Reedley COLLEGE



COMM-1-55506

PUBLIC SPEAKING (ONLINE)

Fall 2020 (Late Start)

**Instructor:** Jason Tang, M.A.

**Email:** jason.tang@cloviscollege.edu

*\* Note: Canvas Message is the quickest/preferred method of contact! I may not always respond immediately to your messages/emails, though I am usually fairly quick. I aim to return all communications within 48 hours.*

**Office Hours:** Monday/Tuesday 10-11am via Zoom (please message me first if you plan to show up during office hours, also other times are available via appointment)

**Class Canvas address:** <https://scccd.instructure.com/courses/59766> – OR log onto your school Canvas and find our Comm 1 class listing and click it.

# **Required Texts/Materials (FREE!)**

O’Hair, D., Rubenstein, H., and Steward, R. (2010, 3rd ed.).  *A Pocket Guide to Public Speaking*. Boston:

MacMillan. **FREE on Canvas!**

Access to computer/internet/Canvas. Canvas is our online learning platform. We will also be using library databases to complete assignments. The rest of your required materials will be in your Canvas modules. You may use a smartphone/tablet to learn but a desktop/laptop computer is highly recommended as not all functions are available/work properly via smartphones/tablets.

# **Instructor/Course Contact**

* **Zoom** will be used for 2 speech presentations.
* **Canvas message** is the encouraged form of communication with the instructor.
* **Announcements** will be made each week to announce important details of the week.
* There will be **video lectures** each week to explain assignments/topics in detail
* **Speedgrader** (via Canvas assignments) will be used to provide feedback on assignments
* Graded **Discussion Boards** will be used each week for students to reflect on a subject and peer feedback is required each week for participation points.
* **Modules** will be used to provide structure for the course and make content easier to navigate.

# **Course Description & Outcomes**

Fundamentals of public speaking utilizing theories and techniques of communication to enhance public speaking skills. Particular emphasis is on the organization and criticism of public discourse. This is achieved through research, reasoning, presentations, and the evaluation of various types of speeches which include informative and persuasive speeches.

**Course advisory:** It is highly recommended that you be eligible to take English 1A at the time you take this course. This course involves reading, analysis, and organization skills that may be a challenge for you if you are not eligible for this English level.

Student Learning Outcomes (SLOs): Upon completion of this course, you will be able to:

* Use an organizational pattern appropriate to a speech’s rhetorical purpose.
* Incorporate credible research from various sources into presentations.
* Utilize appropriate verbal and nonverbal techniques while delivering speeches.
* Adapt presentations for the audience based on audience analysis.
* Evaluate the effectiveness of speeches through constructive critique.

Course Objectives: In the process of completing this course, you will:

* Gain communicative competence and confidence as a result of the preparation, presentation, and analysis of oral messages.
* Explain the basic principles of human communication.
* Develop skill in informative, persuasive, and ceremonial speaking.
* Recognize the need for clear and concise organization of ideas.
* Research and use supporting materials effectively.
* Analyze and adapt to their communication situation, audience, occasion, and purpose; and selection of subject matter.
* Recognize the role of culture in the production and management of spoken interaction.
* Develop skill in extemporaneous, students will present a minimum of three graded speeches in front of a live 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 will be expected to present for approximately 25 minutes each during the course of the semester.
* Explain their relationship and ethical responsibilities to others involved in the communication transaction.

# **Course Expectations**

# For an online **3-unit** class, students should expect to spend an average of **9 hours** each week on this course; this includes reading the textbook, creating & practicing speeches, critiquing speeches, and Canvas quizzes.

# Students agreeing to the terms for this class as set out in this syllabus - not dropping the class constitutes an agreement to the terms, including the grading policy - are expected to do the following:

1. Read the assigned chapters/materials and engage in class discussions
2. Treat others’ viewpoints and experiences with respect, do not discriminate
3. Make connections between the material and your own lives and experiences
4. Complete assignments on time and follow instructions
5. Communicate with the instructor in advance about potential attendance/due dates conflicts
6. APA is the required citation format for assignments
7. Deliver all 4 speeches to earn credit for this class

The use of any other recording devices must be approved by me, this includes photos and audio and video recordings.

