

**Public Speaking – COMM 1**

**Fall 2019 – Course # 53627**

**MW 3:30-4:45 p.m. – SOC 36**

**Instructor**: Alisha Kennedy **E-mail**: alisha.kennedy@reedleycollege.edu

**Office Hours**: By appointment **Preferred Method of Contact**: Canvas

**Required Materials**:

* Textbook: O’Hair, D., Rubenstein, H., & Stewart, R. (2019). A pocket guide to public speaking (6th ed.). Boston, MA: Bedford/St. Martins. *ISBN#* 978-1-319-10278-4
* 882-E Scantrons

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**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:

* 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, and relevant evidence
* 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:

* Gain communicative competence and confidence as a result of the preparation, presentation, and analysis of oral messages
* Gain an understanding of the communication 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
* Enhance vocal skills (projection, diction, inflection, and volume).
* Improve listening skills
* Critique and analyze their own and other’s speeches
* Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class
* Present a variety of speeches (minimum of three) and will be expected to present in front of an audience for approximately 25 minutes each during the course of the semester

**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 in need should identify themselves so that appropriate accommodations can be made.

**Student Responsibility**:

YOU, the student, are responsible for checking Canvas and your college email account regularly for course related announcements and materials. It is YOUR responsibility to keep track of your grade, course policies, and required assignments in this class.

**Classroom Deportment**:

Each student is expected to respect the rights of other students and the instructor while enrolled in this course. The exploration of new and controversial is an essential component of this class. Students that choose to behave in a disrespectful manner will be asked to drop the class or leave the classroom.

**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 this course. Denying that you have heard a verbal assignment change is not a basis for appealing the information contained in this syllabus.

**Attendance Policy**:

Roll will be taken at the beginning of every class meeting. I will DROP any student that misses the first or second, class meetings. Per college policy, I will also drop any student who misses 4 class meetings before the drop deadline. Understanding that life happens and perfect attendance can only happen in a utopian world, each student is allowed ***4 unexcused absences******without penalty,*** regardless of reason.

IF you know in advance that you will be tardy or absent, please inform the instructor PRIOR to the absence so accommodations can be made. Also understand that notifying the instructor does not excuse the absence or any assignment due during the duration of that absence. If you are absent, it is your responsibility to find out what was announced and covered during class. PLEASE do not approach the instructor and ask, “Hey, what did I miss?” Instead, send an email, make an appointment, or ask a fellow classmate to update you on missed assignments/announcements.

**Assignments**:

Below you will find an outline of course assignments. More information will be given about these assignments in class. **The \*\* mark signature assignments, meaning you MUST complete those assignments to pass the course.**

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| **ASSIGNMENT** | **POINTS POSSIBLE** | **YOUR SCORE** |
| Introduction Speech | Credit/No Credit |  |
| Demonstration Speech**\*\***   * Outline (30pts) * Presentation (85pts) * Visual Aid (15pts) | 130 |  |
| Informative Speech**\*\***   * Outline & Reference Page (50pts) * Presentation (105pts) * Visual Aid (15pts) | 170 |  |
| Persuasive Speech**\*\***   * Outline & Reference Page (50pts) * Presentation (125pts) * Visual Aid (15pts) | 190 |  |
| Ceremonial Speech**\*\*** | 50 |  |
| Audience Evaluations | 80 |  |
| Professional Speech Critique**\*\*** | 100 |  |
| Exams (3 @ 50 points each) | 150 |  |
| Reflection Paper | 30 |  |
| Classroom Participation | 100 |  |
| **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.

891-1000 = A

791-890 = B

691-790 = C

591-690 = D

590 or less = F

**Late and Missed Assignments:**

I DO NOT accept any late assignments. Please note, the majority of your work this semester is due through Canvas and to Turnitin for grading. Deadlines will be clear on Canvas, on the course schedule, and announced in class. Lack of Internet access, submission links not working, your dog eating your laptop, etc. is not an excuse for turning in an assignment past the deadline. Any assignment due during an absence MUST be made up PRIOR to, not after, the absence. In the event of an emergency or extenuating circumstance the instructor must be notified and arrangements can be made.

**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.

**Speeches:**

This course fulfills the oral component for general education requirements. Therefore, **4 *speeches/presentations are required***. I take this very seriously. Students that miss a speech (and do not make it up) will deplete ALL participation points and be unable complete their dyad presentation and final exam. This will cause the student to only earn a D in the course overall. In addition, if a student misses a speech they will not receive points for any other assignments connected to that speech (outline, reference page, etc.). Mathematically, students that miss a speech would have a difficult time passing this course. Students MUST submit a completed outline on Canvas by the assigned due date. Failure to do so will result in the student receiving a **0** and being unable to give their speech/presentation.

On speech days it is extremely important that you arrive on time. The door will be locked ***10 minutes*** after speeches begin to avoid interruption. If you are late, wait at the door until you are sure a fellow student is finished presenting. After you complete your speech you are required to stay until class is dismissed. Absolutely NO electronic devices are to be heard or visible on speech days.

**Audience Evaluations**: On speech days when you are not speaking you are ***required*** to complete an audience 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. These points can not be made up.

**Last Ditch Day**:

If you have missed ONE PRESENTATION (excluding the ceremonial speech), this is your chance to make the assignment up for reduced credit. Please remember that YOU MUST complete all four presentations in order to pass the class. This is the ONE and ONLY day I will allow makeup presentations. You must have your outline and reference page typed and printed when you are called to speak. Tardiness is not acceptable on this day. Since students will be called to speak in a lottery fashion, I cannot guarantee that there will be enough time for all missed speeches to be presented. DO NOT rely on the last ditch day as a way to get out of, or postpone, an assignment.

**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.

**Professional Speech Critique/Reflection Paper**:

All papers submitted in this course must typed, double-spaced, in APA style format, and submitted to Canvas and Turnitin. I will NOT accept hand written or emailed papers. Plan ahead and be responsible for your work. Remember this is college not high school. More information about both of these assignments will be given at a later date.

**Participation Points**:

While attending this course, students will be required to actively participate in the classroom learning experience. Remember, every student has ***4 freebies***. After that, I will deduct 25 points from participation for every subsequent absence. Because communication courses are highly participatory, if you are not in class to participate in classroom discussions and activities, you may exhaust all of your participation points. Each student is expected to attend class each day and be prepared to discuss ideas and share opinions relevant to interpersonal communication. Please come to class prepared to engage the material. In other words, READ the assigned chapters prior to their lecture date on the syllabus. If you deplete all of your participation points, you will no longer be eligible to earn extra credit. Leaving early, arriving late, or not being mentally/physically present in the classroom will affect your participation points.

**Additional Point Assignments (Extra Credit)**: Occasionally, extra credit assignments may arise and are entirely at the discretion of the instructor. If they do, 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 the extra credit turned in by the assigned deadline. Extra credit is not to take the place of required course work. It will ONLY be accepted from those students who have submitted and attempted all required assignments. Students with excessive absences or missing speeches will not be allowed to submit any extra credit. In addition, students may only earn up to 50 points extra credit.

“*The single biggest problem in communication is the illusion that it has taken place.*”

* George Bernard Shaw

“*Instructions for living a life. Pay attention. Be astonished. Tell about it.”*

* Mary Oliver