluation of various types of speeches which include informative and persuasive speeches.  |

**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.

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|  | **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 organizational patterns and research materials that incorporate sufficient, credible, and relevant evidence.
3. Explain the principals of human communication by critically evaluating public speeches through constructive critique and self-analysis.
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|   | **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 graded 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 other speeches.
12. Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.
13. present a variety of speeches and will be expected to present for approximately 25 minutes each during the course of the semester.
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**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 a severe 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 a severe emergency (this includes cell phones ringing/buzzing or entering the room during a speech) they will be confronted by the instructor and their speech grade will be lowered one letter grade. Cell phone usage during class will result in a loss of participation points.

**Assignments**

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| **Graded Item** | **Points Possible** | **Score** |
| Introduction speeches | 10 |   |
| Cultural Artifact Speech\*\* | 80 |  |
| C/A or A/B Outline | 20 |  |
| Informative Speech \*\* | 100 |   |
| Informative Outline | 20 |   |
| Persuasive Speech \*\* | 100 |   |
| Persuasive Outline | 20 |   |
| Ceremonial Speech (no outlines) \*\* | 50 |   |
| Participation | 50 |   |
| Reflection Paper  | 100 |   |
| Professional Speech Critique \*\* | 100 |  |
| Midterm | 100 |   |
| Final | 100 |  |
| Total Points Possible  | 850 |   |

***Mandatory assignments are indicated with \*\*, these assignments are REQUIRED in order to take the final exam.***

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

770-850   =    A
685-769     =    B
595-684     =    C
510-594     =    D
509- 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.

“Per Title V Regulation 58170(e), students must be referred to academic support services by counselors or instructors. With this statement on my course syllabus, I am referring any students in my class in need of academic support to tutorial services. Tutorial services may include: the tutorial center, writing center or the communication lab. Referral reason: Mastering the content, study skills, and basic skills of this course is aided by the use of trained peer tutors.”

**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.***

Attendance**:** Due to the nature of this course, attendance is important. Roll will be taken at each class session.  I will drop anyone who misses the first day of class. I will also drop anyone who misses the second day of class. Roll will be taken at each class session.  Class points will be drastically reduced by absences. **I will subtract 15 points for each absence**. Understanding that perfect attendance can only happen in a perfect world **each student is allowed 3 excused absences**. These points will come from your participation points. Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. It is the student’s responsibility to keep track of their absences. If you know in advance that you will be absent please inform the instructor so that accommodations can be made for speeches or tests **prior** to your absence. Also, you need to understand that notifying the instructor does not excuse the absence and any assignment due during that absence MUST be made up **prior** to, not after the fact.

**Please be aware that I WILL enforce this policy and will not make exceptions!**

It is your responsibility to keep track of your absences and tardies
**I will not give warnings.**

Speeches: This class fulfills the ORAL component for the general education requirements – I take this very seriously. NO ONE will pass my class if you miss a speech, it is mathematically impossible!! Missing a speech means a zero on the speech, outline, reference page, reflection paper, participation points, audience points and extra credit. Also students who miss a speech will not be allowed to take the final. **I do not allow anyone to give their speech on a day other than their assigned date. Do not ask for an extension.** If you are unable to present on your assigned date you will be given a 0 on that speech and will fail my class. The only way to pass my class is to make up the missed speech on “Make Up Day” - See “Make Up Day” section for details on make-ups. After a student gives their speech they are **required** to stay until class is dismissed. The ceremonial speech is given after Make Up Day so any student who misses this speech will not be allowed to take the final exam in addition they will forfeit all participation points, audience points and all extra credit.

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.** If you turn in your outline the day of your speech, that is considered late, which means a deduction in outline points. I will not accept emailed papers and do not come to class with your flash drive 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.**

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, there will be a significant number of points deducted. These speeches are to be properly researched with the use of appropriate sources.

Papers: Professional Speech Critique and Reflection Paper: 2 papers are due this semester. Both papers must be THREE pages and typed! Papers that do not meet the standard set will be given a zero. I will not accept emailed papers.

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 or missed assignments.

Midterm/Final: The Midterm and final 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. Again students are required to bring their own scan tron to the final. Finals will not be given to anyone who has been caught plagiarizing or has exceeded the absences for this course as detailed in the attendance portion.

**Make Up Day**

In an effort to be fair I will have 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**

**NO ONE CAN PASS THIS CLASS IF THEY MISS A SPEECH ~ PERIOD!!**

If you miss a speech you will be allowed to make up that ONE speech on the Make Up Day but you will be at the mercy of time constraints and some basic rules.

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| 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.

