

**Communication 1 Public Speaking**

**Syllabus**

**FMT COMM 1 Period 4 11:48 a.m. to 12:44 p.m. Room 506**

Instructor: Jessica Bonstein

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Office hours: By appointment only via Zoom

**Required Materials:**

- Instructor will provide OER materials and library materials through Canvas

-Recommended Materials: MLA/APA Style Guide

**Course Description:**

Fundamentals of public speaking utilizing theories and techniques of communication 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. 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 principles 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.

**Classroom Deportment**: Each student is expected to respect the rights of the other students and instructor in the class. The exploration of 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. When presentations are in progress students arriving late are to stay outside until the presentation is complete. Interrupting a presentation for any reason other than a severe emergency is inconsiderate and will not be tolerated. Cell phones and pagers should be turned off before coming to class. Students will receive one warning and then be asked to leave the classroom. If deported from the classroom you will lose your participation points for that day.

**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.

**Disciplinary Procedures**: When a faculty member discovers a violation of the cheating or plagiarism policy, the faculty member:

* Will arrange a conference with the student and at that time advise the student of the allegations.
* Will notify the dean of the division in writing that an act of dishonesty has occurred.
* May give the student an F for the assignment and/or for the course

A student may appeal the faculty member’s action to the Academic Standards Committee

Assignments: More information will be given about these assignments in class. \*\* Signify signature assignments. These assignments must be completed for a student to pass the course.

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| --- | --- | --- |
| **Graded Items** | **Points Possible** | **Your Score** |
| Introduction Speech | 20 |  |
| Demonstration Speeches\*\* | 100 |  |
| Impromptu Informative Speech | 25 |  |
| Informative Speech\*\* | 200 |  |
| Informative Speech Self-Assessment | 15 |  |
| Informative Speech Peer Assessment | 15 |  |
| Impromptu Persuasive Speech | 30 |  |
| Persuasive Speech\*\* | 250 |  |
| Persuasive Speech Peer Assessment | 15 |  |
| Impromptu Special Occasion Speech | 30 |  |
| Professional Speech Critique\*\* | 50 |  |
| Collective Reading Worksheets (5 @ 10 ea.) | 50 |  |
| Participation | 100 |  |
| Final Exam | 100 |  |
| Total Points Possible | 1000 |  |

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

**Attendance Policy**: Roll will be taken at each class session. I will drop anyone who misses the first day of class without emailing the instructor. I will also drop anyone who misses the second day of class without emailing the instructor. Per college policy I can drop any student who misses 4 class periods before the drop deadline 9 weeks into the semester. If a student misses 4 classes prior to the drop date I will drop that student. Class points will be drastically be reduced by absences. Students can provide proof of illness through the college nurse or a doctor. It is important to be present and participate in the course.

It is your responsibility to keep track of your grade including assignments in class. At any time during the semester you may check Canvas to see where you stand. If you are absent it is your responsibility to find out all announcements made during your absence. PLEASE do not approach the instructor and ask, “What did I miss?” Instead, make an effort to email her to set up a time for office hours or ask another student for missed assignments/announcements.Please note that work schedules, lost keys, car trouble, parking trouble, or vacations are not excused absences.

Late and Missed Assignments

**If a student is having an issue with Canvas the assignment can be emailed to the instructor before the deadline. No assignments will be accepted after the deadline unless proper documentation of illness is presented.**

For students with a serious illness or family emergency, the instructor may consider exceptions on a case-by-case basis and at her discretion. To be considered for an exception, students must notify the instructor ***and*** provide legitimate documentation within a week of the absence. ***Clear and prompt communication is the key.*** If the instructor allows a student to make-up an assignment it has to be completed within a week of the absence unless the instructor states otherwise.

Please note most of your work is due through Canvas to Turnitin for grading. It is your responsibility to make sure your computer, internet, and Canvas portal are working correctly.

**Speeches:** This class fulfills the oral component for general education requirements. Therefore speeches are REQUIRED! I take this very seriously. Students who miss a speech will deplete ALL participation points and will not be allowed to complete their ceremonial speech and the final exam, which will cause the student to only be able to earn a D in the course overall. In addition, no student will receive points for any of the other assignments connected to the speech they missed such as self-evaluations or peer reviews. Mathematically students who miss a speech would have a difficult time passing this course. After you complete your speech you are required to stay until class is dismissed. If you give your speech and leave you will be receive a 0 on the speech. Keep this in mind and do all four of the graded speeches. Prompts with specific requirements for each speech will be posted on Canvas. Please realize every speech requires an outline turned in on the proper due date through Canvas in order to give your speech. If you fail to turn in an outline with a reference page on the proper due date then you will not be allowed to give your speech and will therefore earn a 0 on that speech. Keep this in mind and do all of the graded speeches. Prompts with specific requirements for each speech will be posted on Canvas.