Each student is expected to respect the rights of the other students and instructor in the class. The exploration of diverse and 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.

**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 Catalog. 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.

# **What Assignments Will I Have To Complete?**

*(For more details on these assignments, see individual Assignment handouts on Canvas. For due dates, see Canvas modules.)*

Type of Assignment

 Oral Presentations/Outlines 500 points

 Exam 100 points

 Discussions/Paper 100 points

 Participation/Feedback 100 points

  **Total 800 points**

Presentations

Speech #1 Introduction Speech/Outline 100 points (50 speech/50 outline)

Speech #2 Culture Speech 150 points (100 speech/50 outline)

Speech #3 Persuasive Speech 200 points (100 speech/100 outline)

Speech #4 Special Occasion Speech 50 points (no outline)

**Presentations Total : 500**

Papers/Discussions (200 points)

##### **Discussion Postings (due by Friday at 11:59 pm each week)**

Each week you will engage in discussion posting(s) of the week. The topic(s) of each week varies and follows the chapter(s) of the week. You will have to read all the assigned readings for the week before posting a response (otherwise you will miss important concepts/takeaways). You will have the opportunity to receive EASY **participation points** by responding to other students’ postings each week. So, get engaged with one another and see what we have to say!

 **Discussion Postings Total: 75**

##### **TED Talks Analysis Paper (25 points each)**

This course meets the oral communication requirement for general education in the state university system. Therefore, each student must learn not only how to give a good public speech but how to evaluate one. So, each student is asked to analyze 2 TED Talks videos during the semester and turn in two 2-3 page typed analysis of the experience. In the paper, don’t just simply tell me what the speaker said, you should ***critique*** the speaker – how did the person do in his/her speech? **Analyze** both the content (main points) and the body language of the speaker (voice, gestures, expressions, etc.). Why did you select this video? What did the speaker do that was so effective? How would you apply the concepts to your everyday life?

**TTA Paper Total: 25**

Exams (100 points)

You will take one final exam on Canvas. **There can be NO make-ups of exams –** please take it **on time**.

Participation (100 points)

Throughout the semester, you WILL be involved. Despite being an online class, this is not a class in which you will sit idle and absorb information. You will be DOING. Throughout the semester, you can expect to do the following: respond to discussion postings by other students, give written and/or verbal feedback (via Zoom) of your classmates’ speeches, analyze a speech, etc. These are all **mandatory** parts of the class. Unlike other classes you may take at the college level, this class has a hard time functioning unless all students give suggestions, offer praise, and get help/advice from other classmates throughout the semester – particularly in a COMMUNICATION class! You are expected to participate and complete assignments on time in order to receive these benefits yourself as well as provide help to your peers. Not commenting or participating for an online course is equivalent to missing classes (or interrupting when others are speaking) and it WILL hurt this section of your grade.

Extra Credit

There are currently no extra credit opportunities.

# **What is the Grading Scale?**

Final grades will be based on the following scale by percentage:

90% & above=A, 80-89.9%=B, 70-79.9%=C, 60-69.9%=D, 59.9% & below=F

# **Late Work Policy**

**IS LATE WORK ACCEPTED?**

There are NO make-ups for speeches or written work unless the student provides *documented proof* of an emergency or illness or *prior understanding with the Instructor (well ahead of time)*. A doctor’s note must include a phone number. Don’t be surprised if your instructor calls this number to verify your absence.

**Presentations**

Failure to give your presentation on the day assigned to you *without* proper documentation or prior understanding with the instructor will result in a zero on the assignment. *If you are given a postponement and your speech has not been made-up/turned in after two (2) weeks, you may receive a zero on that assignment. If you do NOT deliver/submit 4 speeches, you CANNOT pass the class. A requirement to pass this class is to present/submit all 4 speeches.*

**Exams**

No late exams are accepted, but you are given a *24-hour window* *(12 am – 11:59 pm)* to take the exam on a particular date. Please put your Exam dates in your calendars and alarms and make time for them well in advance.

