

Fall Semester 2015 Course #56383 (M/W 3:30- 4:45pm)

Communication 1: Public Speaking Location: SOC 36

Instructor: Marcie Lierly Email: marcie.lierly@reedleycollege.edu

**REQUIRED MATERIALS:** O’Hair, D., Rubenstein, H. & Stewart, R. (2012). A Pocket Guide to Public Speaking 4th Edition.

Scantron 882E (3)

3x5 index cards (1 packet)

Folder

**COURSE ID#-Comm110:**

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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.  |

Communication 1 fulfills the General Education Requirement in Oral Communication (G.E. Foundation A1). (Note: subject advisory eligibility for English 1A).

**COURSE OBJECTIVES:**

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|  | *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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**STUDENT LEARNING OUTCOMES:**

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|  | *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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**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 and PARTICIPATION:**

 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. **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 will be drastically reduced by absences. I will subtract 25 points for each absence. Understanding that perfect attendance can only happen in a utopian world each student is allowed 2 absences. I will no longer investigate or decide if an absence is excused or not. Every student has two freebies – after that I will deduct 25 points for EVERY absence regardless of reason. These points will come from your participation points first. If your absences exceed the participation points I will deduct points from your reflection paper or peer 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 quizzes prior to your absence. Also 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.

It is your responsibility to keep track of your grade including assignments in class. At any time during the semester you may check blackboard to see where you stand. If you are absent it is your responsibility to find out all announcements made during your absence. PLEASE do not approach the professor and ask, “What did I miss?” Instead, make an effort to go to her office hours or ask another student for missed assignments/announcements.In class group activities CANNOT be made up. Missing class during any graded in class activity will result in lower points. 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.**

**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:**

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|  | **Points Possible**  |  |
|  |  |
| 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  |

\*-denotes signature assignments

The following numerical 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

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.

**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 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.**

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. All written assignments are to be turned in at the beginning of the class period. 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 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. 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.

Example of APA Citation for Reference Page:

O’Hair, D., Rubenstein, H. & Stewart, R. (2012). A Pocket Guide to Public Speaking 4th Edition. Boston: Bedford.

In text citation:

Public Speaking anxiety is felt by approximately 85% of people and is citied as the 3rd biggest fear among people surveyed (O’Hair, Rubenstein, & Stewart, 2012).

**Reflection Papers**: All reflection papers must be turned in one class day after you speak. I will NOT accepted late work. Reflection papers must be ONE complete page 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 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. All written assignments must be typed in Times New Roman 12 point font and double spaced with one (1) inch margins.

**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 2 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 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
4. And read and understand this syllabus