**Participation** **Points:** Since this class is interactive your participation is vital to the classroom environment. Each student is expected to attend class each day and be prepared to discuss ideas, share opinions relevant to interpersonal communication and participate in class activities. Please come to class prepared to engage the material. (In other words READ the assigned chapters prior to their lecture date on the syllabus). Absences, late arrivals and leaving early, in addition to a lack of participation in class discussions and activities will adversely affect a student’s participation score. Any student who misses a presentation will forfeit ALL participation points.

**Final Exam**: There will be one 100 point exam. There will be one final assessment where students will be given a DOI to find an article and will complete the same form that they do every week with their group, but this will be done independently. This assessment will be assessing student’s ability to critically read and report information from academic sources, a skill that they will be practicing all semester long in their groups. Once the first student is done with the exam no one else will be allowed to start it.

**Collective Reading Worksheets:** Students will be required to contribute an assigned portion of a worksheet with their group on a weekly basis. Their contribution will be graded independently from their group but will have an element of group work when pertaining to group participation in their presentation of the information read. Assignments will be a selection of: citations (APA, MLA, in-text and bibliographic), Summative outlining, answering questions, and creating questions. This will be a graded assignment.

**Speech Critique:** This is an in-class activity that students must participate in. This is a signature assignment so if it is not completed the student will fail the course. If a student is absent on the day of the activity they will be required to do a speech critique individually on their own time due within a week of the assignment in class

**Peer/Self-Evaluations:** For every speech assignment, students will be required to fill out a form evaluating a peer and themselves. This is to actively practice listening to speeches and critically assessing them with similar criteria to the grading rubric while using a constructive tone. This is also to allow students time to practice the skill of self-reflection and evaluation which has been shown to help with growth in areas that students struggle. This will be a graded assignment.

**Make-up Day:** If you have missed ONE speech this will be your opportunity to make it up. This speech will take a two letter grade deduction automatically for being late. Please remember you cannot pass the class if you do not do all four speeches. This is the only day I will listen to make-up speeches. You must have your outline with reference page typed and turned in hard copy the class session prior to the make-up day. Tardiness is not acceptable on this day. Speakers will be called on to present their speech in a lottery fashion. I cannot guarantee that there will be enough speeches for all to be presented. The only speech you are not allowed to make up is your ceremonial speech.

**Impromptu Speeches**: There will be a no preparation speech that will be given before graded persuasive speech in this class. This speech is given to help students gain confidence in their presenting skills and in the types of speech that is being worked on in class. This speech will be *1-2 minutes long* and topic will be randomly selected day of the speech.

