



**Communication 1 – Public Speaking - Summer 2018
(73549) M-Th 8-11:20 SOC39**

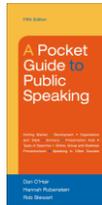
INSTRUCTOR: Jennifer Graber-Peters
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Office hours: in Comm Lab by appointment
Last Day to Drop w/Refund:
Last day to drop w/o a W:
Final drop date:

Required Materials:

1)TEXT

2) 882-E Scantrons (3)



O'Hair, D., Rubenstein, H. & Stewart, R. (2016). A Pocket Guide to Public Speaking. 5th Edition.

ISBN: 978-1-4576-7040-4

Recommended Materials:
MLA/APA Style Guide

COURSE ADVISORY:

It is recommended that you are eligible to take English 1A (already completed English 125) at the time you take this course. This course involves research and organization skills which may be a challenge for you if you are not eligible for this English level.

COURSE DESCRIPTION, OUTCOMES, AND OBJECTIVES:

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 Learning Outcomes:

Upon completion of this course, students will be able to:

- ~Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
- ~Utilize organizational patterns and research materials that incorporate sufficient, credible, relevant evidence.
- ~Explain the principals of human communication by critically evaluating public speeches through constructive critique and self-analysis.

Objectives:

In the process of completing this course, students will:

- ~Gain communicative competence and confidence as a result of the preparation, presentation, and analysis of oral messages.
- ~Gain an understanding of the communicative process.
- ~Develop skill in informative, persuasive and ceremonial speaking.
- ~Recognize the need for clear and concise organization of ideas.
- ~Use supporting materials effectively.
- ~Analyze and adapt messages to address audience attitudes, needs and demographics.
- ~Recognize the role of culture in the production and management of spoken interaction.
- ~Develop skill in extemporaneous speaking (present a minimum of 3 graded speeches in front of an audience).
- ~Enhance vocal skills (projection, diction, inflection and volume).
- ~Improve listening skills.
- ~Critique and analyze their own and other speeches.
- ~Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.
- ~Present a variety of speeches and be expected to present for approximately 25 minutes each during the course of the semester.

COURSE REQUIREMENTS:

Attendance: is required. Attendance is crucial in a communication course and REQUIRED in a short term summer section. Not only does attendance count toward your participation grade, but it shows respect for the speaker and regular attendance has been shown to increase overall course grades. Roll will be taken at the start of each class. Excused absences are allowed for verified school events or documented illness only. Verification must be submitted within one class period of the absence. Absences for any other reason may be discussed prior to class. Absences for doctor's appointments, work schedules, vacations, car trouble, etc. will not be excused. It is *your* responsibility to notify me by phone or email if you will be absent and to make arrangements to get notes and/or turn in the days assignments. A grade of "0" will be assigned if you miss a speech or exam without an acceptable excuse.

One day of unexcused absences will result in a reduction of 30 participation points. Two days of unexcused absences will result in you being dropped from the course. DO NOT BE LATE. Excessive tardiness will result in a reduction of 10 participation points for every two tardies.

Participation: In addition to attending class, you are expected to actively participate in all classroom activities and group discussions. Class participation is essential in a course of this nature where we work in groups, pairs, etc. You are expected to listen to both the instructor and your fellow classmates. You will also be asked to give peer evaluations on speech days; both oral and written. Therefore, plan on arriving to class on time and remaining until class is dismissed. If you arrive late or leave early, you will have participation points deducted for the day. If you arrive late or leave early on a day an assignment is due, you will receive a 0 for that assignment.

Disruptive and rude behavior will not be tolerated. **Please turn off all phones for the class period.** Anyone seen texting in class will be asked to leave for the day. This also applies to homework, laptops, and any other devices or materials you may have with you. When you are in the classroom, you are here to learn. **When someone is speaking, your desk must be cleared of all other materials.**

Computer Access: Since you will be spending considerable time researching and collecting sound evidence, you **must** have access to a computer (either in the RC library or at home). You should also have a basic knowledge of Word and Power Point.

Canvas: This semester we will be migrating from Blackboard to Canvas. You will be able to find the course syllabus, course documents, student examples of assignments, a place to ask questions and more.

It would be wise to become familiar with Canvas early on in this class. ***It is your responsibility to check Canvas for instructor absences, announcements, schedule changes, grades, etc.***

To log in, go to <http://www.reedleycollege.edu> and click on the "instructions for using Canvas link"

COURSE POLICIES:

Cheating and Plagiarism: Cheating and Plagiarism will not be tolerated in this class. Any act of cheating or plagiarism, whether large or small, will be treated the same. Students who are caught cheating or plagiarizing will receive an "F" on the assignment in question, will be reported to the proper authorities, and will be required to drop the class.

