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***Communication 1 -Public Speaking – SPRING 2024***

***53046 (MW 8-9:15) SOC39,  53047 (MW 11-12:15) SOC39***

**INSTRUCTOR: Mrs. Jenny Peters**

**Office: SOC38 or Zoom**[**https://scccd.zoom.us/my/j.peters**](https://scccd.zoom.us/my/j.peters%C2%A0)

**Office Hours:** MW 12:30 - 1:30 pm, TuTh 9:30-10:30 am online, by appointment, Friday 8-9 am by appointment (**\*If office hours conflict with your schedule, please message me to set an appt at another time)**

**Email address:** jennifer.peters@reedleycollege.edu               Office Phone: **638-0300 ext 3299**

**Last Drop Days:**w/Refund:  1/19    w/o a W (in person):   1/26  w/o a W (on Self Service):      1/28

Final drop date: 3/9

**TEXT**: Open Educational Resources (OERs) provided on Canvas

**Additional Materials**:

* \*Recommended: Notecards (4x6 or 3x5) to be used for “Speaking Notes” during delivery.
* Access to a computer/smart device with a reliable internet connection. Students in need of a computer or internet access can request to borrow a laptop or an internet HotSpot through the Reedley College Library on a first come, first serve basis. Since this is an online course, not having access to a computer or a good internet connection will not be an acceptable excuse for missed work. Please choose a face-to-face course that will better meet your needs if technology is a challenge or not available to you.
* A computer/smart device with the ability to record both video and audio.
* \*Recommended: A zoom account to listen to and record speeches.

**\*PLEASE TAKE NOTE**: **Since this course fulfills the Area A1 requirement for Oral Communication, you should be aware you will be presenting several speeches (Signature Assignments) which must be completed in order to pass the class.**

***COURSE DESCRIPTION, OUTCOMES, AND OBJECTIVES*:**

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

**Student 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.

**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.

***WELCOME to Comm 1 – Public Speaking:***

*Just a few notes before you jump into the syllabus: I love teaching Communication! I am excited to get to know you and help you be successful in this class.  If you have questions regarding an upcoming assignment or presentation, I recommend you read the syllabus/schedule first. If you still have a question, contact me in Canvas Inbox. I am here to help you in any way I can, and my goal is for you to have a rewarding experience in Communication 1.*

**This syllabus serves as a contract between you and me. By reading and discussing this syllabus, you agree to knowing what it contains and abiding by my student “ABCs”:**

**A-Ask questions** about assignments or policies early on.

**B-Be responsible** for your grades, for knowing the syllabus, for attendance, etc.

**C-Come to class**

In addition, each of you are also expected to treat each other and the instructor with respect and professionalism. You are responsible for reading, understanding, and adhering to the [SCCCD Student Standards of Conduct](https://www.reedleycollege.edu/about/policies-and-procedures/student%20conduct%20standards.html).

In Communication courses like Public Speaking, students often share personal and sometimes controversial topics. As such, it is extremely important that our classroom is a safe place to explore these ideas and that all students feel valued and comfortable sharing their ideas. In addition, many students come to class with legitimate anxiety and apprehension about public speaking. Having a safe place for this reason is also non negotiable. Any student who behaves inappropriately (face to face, online or in writing) or violates any part of the student code of conduct will be asked to leave for the day or may be dropped from the course.

***COURSE POLICIES:***

**Attendance/Drops:**

Attendance is crucial in a communication course. Not only does attendance count toward your participation grade, it also shows respect for other speakers and has been proven to increase your overall course grades. Roll will be taken at the start of each class. Absences will be excused for extenuating circumstances only.  Please send me a message explaining the reason for your absence and together we will determine the best course of action. If you are a member of a team or club on campus that will take you away from class, you must make arrangements with me prior to your absence. Please plan in advance and sign up for a speech date you know you are able to attend.  A grade of “0” will be assigned if you miss a speech (without an acceptable excuse) or miss a quiz, which may lead to you failing the class (see “Speeches” section).

Knowing that sometimes “life happens,” you will receive **one free absence**. Each unexcused absence after that will result in a reduction of 5 participation points. More than four days of unexcused absences may result in you being dropped from the course.

You will be considered a **No Show** 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.

**Late Work**:

Due dates are clearly indicated for each assignment. I understand that sometimes things happen and will allow up to two late assignments. You must send a message requesting a late pass and may receive up to a 20% reduction in points. Quizzes are posted ahead of time online and must be completed by the assigned due dates. If you do not take the quiz by the due date, you will forfeit your points.

**Communicating With You**:

**Canvas Inbox** – I will send you a direct message through the Canvas Inbox if I need to speak with you. Please make sure your Canvas notification settings are set to send an email to your school account.

**Announcements** – I will be posting Announcements on Canvas often. Announcements will remind you of what is due, what we are covering in the lecture discussions, and various other topics that are for the entire class. Make sure your settings are configured to notify you of new announcements.

**Course Modules** – There will be a course module for each week which contains everything you need to know; links to assignments, quizzes, videos and more.

**Communicating With Me:**

**Canvas Inbox** – If you need to contact me directly, please use the Inbox first. I will respond to your messages within 24 hours during the weekdays; but usually within the hour. I only check my Canvas Inbox regularly during the weekdays between the hours of 7:00 am and 4:00 pm.  If you message me over the weekend, I may not get back to you until Monday. Please do not panic.

