**Reedley College**

**COMM 1, #51442**

**Fundamentals of Public Communication**

**SPRING 2023**

# COURSE INFORMATION

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| **Semester: SPRING 2023** | **Department of Communication****Reedley College** |
| **COURSE NAME: Public Speaking** | **INSTRUCTOR: Miranda Chapman** |
| **COURSE TIME:****M/W 2:00-3:15** | **INSTRUCTOR EMAIL:****Miranda.chapman@reedleycollege.edu** |
| **CLASS LOCATION: Social Science, 36 Lecture** |  |

# 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.

**Course Description, Outcomes, and Descriptions**

Fundamentals of public speaking, utilizing theories and techniques of communication to 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

**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 principles of human communication by critically evaluating public speeches through constructive critique and self-analysis.

**Learning 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 Structure

This course is to be conducted as a via face-to-face learning and some modality will take place via Canvas as well. We will operate via a hybrid course style as well with some Web-based days.

# 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. Check the ITS Helpdesk Student Resources page. Some documents in this course will be available to you in PDF. You will need to download and install Adobe Acrobat Reader software on your computer.

## Textbook & Readings

Daily readings and content will be pulled from the assigned text. Canvas will be used for submitting assignments, providing course resources, and communication. If you do not see this course listed within your Canvas homepage, please contact ITS.

**Title:** A Pocket Guide to Public Speaking (6th Edition)

**Authors:** Dan O’Hair, Hannah Rubenstein, Rob Stewart

# COURSE POLICIES

## 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 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.

## Attendance and Drop 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.

Your attendance in our synchronous class meetings will also be recorded, you are allowed 3 unexcused absences from our synchronous class meetings with no penalty. However, for every unexcused absence beyond the 3 afforded to you, will result in 10% overall grade reduction. Your instructor will keep track of your attendance by reviewing the reports from the class meetings. If you are a member of a team or club on campus that will take you away from class, you must plan with me prior to your absence. Please plan in advance and sign up for a speech date you know you are able to attend.

You will be considered a No Show if you do not show up for class during the first week as well as if you do not complete week 1 activities and will be dropped from the course to make room for students on the waitlist. You will be considered a non-participant if you fail to complete all assignments in Modules 1 and 2 by week 2 and will be dropped from the course. If there are extenuating circumstances for non-participation, please contact me as soon as possible.

## Classroom Respect

You are expected to be respectful toward the instructor and other members of the course and not engage in behaviors that show disrespect for or distract from others’ learning. This includes, but is not limited to, the following:
(1) You should not be playing video games, online shopping, engaging social media or otherwise be distracted when in class.

(2)  You should come to each class on time, have your course materials organized, and be prepared to learn and to engage in classroom activities.
(3) You should not interrupt another student’s speech. Be respectful in listening to your peers as they present their speeches. Do not be on your phones or laptops during another student’s presentation.

## Important Dates (SP23)

* January 9th - Start of SPRING 2023 semester
* January 16th - Martin Luther King, Jr. Day observed (no classes held, campus closed)
* January 20th - Last day to drop a Spring 2023 full-term class for a full refund
* January 27th - Last day to drop a Spring 2023 full term class in person to avoid a “W”
* February 17th - Lincoln Day observance (no classes held, campus closed)
* February 20th - Washington Day observance (no classes held, campus closed)
* March 10th - Last day to drop a Spring 2023 full term class (letter grades assigned after this date)
* April 3-7 – Spring recess
* May 13th - Commencement

## Accommodations for Students with Disabilities

If you have a verified need for an academic accommodation or materials in alternate media (ie: 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. You may contact the DSPS office Monday’s through Friday’s 8AM to 5PM. The building is located on our campus at Reedley college, across from the student center.

Phone: (559) 494-3032

Fax: 800-624-1499

Address: Reedley College

 Attn: DSP&S

 995 N. Reed Ave

 Reedley, CA 93654

More information on DSPS to view certain accommodations made for students and identify if should such adjustments be made: <https://www.reedleycollege.edu/student-services/disabled-student-programs-and-services/dspands-eligibility-and-disability-verification.html>

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**CLASSROOM POLICIES**

• Your presence in class (both physically and mentally) is expected.  *It is your responsibility to get any missed notes or assignments*.

