**Reedley College**

**COMM 1 (53386)**

**Fundamentals of Public Communication**

**SUMMER 2022**

# COURSE INFORMATION

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| **SUMMER 2022** | **Department of Communication**  **Reedley College** |
| **COURSE NAME: Public Speaking** | **INSTRUCTOR: Miranda Chapman** |
| **ONLINE ASYNCHRONUS**  **\*Two 1 hour meetings required to present speeches live to instructor** | **INSTRUCTOR EMAIL:**  **mc049@reedleycollege.edu** |
| **COURSE NAME: Public Speaking** | **INSTRUCTOR: Miranda Chapman** |

# COURSE DESCRIPTION

This course covers theories of human communication and their function in contemporary public settings; experiences designed to enhance fundamental communication skills—research, organization, reasoning, listening and problem solving—through a series of informative and persuasive oral presentations.

**Prerequisites for the course:** There are no prerequisites for this course.

# COURSE SPECIFICS

**Course goals**: At the completion of this course, you will be able to produce and to criticize informative and persuasive oral presentations. To develop skill in these forms of discourse, you will demonstrate skill in organization, management of evidence, reasoning, listening, delivery, and the use of a style manual. COMM 1 provides the foundation for you to engage in the types of communication exchanges necessary for participation in a liberal arts education.

Students will become adept in the following:

1. Demonstrate effective communication by analyzing, creating, and presenting extemporaneous informative and persuasive messages with clear lines of reasoning, development of ideas and documentation of external sources.
2. Analyze the impact of culture and situational contexts on the creation and management of the communication choices used to inform and persuade audiences.
3. Create and criticize public arguments and reasoning, decision-making processes and rhetorical messages through oral and written reports.
4. Students will demonstrate skill in the use of style manuals.

## Course Structure

This course is to be conducted as a remote course. You will participate in the course using Reedley College’s learning management system, Canvas and via meetings in Zoom.

# REQUIRED COURSE MATERIAL

## Computer Requirements

To succeed in this remote course, you will need a computer/tablet, reliable internet, web camera, headphones, microphone, and video capabilities. Be sure to have an up-to-date browser, operating system, and some additional software on your computer to take this class. Some documents in this course will be available to you in PDF. You will need to download and install [Adobe Acrobat Reader software](about:blank) on your computer.

## Textbook & Readings

Readings for this course will be updated in Canvas and can be in our weekly modules. ***There is no textbook purchase required for this class.*** Instead, PDF files from the following texts will be available for reference with the curriculum.

Schreiber, L., “The Public Speaking Project” (2013). <http://publicspeakingproject.org/psvirtualtext.html>

# COURSE POLICIES

## Attendance Policy

Attendance on speech and workshop days, as well as active participation are required to do well in this course, and you should note that attendance and grades are highly correlated in any class. If you miss a speech or workshop day, you will not be allowed to turn in assignments that were due in class for full credit or make up any assignments or speeches unless you have a documented excused absence or other arrangements were made in advance with the instructor’s permission. Except in the very rare case of last-minute serious emergencies, you should let your instructor know about any excused absences and make arrangements for making up any missed work in advance.

## Late Work and Incomplete Grade Policy

All assignments are to be submitted on canvas according to their specific due date, most assignments are due by 11:59 p.m. but to ensure you stay on top of the deadlines they are explicitly detailed in our course schedule. Do NOT expect to be allowed to turn in assignments late for full credit. If you experience problems with Canvas, e-mail the assignment to me before class on the day that it is due to receive full credit for the assignment. You will not be allowed to make up in-class assignments unless you have a documented, excused absence.

If possible, you should notify your instructor in advance via email if you are going to have a documented excuse to be absent from our synchronous class. It is your responsibility to provide written documentation from a third party of your emergency or excused absence. Work-related absences, work in other classes, oversleeping, or meetings with other professors are not considered personal emergencies. Because of time constraints in the class, there is no guarantee that you can make up oral presentations, even if you have a documented personal emergency.

**CLASSROOM POLICIES**

• COMM 1 is an interactive, discussion, and performance course; open participation in this learning environment requires that we all respect the right of students and the 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 COMMUNICATION

## Interaction with Instructor

I will make every effort to communicate frequently with students through announcements and postings within Canvas. Questions of a more personal nature can be sent via email [mc049@reedleycollege.edu](mailto:mc049@reedleycollege.edu). As a student, you should expect to receive assignment feedback within one week from submission, and responses to emails within 24 hours Monday-Friday during regular business hours, and 48 hours on weekends. Holidays and breaks may lead to delayed response time.

# GENERAL ASSIGNMENT GUIDELINES:

• Readings should be completed in their entirety by the first class for which they are assigned.

• There are no make-ups for speeches or exams that are missed without an excused absence.

• Written assignments turned in late without an excused absence or a prior con will receive a reduction of one full letter grade (10%) for each calendar day past the original due date.

• Written assignments must be typed, double-spaced, 12pt font, in Microsoft Word format (.doc or .docx) or PDF format *(.pages will not be accepted!),* and have one-inch margins. The minimum page length on written assignments is a minimum; below the minimum, assignments will receive a corresponding deduction in credit (e.g., 375 words of a 500-word paper = original grade x 75%). Keep a copy of all of your work. I recommend that you email yourself a copy of your assignment, so that you will have proof that you completed the assignment on time in the event that a technological issue prevents me from receiving the assignment.

• Stylistic form and bibliographies are to be consistent with APA style manuals.  Please spell-check and proofread your work.

• You will submit all papers through Canvas. Canvas submissions will utilize Turnitin.com. Your work will be used by Turnitin.com for plagiarism detection and for no other purpose. You may indicate in writing that you refuse to participate in the Turnitin.com process, in which case I will use other electronic means to verify the originality of your work.  In this case, you will be required to email me your paper, as well as turn in a physical copy with a written note attached indicating that you would not like your work submitted through Turnitin.com.

