



**Communication 1 Public Speaking
Syllabus Fall 2011**

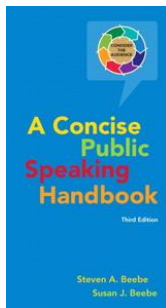
Instructor: Nicole Cooper

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Class Time: MWF 8:00 a.m. – 8:50 a.m.

Office Hours: By appointment only

Required Materials:



- A Concise Public Speaking Handbook Beebe and Beebe
- Three Scantron Forms (882-e)
- One package of 3X5 cards

Course Description:

Theories and techniques of public speaking: experiences designed to enhance fundamental public speaking skills which include research, organization, reasoning, listening, and audience demographics. Particular emphasis will be on the logical organization and composition of informative and persuasive speeches practice in clearly developing and stating ideas. This course fulfills the general education requirement in oral communication (G.E. Foundation A1).

(Note: subject advisory eligibility for English 1A)

Course Objectives:

In the process of completing this course, students will:

- A. Gain communicative competence and confidence as a result of the preparation, presentation, and analysis of oral messages.
- B. Gain an understanding of the communicative process
- C. Develop skill in informative, persuasive and ceremonial speaking.
- D. Recognize the need for clear and concise organization of ideas.
- E. Use supporting materials effectively.
- F. Analyze and adapt messages to address audience attitudes, needs, and demographics.

- G. Recognize the role of culture in the production and management of spoken interaction.
- H. Develop skill in extemporaneous speaking. Students will present a minimum of three speeches in front of an audience.
- I. Enhance vocal skills (projection, inflection, and volume).
- J. Improve listening skills.
- K. Critique and analyze their own and other students' speeches.
- L. Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.

Student Learning Outcomes:

Upon completion of this course, students will be able:

- a. Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
- b. Utilize research materials that incorporate sufficient, credible, and relevant evidence.
- c. Choose appropriate organizational patterns.
- d. Analyze the effectiveness of communication through constructive critiques.

Classroom Department: Each student is expected to respect the rights of the other students in the class and the instructor. 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 it will count as one of your unexcused absences.

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.

Plagiarism: Plagiarism and cheating will not be tolerated in this class. Any student found to plagiarize, fabricate or otherwise submit dishonest work will automatically receive an F for the assignment. This policy will apply regardless of the magnitude of the offense (i.e., how much is plagiarized or fabricated) or the student's intent (i.e., whether the offense is deliberate or a mistake). I pursue any hint of plagiarism or fabrication that I detect in your work. If you're not sure about something you're using in your writing/speech, or whether/how to attribute information, always ask.

Assignments and Point Breakdown

Assignments

Graded Items	Points Possible	Score
Introduction Speeches	Credit/No Credit	
Cultural Artifact/Autobiographical Speech	65	
C/A or A/B Outline	20	
Informative Speech	100	
Informative Outline	40	
Persuasive Speech	150	
Persuasive Outline	40	
Persuasive Reference Page	30	
Ceremonial Speech (no outlines)	65	
Participation	50	
Audience Evaluations	50	
Reflection Papers (3 @ 30 ea.)	90	
Exam 1	100	
Exam 2	100	
Final	100	
Total Points Possible	1000	

Grading

The following numerical guidelines will be used in the assignment of final grades. This class is based on points and your final grade will be based on the following denominations. This class does not consider percentages when evaluating final grades.

900-1000= A
 800-899= B
 700-799= C
 600-699= D
 599-0= F

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.

Attendance Policy: Roll will be taken at the beginning of each class session. Each student is allowed 4 unexcused absences. I suggest you use them wisely. On the fifth absence your participation points will be depleted. Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. Four tardies or early departures are equivalent to

one absence. It is the students' responsibility to keep track of their absences. Excused absences are verifiable, documented, and only occur under unavoidable circumstances. Documentation must be from a reputable source (not your parents). Student with five or more unexcused absences will not be allowed to submit any extra credit.

All documentation must be submitted to the instructor no later than ONE week following the absence. Note that all documentation will be verified by the instructor.

Please note that work schedules, lost keys, car trouble, parking trouble, or vacations are not excused absences. If however you know in advance that you will be absent please inform the instructor so that accommodations can be made for speeches or quizzes prior to your absence. Also understand that notifying the instructor does not excuse the absence.

Late and Missed Assignments

I will NOT accept any emailed or handwritten papers. I have a very strict policy on late work. ALL WORK IS DUE AT THE BEGINNING OF THE CLASS – DO NOT COME IN LATE AND ASSUME I WILL ACCEPT YOUR WORK.

Speeches: This class fulfills the oral component for the general education requirements. Missing a speech means a **ZERO** on speech, outline, reference page, participation points, audience points, and extra credit. I do not allow anyone to give their speech on a day other than their assigned date. Do not ask for an extension. If you are unable to present on your assigned date you will be given a zero on that speech.

