

**Intro to Communication**

**Fall 2020**

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| |  |  | | --- | --- | | **Instructor:** Brianda Louro | **Email:** [**Brianda.Louro@reedleycollege.edu**](mailto:Brianda.Louro@reedleycollege.edu)    **Preferred Method of Contact:** Canvas | | **Office Hours:** by appointment | | |  | |   **Required Textbook:**   |  |  | | --- | --- | | page1image17648 | * Textbook: O’Hair, D., Rubenstein, H. & Stewart, R. (2016). A Pocket Guide to Public Speaking 6th Edition.   ▪**ISBN:** 978-1-319-10278-4  ▪**Note:** 5th or 4th edition is also acceptable | |  |

**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.

**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.

## Course Policies

### Participation. COMM is a lecture, discussion, and performance course, and open participation in this learning environment requires that we all respect the right of students and instructor to present diverse and controversial ideas. Differences of viewpoint should be offered in a manner that promotes the free exchange of ideas and the development of mutual understanding. Student conduct that disrupts the learning process will not be tolerated and may lead to disciplinary action and/or removal from class.

### Course Material and Readings. Readings should be completed in their entirety by the first class for which they are assigned. Readings are clearly identified in the modules. By having the reading completed before the lecture, we can answer questions that may arise together during meeting times. This is a course centered around public speaking and students are encouraged to comment on the material.

1. Monitor Our Canvas Course Page*.* Our course will use Canvas as a place to store and keep important course documents (e.g., syllabus, assignment descriptions, class announcements), record student grades, and submit assignments. You should regularly check our Canvas page throughout the semester (multiple times a week especially).

### *Classroom Code of Conduct*. In this course, we are learning the building blocks that will allow us to better communicate not only on a platform, but with our peers, colleagues and friends. This college prides itself on diversity, which means we will have not only diversity among ethnicity, but amongst values, ideas, religions, and political views. In order to foster a positive environment, there are a few tips to respect diversity and foster good discussions. **Sexist, racist, transphobic, and homophobic language will not be tolerated in the classroom.** If you have opposing views, express them without derogatory language. Be sure to allow everyone’s voice to be heard and if you are not sure if you are being respectful, remember the golden rule: treat others as you wish to be treated. In this class, we will discuss differences, not dispute them, and keep an open environment to facilitate good conversation and communication practices.

1. ***Zoom****:* Three speeches will be completed live over zoom. Please create an account if you haven’t done so already. Zoom days can be found on the TS and are contingent on the speech day you sign up for.

### **Class Attendance, Drop, and Participation Policies:**

**Attendance**:

* Attendance is used to determine your participation in the course. If you are not present, you cannot participate. Attendance is recorded through the completion of weekly assignments on canvas. A weekly module will open containing lectures, activities, discussion boards, and sometimes quizzes. If you complete all of your assignments in the module for the week by the scheduled due date (see schedule) you will be marked “here.” If you fail to complete your assignments, I will mark you “absent.”
  + I will send weekly reminders about upcoming assignments.

**Drop Policy:**

* **Students who do not complete the first 2 weeks of assigned modules by the due date will be dropped from the class.**
* **Students who complete the first few weeks but continue on to miss two week of the course will be dropped from the class.**

**Participation:**

* **Participation is worth points in this class**. If you do not “attend” class then you are not participating and thus **receive ZERO participation points and are at risk of being dropped.**
* Communication is a dyadic activity! It not only involves speakers but listeners as well. Remember to support your fellow peers by actively participating in the class.

### **Late Work Policy**

* Dates are Firm**.  There are NO makeups**for activities or exams that are missed WITHOUT a documented excused absence. Missing assignments will receive a **ZERO.**
* Student may petition for extensions due to personal and legitimate circumstances.
  + - Examples of “legitimate circumstances”: Family death, Severe illness, Child Illness, essentially circumstances out of your control. Your best option is to email me and ask. I cannot help you succeed if I do not know what is going on.
* **Missed Speech, Assignment, Outline, Test? See Below**
  + Do you have written documentation of your excuse or you have contacted Mrs. Louro about the issues?
    - **Yes**? We may schedule a makeup or advance date without penalties.
    - **No**? It’s a ZERO.
* **Exception for missed Speeches:** One speech can be made up on “Last Ditch Day” for a 2-letter grade drop. So, “A” speeches automatically become “C” speeches. You are not guaranteed a spot-you must sign up.
  + - * Only **ONE**speech can be made up on "last-ditch" day.
      * **You cannot pass the class without the persuasive speech**. I will not submit grades after that missing speech. Your best bet is to make sure all of your speeches are completed.

I am always here to help! Participating in the course, keeping in contact, and submitting assignments on time all lead to a successful class experience!

## Course Grades

Your grade in this class will be based on the points that you earn in the following activities/assignments:

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| --- | --- | --- |
| Assignment | Description | Point Value |
| Participation Points | Participation is monitored by completed assignments and recorded via “attendance” tool. | 25 Points |
| Class Activities | 1. Welcome to Module Quiz 2. Introduction Discussion Board 3. Demographic Survey 4. Selecting a Topic 5. APA/Plagiarism 6. Informative Speech Activity      1. Persuasive Speaking activity | 7 @ 10 points Each  (Total: 70 points) |
| Outline Workshop | 1. Workshop for “A Look at my life Speech” | 50 points |
| Speeches | 1. 5W’s Speech 2. A Look At my Life Speech 3. Informative Speech (done live) 4. Persuasive Speech (done live) | 50 points  100 points  150 points  175 points  (Total: 475 points) |
| Speech Sheets | 1. Round 1—Done During “A Look at My Life” Speech 2. Round 2—Done during informative Speech 3. Round 3—Done during Persuasive Speech | 10 Points  15 Points  15 Points  (Total: 40 points) |
| Discussion Board Speeches | 1. Professional Speech Critique      1. Ceremonial Speech Analysis | 100 points  100 points |
| Quizzes | 1. Quiz 1 2. Quiz 2 w/reflection. | 60 points  80 Points |

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

## Grade Descriptions

| **Letter Grade** | **Description** |
| --- | --- |
| A | Excellent performance, superior achievement |
| B | Good performance, substantial achievement |
| C | Meets minimum standard performance and achievement |
| D | Unsatisfactory performance and marginal achievement |
| F | Unsatisfactory performance and achievement |