**Communication 1 – Public Speaking**

**Tentative Course Schedule**

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| **DATE** |  | **TOPIC** | **REQUIRED READING** |
| 1/8 | Monday | Intro and Syllabus | **Sign Up for Group Worksheet** |
| 1/9 | Tuesday | What is Public Speaking?* Understanding your standpoint, and analyzing your speaking situation
* Learning our Worksheet
 |  |
| 1/12 | Friday | Confidence and Anxiety* Practicing our Worksheet
 | Pg. 4-10 and Pg. 62-78MacIntyre and MacDonald (1998) Article |
| 1/15 | Monday | No Class: Martin Luther King Jr. Day |  |
| 1/16 | Tuesday | Nonverbal delivery**Introduce Demonstration Speech** | Pg. 210-237 |
| 1/19 | Friday | **Self-Introduction Impromptu Speeches** |  |
| 1/22 | Monday | Listening and Adapting | Pg. 37-43Pg. 20-36Harris (2021) Article**Group Worksheets Due** |
| 1/23 | Tuesday | Choosing a Topic/Canons | Pg. 1-4 and 10-20Mazer and Titsworth (2012) Article |
| 1/26 | Friday | **Demonstration Speech Day 1** |  |
| 1/29 | Monday | **Demonstration Speech Day 2** | **Sign up for Group Worksheets****Last day to drop w/o W** |
| 1/30 | Tuesday | **Demonstration Speech Day 3** |  |
| 2/2 | Friday | **Demonstration Speech Day 4** |  |
| 2/5 | Monday | **Demonstration Speech Day 5** | **Group Worksheets Due****Sign up for Group Worksheets** |
| 2/6 | Tuesday | Informing and Educating | Ford (2015) ArticleMartinez (2004) Article Swenson-Lepper (2012) Article |
| 2/9 | Friday | Organizing and Outlining | Pg. 89-108Knight (2019) Article**Topic Choices Due** |
| 2/12 | Monday | No Class: Lincoln’s Birthday |  |
| 2/13 | Tuesday | Delivery | Pg. 238-255Stewart, McConnell, Stallings, and Roscoe (2017) Article**Group Worksheets Due** |
| 2/16 | Friday | Research | Pg. 44-61 and 78-88Field-Springer and Striley (2016) ArticleEXTRA CREDIT: McGoeughand Rudick (2018)**Informative Speech Sign Ups In Class** |
| 2/19 | Monday | No Class: President’s Day |  |
| 2/20 | Tuesday | Outlining/Research Day |  |
| 2/23 | Friday | Independent Work: Conference | Working on Speech Outlines |
| 2/26 | Monday | Independent Work: Conference | Working on Speech Outlines**Informative Speech Outlines Due** |
| 2/27 | Tuesday | **Impromptu Informative Speeches** | Peer and Self Reflection due next class session |
| 3/1 | Friday | **Impromptu Informative Speeches** | Peer and Self Reflection due next class session |
| 3/4 | Monday | **Impromptu Informative Speeches** | Peer and Self Reflection due next class session**Sign up for Group Worksheets** |
| 3/5 | Tuesday | **Informative Speech Day 1** | Peer and Self Reflection due next class session |
| 3/8 | Friday | **Informative Speech Day 2** | Peer and Self Reflection due next class session |
| 3/11 | Monday | **Informative Speech Day 3** | Peer and Self Reflection due next class session |
| 3/12 | Tuesday | **Informative Speech Day 4** | Peer and Self Reflection due next class session |
| 3/15 | Friday | **Informative Speech Day 5** | Peer and Self Reflection due next class session |
| 3/18 | Monday | **Informative Speech Day 6** | Peer and Self Reflection due next class session**Group Worksheets Due** |
| 3/19 | Tuesday | Persuading and Motivating and Using Presentation Aids | Pg. 256-304Pg. 156-192Parviz (2020) Article |
| 3/22 | Friday | Outlining with your Visual AidEmotion, Narrative, Language, and Style | Pg. 193-209Quagliata (2014) Article |
| 3/25-4/1 | Mon-Mon | No School: Spring Break |  |
| 4/2 | Tuesday | Persuasive Speech Game Day | **Persuasive Speech Topics Due** |
| 4/5 | Friday | **Impromptu Persuasive Speech Day** | **Persuasive Speech Sign Ups In Class** |
| 4/8 | Monday | **Impromptu Persuasive Speech Day** |  |
| 4/9 | Tuesday | Outlining/Research Day | **Persuasive Speech Outlines Due** |
| 4/12 | Friday | **Persuasive Speech Day 1** | Peer and Self Reflections Due next class session |
| 4/15 | Monday | **Persuasive Speech Day 2** | Peer and Self Reflections Due next class session |
| 4/16 | Tuesday | **Persuasive Speech Day 3** | Peer and Self Reflections Due next class session |
| 4/19 | Friday | **Persuasive Speech Day 4** | Peer and Self Reflections Due next class session |
| 4/22 | Monday | **Persuasive Speech Day 5** | Peer and Self Reflections Due next class session**Sign Up for Group Worksheets** |
| 4/23 | Tuesday | **Persuasive Speech Day 6** |  |
| 4/26 | Friday | **Formal Speech Review Day** |  |
| 4/29 | Monday | Connecting and Celebrating* **Introduce Special Occasion Speech**
 | p. 305-320Harris and Hall (2018) ArticleMarkowitz (2018) ArticleRatner (2004) Article2004 Computer Speech and Language Paper Award (2005)**Group Worksheets Due** |
| 4/30 | Tuesday | Special Occasion Speech Activity Day |  |
| 5/3 | Friday | **Special Occasion Speech Day 1** |  |
| 5/6 | Monday | **Special Occasion Speech Day 2** |  |
| 5/7 | Tuesday | **Special Occasion Speech Day 3** |  |
| 5/10 | Friday | Speech Make-Up Day |  |
| 5/13 | Monday | Speech Make-Up Day |  |
| 5/14 | Tuesday | Practice Test Day | DOI: 10.1080/17404622.2019.1628995 |
| 5/17 | Friday | Practice Test Day | DOI: 10.1080/17404622.2019.1653488 |
| 5/20 | Monday | Final Exam | DOI: Posted on Canvas |
| 5/22 | Tuesday | Independent Work: Student Reflection Day |  |
| 5/24 | Friday | Independent Work: Class Rating |  |