## Reedley College logo

Communication ~~ Reedley College ~~ Spring 2016

**Communication 1: Public Speaking MW 8:00 am to 9:15 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 |

## Course Description

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).***

**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.

**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 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. Cell phone usage during class will result in a loss of participation points (See cell phone policy).

**Assignments**

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| **Graded Item** | **Points Possible** | **Score** |
| Introduction Speeches | 20 |   |
| Cultural Artifact Speech\*\* | 80 |  |
| C/A Outline | 20 |  |
| Informative Speech  | 100 |   |
| Informative Outline | 20 |   |
| Persuasive Speech | 100 |   |
| Persuasive Outline | 20 |   |
| Ceremonial Speech (no outlines)  | 40 |   |
| Participation | 50 |   |
| Speech Critique Paper  | 100 |   |
| Reflection Paper | 100 |  |
| Final | 100 |  |
| Total Points Possible  | 750 |   |

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

672-750   =    A
597-671     =    B
522-595     =    C
447-521     =    D
446- 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.
* 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.  Participation points will be drastically reduced by absences.
* Understanding that perfect attendance can only happen in a perfect world, **each student is allowed 3 unexcused absences**.
* 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.

Speeches: This class fulfills the ORAL component for the general education requirements – I take this very seriously.

* Missing a speech means a zero on the speech, outline, reference page, reflection paper, participation points, audience points and extra credit.
* **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 Last Ditch Day so any student who misses this speech will not be given a chance to make it up.

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. 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 outlines/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 and both essays. They must be typed and in APA style format. If you do not submit a reference page with your outline, you will get a 0 for outline poins. These speeches are to be properly researched with the use of appropriate sources.

Speech Critique & Reflection Paper: 2 essays are due this semester. Both papers must be turned in on time and will **NOT** be accepted late.

* Both essays must be **THREE** pages (double-spaced), in APA format, with a reference page and typed!
* Reflection papers are not given back – if you are concerned about the score email the instructor. 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.

Final Exam: The final exam will be held online via Blackboard. Please note the schedule on calendar so that you are aware of the time and date of your final. 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.

Cell Phone/Electronics 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 2-MINUTE IMPROMPTU SPEECH AT THE TOPIC OF MY CHOICE. NO EXCEPTIONS (this rule applies to me as well).**
* Cell phone usage during class will result in a loss of participation points.

**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 up that particular speech.

The **BAD NEWS**: all make up speeches **will suffer a 1-letter grade reduction** from the original points possible. I will only listen to late speeches on this day.

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.

The **GOOD NEWS**: if you have given all of your speeches and do not have any to make up, consider this a free day – take the time to study for the final or sleep in, go shopping, hang out with friends or whatever you want, after all you have earned it.

**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 or during my office hours 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.**

**COMM 1 SPRING 2016 SCHEDULE**

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|    |   | **January** | **Required Reading** |
| 1/11 | Monday | Course Introduction  |  Syllabus |
| 1/13 | Wednesday | Introduction Speeches |   |
| 1/18 | Monday | **Martin Luther King, Jr Day observed (no class)** |  |
| 1/20 | Wednesday | Introduction SpeechesSpeech Anxiety | Chapter 3  |
| 1/25 | Monday | Communication Models **Cultural Artifact Speech Assigned** | Chapter 1, & 2 |
| 1/27 | Wednesday | Canons & Outlining | Chapter 2, & 14 |
|  |  | **February** |  |
| 2/1 | Monday | Delivery and Listening | Chapter 5, 17, 18 and 19 |
| 2/3 | Wednesday | Outline Workshop: Bring your C/A speech outline! | 1 copy required |
| 2/8 | Monday | Outlines Due – Final VersionExample of C/A speech & Class DiscussionLibrary Research References & APA format | Blackboard and YouTube |
| 2/10 | Wednesday | Cultural Artifact Speeches |  |
| 2/15 | Monday | **Washington Day observed (no class)** |  |
| 2/17 | Wednesday | Cultural Artifact Speeches |  |
| 2/22 | Monday | Informative Speaking**2nd Speech: Informative Speech Assigned** | Chapter 23 |
| 2/24 | Wednesday | Audience Attitudes & ValuesResponsible Knowledge & Supporting Materials | Chapters 6, 7, 8, 9, 10 & 11  |
| 2/29 | Monday | Presentation Aids & Using Power Point | Chapters 20, 21, & 22 |
|  |  | **March** |  |
| 3/2 | Wednesday | Outline Workshop: Bring your informative speech outline!**Assign Speech Critique Papers** | 1 Copy required |
| 3/7 | Monday | Outlines Due – Final VersionVideos of C/A speeches & Class Discussion |  |
| 3/9 | Wednesday | Informative Speeches | (Last day to drop or be dropped 3/11) |
| 3/14 | Monday | Informative Speeches |  |
| 3/16 | Wednesday | Informative Speeches |  |
| 3/21-3/25 | Monday-Friday | **Spring Break** |  |
| 3/28 | Monday | Informative Speeches |  |
| 3/30 | Wednesday | Informative Speeches |  |

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|   |   | **April** | **Required Reading** |
| 4/4 | Monday | Motivation**Speech Critique Papers Due Via Blackboard** | Chapter 24**Papers Due by 10:00 PM** |
| 4/6 | Wednesday | Spoken Word & Persuasive StrategiesFallacies | Chapter 16 |
| 4/11 | Monday | Finish FallaciesOutline Workshop | Chapter 161 copy required |
| 4/13 | Wednesday | Persuasive Speeches |  |
| 4/18 | Monday | Persuasive Speeches |  |
| 4/20 | Wednesday | Persuasive Speeches**Assign Reflection Papers** |  |
| 4/25 | Monday | Persuasive Speeches |   |
| 4/27 | Wednesday | Persuasive Speeches |  |
|  |  | **May** |  |
| 5/2 | Monday | Assign Final Speech - CeremonialCeremonial Speech Lecture | Chapter 25 |
| 5/4 | Wednesday | Make Up Day for Missed Speeches!***Reflection Papers Due Online Via Blackboard*** | **Papers Due by 10:00 PM** |
| 5/9 | Monday | Ceremonial Speeches |  |
| 5/11 | Wednesday | Ceremonial Speeches |  |
| MAY | 16th – 20th | Finals Week (Check Schedule Below) |   |

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

It will be taken via Blackboard.

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| Your Class | Date Assigned For Final | Time Assigned For Final |
| Comm 1 MW 8 am | Monday May 16th  | 8:00 am to 9:50 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.***