Canvas messages automatically forward to my email and I will be notified when you have sent a message; you do not need to send a message through both Canvas and Email. **When sending a message, clearly state your question, and include your name and class section.**

Email - If Canvas is down, you may send an email to jennifer.peters@reedleycollege.edu.

**Canvas Cafe - Q & A** – You can ask questions here that you think might be of interest to other students. All students are encouraged to respond if they know the answer and can be of assistance. If a student has not responded to you in 24 hours, I will reply here as well.

**Office Hours** – You can stop by my office or visit me on Zoom M-TH 12:30 - 1:30 pm (**\*If office hours conflict with your schedule, please message me and we can set an appt at another time)**

**Communicating With Each Other:**

**In class:**you will have many opportunities through pair-shares, group discussions and other activities to communicate with other students in class.

**Canvas Cafe - Q & A -** see comments above

**Audience Evaluations** - You will have the opportunity to help your classmates prepare and analyze their speeches. More details to come.

**Participation**:

In addition to attending class, you are expected to actively participate in all classroom activities and group discussions. Class participation is essential in a course of this nature where we work in groups, pairs, etc. You are expected to listen to both the instructor and your fellow classmates. You will also be asked to give audience evaluations on speech days; both oral and written. Therefore, **plan on arriving to class on time and remaining until class is dismissed**. If you arrive late or leave early, you will have participation points deducted for the day. If you arrive late or leave early on a day an assignment is due, you will receive a 0 for that assignment. If you have a job or other commitment that will regularly make you late or require you to leave early, please take a class at another time.

Disruptive and rude behavior will not be tolerated. **Please silence all phones for the class period and leave in your bag** unless otherwise directed. Earphones/ear buds should also be removed before class (as well as hoodies and hats on speech days). When you are in the classroom, you are here to learn principles of Public Speaking. **When someone is speaking, your desk must be cleared of all other materials**; including homework, laptops, etc.  Students may not take pictures of slides or record (audio or video) in this class except in accordance with ADA accommodations or with permission of the instructor. PowerPoints are included on Canvas for you to print before class and use however best works for you.

**Cheating and Plagiarism**:

Cheating and Plagiarism will not be tolerated in this class. ANY act of cheating or plagiarism, whether large or small, will be treated the same. Using someone’s outline/speech as your own, **using an online app or AI site to create answers to a test or assignment**, sharing answers to an online test with another student, and not properly citing research are all examples that should be avoided. Students caught cheating or plagiarizing will receive an “F” on the assignment in question, may fail the class, and will be reported to the dean. This is a serious offense and could ruin your academic and/or athletic standing. If you are struggling, please do not consider cheating/plagiarizing as an option. Contact me and I will do my best to work something out with you.

**Changes to the Syllabus**:

I reserve the right to make changes to the syllabus throughout the course of the semester. Any changes made to the course syllabus will be done in the best interest of the students. Changes will be shared in the announcements. It is your responsibility to make sure you are informed about any changes that occur.

**Students with Disabilities**:

If you have a verified need for an academic accommodation or materials in alternate media (Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible so we can make sure that you have everything you need to be successful in the class.

**COURSE ASSIGNMENTS:**

**Introduction Speech-Me In A Bag**: You will introduce yourself to the class in a fun way. There are NO Make-Ups. More details to come.

**Readings**: Reading assignments are posted on the class schedule (and in the modules) and **should be read before coming to class**. The Text for this class is an Open Educational Resource (OER) and will be provided for you for free on Canvas. As you read, take notes on anything that stands out or is unclear.

**Quizzes**: You will take three true/false, multiple choice, short answer quizzes. **Quizzes will be taken on Canvas** and must be completed before the due date and in the time allotted. Each quiz will cover information from the readings and lectures. No make-ups will be granted.

**Speeches:** As with anything, “Practice may help you make perfect!” Therefore, you will be given several opportunities to master your skills at public speaking

As a reminder:  This class fulfills the oral component for general education requirements. **Four speeches are REQUIRED and you MUST pass the Informative and Persuasive speeches with a C or better.**

I take this very seriously. **Students who miss a speech (or fail the informative or persuasive speech) will deplete ALL participation points and will receive a 0 on their ceremonial critique and the final quiz; this means the highest grade you may possibly earn in the course is a D.**  In addition, no student will receive points for any of the other assignments connected to the speech they missed such as outlines, reference pages, or reflection papers.  Mathematically students who miss a speech would have a difficult time passing this course.

**Outlines/References**: You are required to turn in an outline/including references for each speech (unless otherwise noted) which **MUST be submitted on the due date.**  **If you fail to turn in an outline with references on the due date you will not be allowed to give your speech and may earn a 0 on that speech. If you earn a 0, you will fail the class.  Plan ahead and be responsible for your work.**

**Audience Evaluations**: For each speech, you will be asked to give constructive, written feedback to your classmates. More details to come.

**Reflection papers**: After each Speech you will spend some time reflecting on both the content and delivery of your performance, including the comments from your audience evaluations and grading rubric.  Then you will type a 1-page self-evaluation discussing what you did well, what you could improve upon, and specific ways you can make improvements.

**Extra Credit:** There may be opportunities to make up for missed points. Further details will be provided. Remember, extra credit means “extra effort, extra work, and extra care.” ***Late assignments will not be accepted for any reason.***