Outlines: Outlines must be submitted to me one class day prior to the first assigned speech date for all students. **No one will be allowed to give their speech without giving the instructor their outline on time.** Without an outline submitted on time you will not receive a time slot to present your speech and you will receive a 0 on the outline, speech, and reflection grade. I will not accept emailed papers and do not come to class with your disk complaining you were unable to print the file. Plan ahead and be responsible for your work. Remember all papers must be typed and stapled.

Reference Pages: I only require references pages on two speeches, the informative and persuasive. They must be typed and in APA style format. If you do not submit a reference page you will not give a speech. These speeches are to be properly researched with the use of appropriate sources and citation.

Reflection Papers: All reflection papers must be turned in one class day after the final speech in each round of speeches and will not be accepted late. Reflections papers must be two pages typed in APA format. I will not accept emailed papers and do not come to class with your disk. Papers must be stapled.

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. Participation points are strictly given on days with no speeches or quizzes. Please note that your participation points can be completely exhausted on the basis of attendance or if you miss any assignments.

Additional Point Assignments: On rare occasions extra credit assignments may arise. They will be briefly announced in class and written on the board. It is the students responsibility to find out more information from the instructor and to have them turned in by the deadline. Extra credit is not to take the place of other work. It will only be accepted from those students who have submitted and attempted all assignments. Students with excessive absences will not be allowed to submit any extra credit. Students who miss a speech cannot submit any extra credit.

I am willing to look at your work and give you feedback as long as you get it to me at least 3 full days before it is due.

Daily Schedule

DATE		TOPIC	REQUIRED READING
8/15	Monday	Introduction of Course	
8/17	Wednesday	Introduction Speeches	
8/19	Friday	Introduction Speeches	
8/22	Monday	Ethics and Free Speech	Chapter 3
8/24	Wednesday	Improving Your Confidence	Chapter 4
8/26	Friday	Listening	Chapter 5
8/29	Monday	Analyzing Your Audience	Chapter 6
8/31	Wednesday	Organizing your Speech	Chapter 11
9/2	Friday	Outlining	Chapter 14
9/5	Monday	No Class (Labor Day)	
9/7	Wednesday	Exam Review	
9/9	Friday	Exam 1 (Ch. 2, 3, 4, 5, 6, & 11) Outlines Due	
9/12	Monday	Cultural Artifacts/Autobiographical Speeches	
9/14	Wednesday	Cultural Artifacts/Autobiographical Speeches	
9/16	Friday	Cultural Artifacts/Autobiographical Speeches	
9/19	Monday	Second Speech Assigned-Informative Reflection Papers Due	
9/21	Wednesday	Informative Speaking	Chapter 22
9/23	Friday	Developing your speech	Chapter 8
9/26	Monday	Developing your introduction	Chapter 12
9/28	Wednesday	Developing your conclusion	Chapter 13
9/30	Friday	Gathering supporting material	Chapter 9
10/3	Monday	Supporting your speech	Chapter 10
10/5	Wednesday	Effective Delivery	Chapter 19
10/7	Friday	Library Day	
10/10	Monday	Exam review	
10/12	Wednesday	Exam 2 (Ch. 8, 9, 10, 12, 13, 19, & 24) Outlines Due	
10/14	Friday	Informative Speeches	
10/17	Monday	Informative Speeches	
10/19	Wednesday	Informative Speeches	
10/21	Friday	Informative speeches	
10/24	Monday	Informative speeches	
10/26	Wednesday	Assign Persuasive speech Reflection Papers Due	
10/28	Friday	Persuasive speaking	Chapter 23
10/31	Monday	Using persuasive strategies	Chapter 24

11/2	Wednesday	Using words well	Chapter 15
11/4	Friday	Methods of Delivery	Chapter 16
11/7	Monday	Presentation aids	Chapter 21
11/9	Wednesday	Persuasive Speech Work Day	
11/11	Friday	No Class (Veterans Day)	
11/14	Monday	Persuasive speeches	
11/16	Wednesday	Persuasive speeches	
11/18	Friday	Persuasive speeches	
11/21	Monday	Persuasive speeches	
11/23	Wednesday	Persuasive speeches	
11/25	Friday	No Class (Thanksgiving)	
11/28	Monday	Ceremonial Speaking Reflection Paper Due	Chapter 25
11/30	Wednesday	Speaking in Groups	Chapter 26
12/2	Friday	Exam Review	
12/5	Monday	Preparation Day	
12/7	Wednesday	Ceremonial Speeches	
12/9	Friday	Ceremonial Speeches	

Regular Class Time	Date Assigned for Final	Time Assigned for Final
MWF 8:00-8:50	Wednesday, December 14	8:00 a.m.- 9:50 a.m.