• COMM 1 is a lecture, 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.

• Behaviors that distract from the learning process will not be tolerated (cell phones and alerts should be turned off). Texting during class is not acceptable. Students will lose half of their participation points for the day if they are caught using their cell phones during 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 miranda.chapman@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.

## Course Assignments in Brief

* Bag 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. Essentially, you are tasked with introducing yourself to your entire class. You must demonstrate that effort went into the assignment. Your delivery will be worth 75 points and the outline is worth 25. This speech will be 3-5 *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. Your delivery will be worth 100 points and the outline are worth 50. This speech will be 4-7 *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. Your delivery will be worth 150 points and the outline is worth 50. This speech will be 6-8 *minutes* long.
* Group Evals: For both the informative and persuasive speech, the audience is responsible for completing to evaluations. In these reflective evaluations, students will “vote” on and discuss who they believed to be the best speaker and best audience member through each speech. You must vote on different classmates for each in your evals. Those with the most votes will earn extra points on their speeches. Students can only be eligible to receive the points if they are voted on if they present their speech on-time (their original scheduled speech date) and audience members are only edible if they watch every presentation.
* Self-Reflection Paper: Being reflective and aware of your work is vital to growth. Vague goals equal vague outcomes; specific goals equal specific outcomes. Therefore, after completing your speech, you will write a 1,000-word reflection paper using concepts learned in class. 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, which students have the option to opt out of this feature (instructions will be presented on Canvas).
* Quizzes: Instead of a midterm or final exam, students will have three 100-point quizzes throughout the duration of the semester. Quizzes will only account for whatever material we as a class had gone over but there will be no overlap between each quiz. For example, you will not see content from chapter 1 all the way in quiz 3. Quizzes will be unlocked for three days total and will be completed online. Quiz dates are located in the syllabus as well as in Canvas. Reminders will be set in class.
* Outlines: All outlines will be scored as a portion of the speech assignment. For example, the Bag speech is worth 100 points total, 25 points are graded upon the outline you submit, and the delivery of the speech is worth 75 points. For the informative speech, 50 points will be graded based on the outline you submit, and the delivery is worth 100 points. To assist students in preparing a solid outline a template will be provided through Canvas.

# 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 a university-excused absence. You must inform me in writing prior to missing class for religious holidays or university-sponsored activities, and excuses for illness or emergencies require appropriate written documentation within one week of the 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.

# GRADING POLICY

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| --- | --- |
| **Assignment** | **Points** |
| Bag Speech + Outline | 100 |
| Informative Speech + Outline | 150 |
| Persuasive Speech + Outline | 200 |
| Quiz #1 | 100 |
| Quiz #2 | 100 |
| Quiz #3 | 100 |
| Final Self-Reflection Paper | 100 |
| Audience Evaluations | 50 |
| Participation in Synchronous Classes | 100 |
| **TOTAL** | **1000** |

Grading scale

o 900—1000 A

o 800—899 B

o 700—799 C

o 600—699 D

o 599—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

# COURSE SCHEDULE of READINGS & ASSIGNMENTS

The schedule breaks down which topics will be covered and the chapter that correlates to that topic. The schedule indicates the chapters that are due according to the topic

