***Reedley College - Speech 1 – Public Speaking - Fall 2009***

**INSTRUCTOR: Jennifer Graber-Peters Office hours:** by appointment

**Phone:** 638-3641 voice mail @ ext.3855 **Email address:** jenny.peters@reedleycollege.edu rcspeechone@yahoo.com

**The syllabus, assignments, grades, and all announcements will be posted on Blackboard. It is your responsibility to make sure you have a valid email address on file in order to access Blackboard. If you have any questions about using Blackboard, please see me the first week of class.**

**COURSE OUTCOMES**:

Upon completion of this course, students will be able to:

 A. construct and deliver a speech with communicative competence and confidence.

 B. choose appropriate organizational patterns and supporting material for their speeches.

 C. create speeches for various contexts and occasions.

 D. apply better listening skills in public speaking situations.

 E. apply more effective reasoning skills when constructing and evaluating speeches.

 F. design speeches based upon analysis of audience cultures, needs, beliefs, values, and attitudes.

 G. critique and evaluate others’ speeches.

**COURSE OBJECTIVES**:

While taking the course, students will:

 A. analyze audience attitudes and evaluate audience needs.

 B. organize research materials for oral presentation support.

 C. recognize and correct inappropriate syntax for specific speeches.

 D. assemble objective and subjective information within a time limit.

 E. develop a conversational “style” of delivery.

 F. enhance their vocal skills (projection, diction, inflection, volume).

 G. build self-confidence.

 H. improve their listening techniques.

1. analyze other students’ speeches.

**Last day to drop w/refund: Final drop date:**

**TEXT:** Hamilton, C. (2009). Essentials to public speaking. 4th ed. Belmont, CA: Wadsworth Publishing Co.

**COURSE ADVISORY:** It is recommended that you are eligible to take English 1A (already completed English 125) at the time you take this course. This course involves research and organization skills which may be a challenge for you if you are not eligible for this English level.

***COURSE REQUIREMENTS:***

 **Attendance: is required.** Attendance is crucial in a communication course. Not only does attendance count toward your participation grade, but it shows respect for the speaker and regular attendance has been shown to increase overall course grades. Excused absences are allowed for illness or documented, unavoidable circumstances only. Absences for any other reason may be discussed prior to class. It is *your* responsibility to notify me by phone or email if you will be absent and to make arrangements to get notes and/or turn in the days assignments. A grade of “0” will be assigned if you miss a speech without an acceptable excuse. Work related excuses are not acceptable.

 More than a week of unexcused absences will result in a reduction of 2 participation points for each additional absence. In other words, if your class meets three times a week, you may only have three unexcused absences. You will also forfeit your right to complete extra credit if you are have more than a week of unexcused absences. Any student who misses more than **6** classes before the final drop date will be dropped from the course.

 DO NOT BE LATE. Excessive tardiness will result in a reduction of participation points from your final grade. If you are late on a speech day, please wait outside until the speaker has finished. Failure to do so will result in a reduction of points from your speech that day.

 **Participation**: In addition to attending class, you are expected to actively participate in all classroom activities and group discussions. Therefore, plan on arriving to class on time and remaining until class is dismissed. 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 may also be asked to give peer evaluations on speech days. Disruptive and rude behavior will not be tolerated. Furthermore, **please turn off all phones and pagers for the class period.**

 **Readings**: You will be responsible for all of the readings assigned form the text. Weekly reading assignments are posted on the class schedule and **should be read before class**.

 **Exercises**: Weekly exercises will be assigned which correspond to the week’s readings/lectures. **Assignments are due at the beginning of class and should be typed** (unless otherwise noted).

 **Quizzes**: There are no exams! You will take true/false, multiple choice, short answer quizzes. Each quiz will cover information from the readings and lectures and will focus on two or three previous lessons. Quizzes will be given at the beginning of class. **YOU MUST BE IN CLASS ON TIME IN ORDER TO TAKE THE QUIZ.** **No make-ups will be granted for any reason.** If you miss a quiz you may complete an extra credit assignment.

 **Speeches:** As with anything, “Practice may help you make perfect!” Therefore you will be given several opportunities to master your skills at public speaking (both graded and non-graded assignments). We will start small and build in length, quality, etc. as the semester progresses. There will be 4 minor and 4 major speeches. The minor speeches will include a toast, accepting an award, a eulogy, and a persuasive impromptu. Minor speeches will be 1 minute in length. Minor speeches may be graded by your peers. Further details will be given in class. The major speeches will consist of a “celebration of culture,” storytelling, an informative “How To,” and a persuasive speech. Major speeches will be 2-8 minutes long. **A grade of “0” will be assigned if you miss a scheduled speech day. There are no make-ups for speeches without a physician’s verified medical excuse. Under extenuating circumstances, the instructor may grant an excuse**. Make-ups for excused speeches will be on the next speaking date and may result in the reduction of one letter grade. Furthermore, make-ups are contingent upon available time.

**Abstracts**: You are required to turn in an abstract for each major speech. Briefly, an abstract is a summary of your research materials. Further details will be given in class.

***“Me in a Bag”*** (Introductory speech): You will introduce yourself to the class in a fun way. Further details will be given in class.

**FINAL IMPROMPTU**: Your final exam will be an impromptu speech. It will be cumulative in the sense that you will utilize all of the skills you have learned during the semester. Further details will be given in class.

**Extra Credit**: There are several extra credit assignments listed in groups (by due date) on the syllabus. You may complete one from each group. This is your opportunity to make up any missed work. Further details will be discussed in class. Remember, extra credit means “extra effort, extra work, and extra care.” ***Late assignments will not be accepted for any reason. Additionally, if you have more than a week of unexcused absences, you will not be eligible for extra credit.***

**GRADES**:

**All grades will be posted on Blackboard**.

Quizzes (20 pts. Each) 280 points A = 450-above

Exercises (20 points each) 120 points B = 400-449

Major Speeches C = 350-399

 (Storytelling = 40 pts) D = 300-349

 (Celebration of Culture = 50 pts) F = 299-below

 (How To = 100 pts)

 (Persuasive = 150 pts) 340 points

Abstracts

 (20-40 pts each) 120 points

Minor Speeches

 (5 pts each) 20 points

Participation (attendance/peer evals) 25 points

“Me In A Bag” 5 points

Final Impromptu 90 points

 Total points = 1,000

**It is your responsibility to check Blackboard for instructor absences, announcements, schedule changes, grades, etc. Be sure to update your Blackboard account and check to see that your email address is correct.**

**Other Notes**:

1. If you are a member of a campus team or organization which will take you out of class this semester, please notify me the first week of class and provide me with a schedule of your events.
2. If you have a physical challenge or condition that could impair your participation and/or performance in this course, please notify me immediately.
3. Disagreements over grades should be resolved the day the grade is assigned. NO grade changes will be made after this time. There are no exceptions.
4. **The school’s policy on plagiarism will be strictly enforced**. Plagiarism and/or cheating will not be tolerated and will result in an “F” on the assignment or in the course.
5. **L**et’s make this a positive and fun experience. This means NO PUT-DOWNS or PERSONALITY ATTACKS. Honest disagreements are welcomed – challenge an idea, but never a person. Profane, obscene, or derogatory language is not acceptable.
6. Keep an open mind, relax, and make some new friends!

## Things to live by in Public Speaking

***PREPARATION, THOUGHT, CREATIVITY, AND ENTHUSIASM!!!***