## Course Assignments Overview

* Introductory Speech: Since most fear of public speaking derives from the unknown (e.g., “what does the audience think of me? What if I don’t know the content well enough?”), the first graded speech will give a chance to reduce the uncertainty from both perspectives. This speech will be 3-4 *minutes* long.
* Special Occasion Speech: This speech encourages students to identify a specific occasion their speech will be tailored to. Options include an acceptance speech, a toast, and a eulogy. No external research will be required. This speech will be 4-6 *minutes* long.
* Informative Speech: This speech will apply concepts learned in the course to present an extemporaneous address about a student-selected topic involving processes, events, places, people, objects, or concepts. This speech will be 5-7 *minutes* long.
* Persuasive Speech: This speech will compile what the students have learned thus far about delivering a speech while allowing students to attempt to persuade their audience to change their perceptions, adopt new habits, alter their worldviews, etc. This speech will be 6-8 *minutes* long.
* Self-Reflection Paper: Being reflective and aware of your work is vital to growth. Vague goals equal vague outcomes; specific goals equal specific outcomes. This paper is expected to be approximately 4 pages long. This assignment encourages students to be reflective on their strengths and areas for improvement for the following speech. Reflection Papers are due on Canvas, and will be run through Turnitin.com.
* Outlines: All outlines will be scored as a portion of the speech assignment. Each outline will be worth 25 points. To assist students in preparing a solid outline a template will be provided through Canvas.
* Discussion Boards: Each week, students are expected to demonstrate their observations and thoughts with the weekly readings via the weekly discussion boards. There are five total discussion boards, and each is worth 20 points each. Each discussion will pull content seen in the readings from the week.
* Final Exam: The final exam will demonstrate the student’s competence in retaining and applying the material and curriculum in the class. Content on the speech will be cumulative and will include content from the entirety of the class. This will be a timed examination which will be due our final week of class.

# GRADING POLICY

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| **Assignment** | **Points** |
| Introductory Speech | 75 |
| Special Occasion Speech | 100 |
| Informative Speech | 200 |
| Persuasive Speech | 250 |
| Outlines (4x25) | 100 |
| Self-Reflection Paper | 100 |
| Weekly Discussion Boards (5x20) | 100 |
| Final Exam | 75 |
| **TOTAL** | **1000** |

Grading scale

o 900—1000 A

o 800—899 B

o 700—799 C

o 600—699 D

o 600—below F

## Grading Criteria

You can view your grades using the GRADES button in the Canvas course navigation. Please check your grades regularly to make certain that I have received all your assignments. If you have a question about a grade, wait 24 hours after receiving the grade and then email me. Please note you must receive a final grade of C- or better to pass this General Education Course.

To help understand how to read and access your grades on Canvas, follow this link: [https://community.canvaslms.com/docs/DOC-16532-4212829286](about:blank)

# COURSE SCHEDULE of READINGS & ASSIGNMENTS

**Asynchronous Meeting Structure**

**For the persuasive and informative speeches only, all students will be required to sign-up for one-hour Zoom meetings to synchronously present your speeches. You will present in small groups and present live. For the speeches, presenters must have cameras on and an operative microphone. For your introductory speech and your special occasion speech, you will present these asynchronously and post your speech recordings to the discussion board.**

**Students are required to submit an outline of their speeches to Canvas by the assigned date. There are four speeches and four outlines total. Student will receive two separate grades based off of speech delivery and the content of the outline.**

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|  | **Day** | **Topic(s)** | **Reading/Assignment Due** |
| WEEK 1 | 06/20-06/24 | Introductions   * Organizing and outlining speeches | **Readings**   * **PSP Chapter 1: Introduction to Public Speaking** * **PSP Chapter 8: Organizing and Outlining Your Speech** * **PSP Chapter 9: Introduction and Conclusion**   **Assignments Due**   * **Introductory Speeches and outlines due on Canvas Friday (6/24) at 11:59 PM** * **Discussion Board Due by Wednesday night at 11:59 PM** |
| WEEK 2 | 06/27-07/01 | Informative Speech | **Readings**   * **PSP: Chapter 7 Supporting your Ideas** * **PSP: Chapter 15 Informative Speaking**   **Assignments Due**   * **Informative Speeches due, date TBA** * **Informative Outlines due in Canvas Friday (7/1) by 11:59 PM** * **Discussion Board Due by Wednesday night at 11:59 PM** |
| WEEK 3 | 07/05-07-08 | Language & Delivery | **Readings**   * **PSP: Chapter 10 Using Language Well** * **PSP: Chapter 12 Delivering your Speech**   **Assignments Due**   * **Discussion Board Due by Wednesday night at 11:59 PM** |
| WEEK 4 | 07/11-07/15 | Persuasive Speeches | **Readings**   * **PSP: Chapter 6 Critical Thinking and Reasoning** * **PSP: Chapter 16 Persuasive Speaking**   **Assignments Due**   * **Persuasive Speeches due, date TBA** * **Persuasive Outlines due in Canvas Friday (7/15) by 11:59 PM** * **Discussion Board Due by Wednesday night at 11:59 PM** |
| WEEK 5 | 07/18-07/22 | Special Occasion Speeches | **Readings**   * **PSP: Chapter 17 Special Occasion Speaking**   **Assignments Due**   * **Special Occasion Speeches and outlines due on Canvas Friday (7/22)** * **Discussion Board Due by Wednesday night at 11:59 PM** |
| WEEK 6 | 07/25-07/29 | Final Examination & Self- Reflection | **Final Exam due & self-reflection paper due by Wednesday (7/27) at 11:59 PM** |