***\*This schedule is also subject to change to fit the needs of both the instructor and students.\****

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| --- | --- | --- | --- |
|  | **Day** | **Topic(s)**  | **Reading & Assignments** |
| WEEK 1 | MON1/09 | Introduction to the courseReview of Syllabus | * Syllabus
 |
|  | WED1/11 | Q&A/DiscussionIcebreaker Activities | * **Syllabus quiz due by Sunday (1/15) at 11:59 PM**
 |
| WEEK 2 | MON1/16 | **MARTIN LUTHER KING JR. DAY – NO CLASS** | * ***Read Chapter 1 by Wednesday***
 |
|  | WED1/18 | Becoming a Public Speaker***Assign Bag Speech\**** | * READ: Chapter 1 & 2
* ***Jan 20th last day to drop for full refund\*\****
 |
| WEEK 3 | MON1/23 | Managing Public Speaking Anxiety | * READ: Chapter 3
* **Public Speaking Anxiety Worksheet due in class**
 |
|  | WED1/25 | Topic Selection and PurposeSelecting an Organizational PatternPreparing Outlines | * READ: Chapters 7, 12, and 13
* ***Jan 27th last day to drop in person without “W” on transcript\*\****
 |
| WEEK 4 | MON1/30 | Organizing the Body of a SpeechDeveloping the Intro and Conclusion | * READ: Chapters 11+14
 |
|  | WED2/1 | Speech Workshop Day\*\*Quiz Review | * **Quiz #1 due Sunday (2/5) in Canvas @ 11:59 PM!**
* ***Bring a draft of your outline IN CLASS***
 |
| WEEK 5 | MON2/6 | Bag Speech Presentations | * **Speech Outline due TONIGHT on Canvas at 11:59 PM!**
 |
|  | WED2/8 | Bag Speech Presentations |  |
| WEEK 6 | MON2/13 | Bag Speech Presentations |  |
|  | WED2/15 | Informative Speaking***Assign Informative Speech\**** | * READ: Chapter 22
 |
| WEEK 7 | MON2/20 | **NO CLASS – WASHINGTON DAY** |  |
|  | WED2/22 | Ethical Public Speaking + Listeners and Speakers*Back-to-Back Activity* | * READ: Chapters 4+5
 |
| WEEK 8 | MON2/27 | Finding Credible SourcesCiting Sources***APA WORKSHOP\**** | READ: Chapters 9 + 10 |
|  | WED3/1 | Using Language | * READ: Chapter 15
* ***March 10th last day to drop with a “W,” letter grades assigned from here\*\****
 |
| WEEK 9 | MON 3/13 | Methods of Delivery | * READ: Chapter 16
 |
|  | WED3/15 | Speech Workshop Day\*\*Quiz Review | * **Quiz #2 due Sunday (3/19) in Canvas @ 11:59 PM!**
* ***Bring a draft of your outline IN CLASS***
 |
| WEEK 10 | MON3/20 | Informative Speeches | * **Speech Outline due TONIGHT on Canvas at 11:59 PM!**
 |
|  | WED3/22 | Informative Speeches |  |
| WEEK 11 | MON 3/27 | Informative Speeches |  |
|  | WED3/29 | Informative Speeches | * **Audience evaluations due by Sunday (4/2) on Canvas by 11:59 PM!**
 |
| WEEK 12 | MON-FRI4/3-4/7 | **SPRING RECESS – NO CLASS** |  |
| WEEK 13 | MON4/10 | Principles of Persuasive SpeakingConstructing the Persuasive Speech | * READ: Chapters 23+24
 |
|  | WED4/12 | Analyzing the Audience*Audience Analysis Activity* | * READ: Chapter 6
* ***Audience Analysis Form due BEFORE CLASS***
 |
| WEEK 14 | MON4/17 | Presentation Aids | * READ: Chapters 19, 20, and 21
 |
| WEEK 15 | WED4/19 | Your Body and Voice in Delivery*Assign Final Reflection Paper\** | * READ: Chapters 17 and 18
 |
| WEEK 16 | MON4/24 | Speech Workshop Day\*\* | * ***Bring a draft of your outline IN CLASS***
 |
|  | WED4/26 | Persuasive Speeches | * **Speech Outline due SUNDAY (4/23) on Canvas at 11:59 PM!**
 |
| WEEK 17 | MON5/1 | Persuasive Speeches |  |
|  | WED5/3 | Persuasive Speeches |  |
| WEEK 18 | MON5/8 | Persuasive Speeches | * **Audience evaluations due by Sunday (5/14) on Canvas by 11:59 PM!**
 |
|  | WED5/10 | Final Quiz Review |  |
| WEEK 19 | MON-FRI5/15-5/19 | **FINALS WEEK!** | * **Quiz #3 due on Canvas by 11:59 PM!**
* **Final Self-Reflection Paper due on Canvas by MONDAY (5/15)1 1:59 PM!**
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