

**Communication 1 Public Speaking**

**Syllabus Spring 2018**

**MTF COMM 1 71486 10:20-11:10 Sanger HS**

Instructor: Ms. Shailin “Alisha” Kennedy

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**Required Materials:**

- Textbook: O’Hair, D, Rubenstein, H., Stewart, R. (2013). A pocket guide to public

speaking (4th ed.). Boston, MA: Bedford/St. Martins.

- 882-E Scantrons

- Recommended Materials: MLA/APA Style Guide

**Course Description:**

This course covers the fundamentals of public speaking utilizing theories and techniques of communication to enhance public speaking skills. Particular emphasis will be placed 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. C-ID # COMM 110

**Course 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.

**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 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.

**Classroom Deportment**: Each student is expected to respect the rights of the other students and instructor in the class. 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 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 and pagers should be turned off before coming to class. Students will receive one warning and then be asked to leave the classroom. If deported from the classroom you will lose your participation points for that day.

**Student Rights:** So that students are fully aware of their rights and responsibilities they 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 with disabilities should identify themselves so that appropriate accommodations can be made.

**Changes to 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.

**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.

**Disciplinary Procedures**: When a faculty member discovers a violation of the cheating or plagiarism policy, the faculty member:

- Will arrange a conference with the student and at that time advise the student of the allegations.

- Will notify the dean of the division in writing that an act of dishonesty has occurred.

- May give the student an F for the assignment and/or for the course.

- A student may appeal the faculty member’s action to the Academic Standards Committee.

Assignments: More information will be given about these assignments in class. \*\* Signify signature assignments. These assignments must be completed for a student to pass the course.

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| **Graded Items** | **Points Possible** | **Your Score** |
| Demonstration Speeches\*\* | 100 |  |
| Demonstration Outline | 30 |  |
| Informative Speech\*\* | 120 |  |
| Informative Outline | 40 |  |
| Informative Reference Page | 10 |  |
| Persuasive Speech\*\* | 140 |  |
| Persuasive Outline | 40 |  |
| Persuasive Reference Page | 10 |  |
| Ceremonial Speech\*\* | 50 |  |
| Professional Speech Critique\*\* | 100 |  |
| Audience Evaluations (8 @ 10 ea.) | 80 |  |
| Participation | 100 |  |
| Reflection Paper | 30 |  |
| Exam 1 | 50 |  |
| Exam 2 | 50 |  |
| Exam 3 | 50 |  |
| Total Points Possible | 1000 |  |

Grading Scale

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.

900-1000 = A

800-899 = B

700-799 = C

600-699 = D

599 or less = F

**Attendance Policy and Participation Points**: 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. Class points will be drastically reduced by absences. Understanding that perfect attendance can only happen in a utopian world each student is allowed **(3)** absences. I will no longer investigate or decide if an absence is excused or not. Every student has three 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 audience evaluation points until those are exhausted. However it is important to note that once participation points are depleted students will **NOT** be allowed to earn extra credit. Make sure you understand this – you have **THREE** free absences, an additional four absences will deplete your participation points **AND** you will not be allowed to receive any extra credit. **NO EXCEPTIONS**!! Four tardies and/or early departures will be equivalent to one absence. Leaving early, arriving late, or not being mentally present in the classroom will affect your 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 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.

It is your responsibility to keep track of your grade including assignments in class. At any time during the semester you may check Canvas 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 instructor and ask, “What did I miss?” Instead, make an effort to check Canvas, send an email, or ask another student for missed assignments/announcements.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 prior to your absence. Also understand that notifying the instructor does not excuse the absence. Official documentation must be provided by the next class period in order for an absence to be excused.

Late and Missed Assignments

I **will NOT accept any emailed, unstapled, or handwritten papers.**

Please note most of your work is due through Canvas to Turnitin for grading. It is your responsibility to make sure your computer, internet, and Canvas portal are working correctly.

**Speeches:** This class fulfills the oral component for general education requirements. Therefore four speeches are **REQUIRED**! I take this very seriously. Students who miss a speech will deplete **ALL** participation points and will not be allowed to complete their ceremonial speech and the final exam, which will cause the student to only be able to earn a D in the course overall. In addition, no student will receive points for any of the other assignments connected to the speech they missed such as outlines, reference pages, or reflection papers. Mathematically students who miss a speech would have a difficult time passing this course. If you are more than 15 minutes late on the day you are scheduled to speak you will not be allowed to give your speech. The door will be locked when speeches begin to avoid interruption. After you complete your speech you are required to stay until class is dismissed. If you give your speech and leave you will be receive a **0** on the speech. Keep this in mind and do all four of the graded speeches. Prompts with specific requirements for each speech will be posted on Canvas. Please realize every speech requires an outline turned in on the proper due date through Canvas in order to give your speech. If you fail to turn in an outline or reference page on the proper due date then you will not be allowed to give your speech and will earn a **0** on that speech.

**Participation** **Points:** Since this class is interactive your participation is vital to the classroom environment. Each student is expected to attend class each day and be prepared to discuss ideas, share opinions relevant to interpersonal communication and participate in class activities. Please come to class prepared to engage the material. In other words, **READ** the assigned chapters prior to their lecture date on the syllabus. Absences, late arrivals and leaving early, in addition to a lack of participation in class discussions and activities will adversely affect a student’s participation score. Any student who misses a presentation will forfeit **ALL** participation points.

**Exams**: There will be three 50 point exams. You will need a scantron 882-E for these. They will include but not be limited to multiple choice, true and false, and matching questions. Exams will begin at the beginning of class. Once the first student is done with the exam no one else will be allowed to take it.

**Reflection Papers/Speech Critique:** Papers must be typed and be in APA format style. I will not accept emailed papers. Plan ahead and be responsible for your work. Remember this is college not high school – all submitted papers **MUST** be submitted in Canvas as a file to Turnitin. More information about both of these assignments will be given at a later date.

**Peer Evaluations:** On speech days when you are not speaking you are required to do a peer evaluation in order to earn the points for that day. The instructor will assign each student a speaker to evaluate prior to the class meeting. If you are late or miss class that day you will earn a **0** for the day. The evaluation form will be explained later. These forms should include a lot of detail, clear explanations, full sentences, and helpful advice to the speaker in order for them to improve.

**Last Ditch Day:** If you have missed **ONE** speech this will be your opportunity to make it up. This speech will take a two letter grade deduction automatically for being late. Please remember you cannot pass the class if you do not do all four speeches. This is the only day I will listen to make-up speeches. You must have your outline and reference page typed and ready when you are called to speak. Tardiness is not acceptable on this day. Speakers will be called on to present their speech in a lottery fashion. I cannot guarantee that there will be enough speeches for all to be presented. The only speech you are not allowed to make up is your ceremonial speech.

**Additional Point Assignments**: On rare occasions extra credit assignments may arise. They will be briefly announced in class and written on the board. It is the student’s responsibility to find out more information from the instructor and to have them turned in by the deadline. Extra credit is not to take the place of other work. It will only be accepted from those students who have submitted and attempted all assignments on time. Students with excessive absences will not be allowed to submit any extra credit. Students who miss a speech cannot submit any extra credit. Students may only earn up to 50 points of extra credit.