**My Teaching Philosophy**

**I understand there will be a time in which you will have to miss class: this does not mean you can approach me after class and have me reiterate what lesson was just taught. It is your responsibility as a COLLEGE STUDENT to get class notes from a peer and study the chapter/content that was assigned for that specific day.**

**CELL PHONE POLICY**

**As stated earlier, cell phone usage during class will result in a loss of participation points**. **IF YOUR PHONE GOES OFF DURING CLASS, YOU WILL HAVE TO GIVE A 3-MINUTE IMPROMPTU SPEECH AT THE TOPIC OF MY CHOICE.**

**COMM 1 FALL 2015 SCHEDULE**

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|    |   | **August** | **Required Reading** |
| 8/17 | Monday | Course introduction  |   |
| 8/19 | Wednesday | Introduction speeches |   |
| 8/24 | Monday | Speech Anxiety | Chapter 3 |
| 8/26 | Wednesday | * Communication Models
* First Speech Assigned – Cultural Artifact
 | Chapter 1, & 2 |
| 8/31 | Monday | Canons & Outlining | Chapter 2, & 14 |
|  |  | **September**  |  |
| 9/2 | Wednesday | Delivery and Listening | Chapter 5, 17, 18 and 19 |
| 9/7 | Monday | Labor Day: No Class! |  |
| 9/9 | Wednesday | * Outline Workshop
* Assign Cultural Artifact Speech Days
 | 1 **TYPED** copy required |
| 9/14 | Monday | * Outlines Due – Final Version
* Class Activity
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| 9/16 | Wednesday | Cultural Artifact Speeches |  |
| 9/21 | Monday | Cultural Artifact Speeches |  |
| 9/23 | Wednesday | * Informative Speaking
* Second Speech Assigned - Informative
 | Chapter 23 |
| 9/28 | Monday | Library Research References & APA format |  |
| 9/30 | Wednesday | * Audience Attitudes & Values
* Responsible Knowledge & Supporting Materials
 | Chapters 6, 7, 8, 9, 10 & 11  |
|  |  | **October** |  |
| 10/5 | Monday | * Presentation Aids & Using Power Point
* Assign Professional Speech Critiques
 | Chapters 20, 21, & 22 |
| 10/7 | Wednesday | * Outline Workshop
* Assign Informative Speech Days
 | 1 **TYPED** Copy required |
| 10/12 | Monday | * Outlines Due – Final Version
* Class Activity
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| 10/14 | Wednesday | Informative Speeches* Assign Third Speech Persuasion
 | (Last day to drop or be dropped 3/8) |
| 10/19 | Monday | Informative Speeches |  |
| 10/21 | Wednesday | Informative Speeches |  |
| 10/26 | Monday | Informative Speeches |  |
| 10/28 | Wednesday | * Informative Speeches (if need be)
* Motivation
 | Chapter 24 |

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|   |   | **November** | **Required Reading** |
| 11/2 | Monday | Spoken Word & Persuasive StrategiesFallacies | Chapter 16 |
| 11/4 | Wednesday | * Outline Workshop
* Assign Persuasive Speech Days
* Finish Fallacies
 | 1 TYPED copy required |
| 11/9 | Monday | Persuasive Speeches |  |
| 11/11 | Wednesday | **Veterans Day- No Class!** |  |
| 11/16 | Monday | Persuasive Speeches |  |
| 11/18 | Wednesday | Persuasive Speeches* Assign Reflection Paper
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| 11/23 | Monday | Persuasive Speeches |  |
| 11/25 | Wednesday | Persuasive Speeches |   |
| 11/26-11/27 |  | **Thanksgiving Break** |  |
| 11/30 | Monday | * Reflection Papers Due
* Assign Final Speech – Ceremonial
* Ceremonial Speech Lecture
 |  Chapter 25 |
|  |  | **December** |  |
| 12/2 | Wednesday | **Last Ditch Day!!!** |  |
| 12/7 | Monday | Fun with Ceremonial Speeches |  |
| 12/9 | Wednesday | * Ceremonial Speeches
* Review for Final
 | Bring Notes/Books |
| DEC | 14th – 18th | Finals Week (Check Schedule Below) |   |

Final will include Chapters 24, 16, 25 & Lecture Notes
and a re-examination of Chapters 17, 18 & 19

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| Your Class | Date Assigned For Final | Time Assigned For Final |
| Comm 1 MW 8 am | Wednesday, DEC 16 | 8-9:15 AM |

**\*\*Note: *The schedule is subject to change at the discretion of the instructor – it is the responsibility of the student to check on announcements made during any absence.***