Changes to the Syllabus: The instructor reserves the right to make changes to the syllabus throughout the course of the semester. Any changes made to the course syllabus will be done in the best interest of the students. Changes may be announced verbally or online. It is your responsibility to make sure you are informed about any changes that occur.

Students with Disabilities: If you have a verified need for an academic accommodation or materials in alternate media (Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

COURSE ASSIGNMENTS:

Introduction Speech-Me In A Bag: You will introduce yourself to the class in a fun way. There are NO Make-Ups. Further details will be given in class.

Readings: You will be responsible for all readings assigned from the text. Weekly reading assignments are posted on the class calendar and **should be read before class**.

Quizzes: You will take 3 true/false, multiple choice, short answer quizzes. You will need 3 scantron 882 forms for the quizzes. Each quiz will cover information from the readings and lectures. Quizzes will be given at the beginning of class. Once the first person finishes their quiz, no one else will be allowed to take it. No make-ups will be granted for any reason.

Speeches: As with anything, "Practice may help you make perfect!" Therefore, you will be given several opportunities to master your skills at public speaking (both graded and non-graded assignments).

This class fulfills the oral component for general education requirements. 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 quiz, 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 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 handed out to you. Please realize you must turn in an outline with references for every speech on the due date in order to give your speech. If you fail to turn in an outline or reference page on the due date you will not be allowed to give your speech and will therefore earn a 0 on that speech.

A grade of "0" will be assigned if you miss a scheduled speech day. There are no make-ups for speeches without an excused absence. If you miss a major speech and believe your absence warrants being excused, you must email me with the details within one class period of the absence. I will make a determination and respond by email. Make-ups for excused speeches will be on the Make-Up day and are contingent upon available time.

Outlines/Reference pages: You are required to turn in an outline and reference page for each major speech. **Outlines/references MUST be submitted on their due date.** Further details will be given in class. Do not come to class with your disk/flash drive saying you were unable to print the file. Plan ahead and be responsible for your work. All work turned in face to face, must be typed.

Reflection papers: After each Speech you will spend some time reflecting on both the content and delivery of your performance. Then you will type a 1-2 page self-evaluation discussing what you did well, what you could improve upon, and how you can make improvements. Further details will be given in class.

Extra Credit: There are several extra credit assignments listed in groups (by due date) on the syllabus. You may complete one from each group. This is your opportunity to make up any missed work. Further details will be discussed in class. Remember, extra credit means "extra effort, extra work, and extra care." ***Late assignments will not be accepted for any reason. Additionally, if you have more than a week of unexcused absences, you will not be eligible for extra credit.***

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. Read and understand this syllabus

GRADE TRACKING SHEET

I have provided you with this sheet so you can keep track of your grades as the semester progresses. By recording your grades on this sheet, you will always know what grade you are currently achieving. To figure out your grade, add up the total points possible at any given time and then multiply that number by 90%, 80%, 70%, and so on. Then add up your actual points and see where you fall on the grading scale. For example, if by mid semester there are 50 points possible, 90% (A) would be 45-50; 80% (B) would be 40-44; etc. If you had 42 points, you would be in the "B" range.

<u>Assignments/points</u>	<u>Your Grade</u>	<u>Assignments/points</u>	<u>Your Grade</u>
Intro speech/ Me in a Bag (20)	_____	Part/Peer Eval (50)	_____
Cultural Artifact Outline/References (50)	_____	Quiz 1 (50)	_____
**Cultural Artifact Speech (100)	_____	Quiz 2 (50)	_____
Cultural Artifact Reflection (20)	_____	Quiz 3 (50)	_____
How To Outline/References (50)	_____		
**How To Speech (200)	_____	Extra Credit	_____
How To Reflection (20)	_____	Extra Credit	_____
Persuasive Outline/References (50)	_____	Extra Credit	_____
**Persuasive Speech (200)	_____		
Persuasive Reflection (20)	_____		
**Ceremonial Speech (50)	_____		
Outside Speech Evaluation (20)	_____	TOTAL POINTS:	_____

Mandatory assignments are indicated with ** - these assignments are REQUIRED in order to earn any extra credit, take the final quiz and pass the class.

Final Grading Scale:

A = 900+

B = 800-899

C = 700-799

D = 600-699

F = 599-