**Homework/Written Work/Outlines**

It is your responsibility to complete and submit all written work, typed and according to assignment guidelines by the due date on Canvas. Written work not turned in on the day it is due will result in a zero on the assignment *unless* you have proper documentation or prior understanding with me. *If you are given a postponement and your written work has not been made-up after two (2) weeks, you may receive a zero on that assignment.* It is your responsibility to complete that process in a timely manner.

***Remember****, these policies help students like you who work hard so we could keep the class moving on schedule and you finishing everything on time without delay. It is not fair or equitable if anyone takes a special amount of time to complete an assignment. No late work policies are in YOUR best interest!*

**Feedback Policy**

For smaller assignments such as discussion postings or short written work, you can expect feedback by the end of that particular week. For bigger assignments such as outlines and presentations, you can start to expect feedback by the following week or longer.

# **Drop Policy**

*No-Show Drops:*

“Logging-in” does NOT count for attendance! Students who do not make a welcome posting in the Canvas discussion section or send me an email by Friday 11:59 pm in the first week are considered NO-SHOWS and will be dropped. This policy is enforced in order to be fair and equitable as this is a popular GE class that many students on the waitlist are eager to take to complete their degrees. Also, if you fail to turn in at least one assignment (or discussion posting) for TWO straight weeks, you will be counted as absent and will be dropped.

# **Academic Dishonesty**

The college’s policies regarding student conduct in classes, including cheating and plagiarism, are located in the college catalogue and the schedule of courses. You should be aware of these policies and abide by them. Be aware that I may run your speech/outlines/papers through anti-plagiarism software (e.g. Turnitin.com, SafeAssign, Google) if I suspect plagiarism. If plagiarism is detected, I may also go back to re-evaluate work you have previously submitted for the course. I will report you to the Dean right away and appropriate actions will be taken that might affect your academic standing.

# **Accessibility (ADA) Statement**

Academic Accommodations for Students with Disabilities

If you have a verified need for an academic accommodation or materials in alternate media (e.g., Braille, large print, electronic text, etc.) per the American With Disabilities Act or Section 504 of the Rehabilitation act please contact your instructor as soon as possible.

Clovis Community College is fortunate to have an excellent Disabled Student Programs and Services (DSP&S) with trained professionals who are qualified to assist both students and faculty to establish the necessary and appropriate academic adjustment. DSP&S assists the faculty with the use of proctors, extended-time examination administration, alternative testing methods, and a wide variety of other auxiliary aids. It is imperative that anyone needing these services contact DSP&S (559) 325-5230 with requests and to allow time for processing.

**Technology Support Policy**

While I would love to solve all of your problems, I am your professor, not the Canvas support or any kind of technical support person. I can only answer questions about the content of my course. If you are having any technical issues, please contact technology support as they have all the tools to solve your problems.

You can contact the SCCCD Student Help Desk at 559-449-6070 and the 24/7 Canvas Help Line at 844-629-6836.

# **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.

Please check Canvas often for the latest version of the syllabus.

# **PROPOSED SCHEDULE – Comm-1-55506 – Fall 2020**

*This schedule is subject to change throughout the semester.*

**Tentative Course Schedule**

**Fall 2020 Late Start**

**(Subject to CHANGE)**

| **Week** | **Dates** | **Topic** | **Reading Assignment** |
| --- | --- | --- | --- |
| 1 | 10/12-10/16 | Introduction to Public Speaking | Ch. 1-5 |
| 2 | 10/19-10/23 | Intro Speech |  |
| 3 | 10/26-10/30 | Introduce Culture Speech | Ch. 6-10, 13, 22 |
| 4 | 11/02-11/06 | Culture Speech Videos Due | Ch. 15-18 |
| 5 | 11/09-11/13 | Introduce Persuasive Speech | Ch. 23, 24 |
| 6 | 11/16-11/20 | Work on Persuasive Speech |  |
| 7 | 11/23-11/27 | Persuasive Speech Videos Due | Ch. 25 |
| 8 | 11/30-12/04 | Special Occasion Speech |  |
| **Final Exam** | **Date** | **Time** |
|  |  |  |
| FINAL EXAM | 12/07/2020 | 12:00 AM – 11:59 PM |