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Communication 1 - Introduction to Public
Speaking - Fall 2012



Required Text:

O'Hair, D, Stewart, R, Rubenstein, H. (2012). *A speaker's guidebook: Text and reference* (5th ed.). Boston, MA: Bedford/St. Martin's.

Course Description:

This course will cover theories and techniques of public speaking. This course is designed to enhance fundamental public speaking skills which include research, organization, reasoning, listening and audience demographics. Particular emphasis will be on logical organization, composition and the delivery of informative and persuasive speeches. (CSU AREA C)

ADVISORY: Eligibility for English 1A recommended.

Course 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 research materials that incorporate sufficient, credible and relevant evidence.
- choose appropriate organizational materials.
- analyze the effectiveness of communication through constructive critique.

Course 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
- enhance vocal skills (projection, diction, inflection and volume)
- improve listening skills
- critique and analyze their own and other students' speeches.
- utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.

Policies and Rules:

Attendance - Attendance will be taken for record-keeping purposes only. You are adults. Deciding when and when not to come to a course that you have paid for is up to you. However, there are no assignment makeups or late work accepted. And, from my experience, students with poor attendance do poorly in the class. **Note: if you are absent 4 or more times before the drop deadline, or absent within the first two weeks without notifying me, I will drop you from the course.**

You are responsible for any information or handouts you miss because of an absence. I will not repeat a lecture or activity, and I will not have extra handouts and/or assignment prompts.

I reserve the right to add unannounced quizzes/assignments to encourage attendance.

The only exception is during speeches. Any student absent or tardy (early departure included) during presentations will lose 20 points from their own speech grade.

Assignments - All assignments are due at the beginning of class on the due date, with the exception of quizzes, which are due via Blackboard before class starts on the due date. Assignments that are more than one page must be stapled, or they will not be accepted. Extensions will not be granted for 'stapler finding time'. There is no late work accepted - this includes exams, homework, presentations, and in-class activities - even if you are absent. Extensions or exceptions will no be made for computer or printer issues.

All written work (homework, outlines, papers) will be evaluated on both content and mechanics. Good writing should be reasonably free of mistakes and without composition errors (sentence fragments, run-on sentences, subject-verb disagreement, misspelled words, and typographical errors). All of your written work must be typed and double-spaced. Please use APA 6th edition for formatting papers, and citing sources.

You will be required to deliver four major speeches. You will be evaluated on your skill in selecting and researching a topic, organizing, and delivering your speeches, and following instructor requirements. On the first day of each round of speeches, you must turn in a typed copy of your outline, and submit an electronic version to Turnitin via Blackboard. If you fail to turn in the required copies, you will receive a zero for the entire assignment (speech, outline, and any other connected assignments - i.e. evaluations, reflection paper). Technology issues, or lack of internet connection, is not an excuse. If, for some reason, Turnitin or Blackboard are having issues, you should email me a copy of your assignment (as an attachment) before the start of class.

Detailed requirements, grading criteria, and deadlines will be posted and updated on Blackboard. It is your responsibility to copy the materials necessary.

assignment	points available	your score	grading scale
famous speech	80		899.5-1000 = A
informative speech	100		799.5-899.4 = B
special occasion speech	75		699.5-799.4 = C
persuasive speech	115		599.5-699.4 = D
speech outlines + speaker notes (40 pts each x 4)	160		599.4 or less = F
mini speeches (15 pts each x 6)	90		
homework (15 pts each x 6)	90		
quizzes (10 pts each x 5)	50		
audience survey	30		
peer evaluation paper	40		
reflection paper	40		
test (40 pts each x 2)	80		
final exam	50		

WARNING: In order to earn any of the points for the famous speech, informative speech, special occasion speech, and persuasive speech (including the points for the outlines), students must complete all four of these assignments. Students who do not complete **all** of these assignments will not earn any of the

points associated with these assignments. This is an all or nothing situation. See Last Ditch Day for more information.

Last Ditch Day - You cannot pass the class if you have missed a speech, and you have the opportunity to make up ONE during this class period. Here are some rules:

- you can only make up 1 speech from the semester. If you've missed two speeches, you automatically fail the class.
- you must have your outline and reference page in order to be given a speech slot.
- you must be on time. No one will be allowed in the room once the speeches begin.
- you must stay for the entire class period.
- all speeches will be given on a lottery basis - I cannot guarantee we will have time for all speeches.

If you have completed all speeches, you get a free day. Use it to relax, catch up on other classes, or study for the final.

Workload - According to college regulations, one unit generally equals one hour of classroom time, plus two hours of study. During a regular 18 week semester, that equals an average of six hours outside of class each week for study.

During class, I will lecture occasionally. What I say and what I write on the board is important - you should take notes. We will do class activities that are individual, in pairs, in small groups, and in large groups. The purpose of these activities is for you to apply and practice concepts that I lecture about. You will not be graded on these assignments, but refusal to participate will lower your overall grade. It is essential for you to actively participate in the course and keep up with the readings. If you do not do the reading, do not expect to benefit substantially from the course. Class sessions **supplement** rather than review the reading material assigned. Chapters should be read before class so that you will be able to contribute to the class discussions, activities, and perform well on the exams.

Cheating and Plagiarism - Any student found to plagiarize, fabricate or otherwise submit dishonest work will automatically receive a zero for the assignment, and all related materials (speech, outline, etc) and will be reported to the College.

This policy will apply regardless of the magnitude of the offense or the writer's intent. I pursue any hint of plagiarism that I detect in your work. It is very important to note that plagiarism regulations are not limited to written assignments, but also extend to oral presentations. Students who do not cite sources in their speeches will receive an automatic zero for the assignment and all related assignments.

The campus subscribes to the Turnitin plagiarism prevention service, and you will submit all written assignments to Turnitin. Your work will be used by Turnitin for plagiarism detection and for no other purpose.

STATE CENTER COMMUNITY COLLEGE DISTRICT ACADEMIC DISHONESTY POLICY

Academic dishonesty is unacceptable and will not be tolerated by the State Center Community College District. Cheating, plagiarism, and collusion in dishonest activities erode the college's educational and social role in the community.

CHEATING – Cheating is the act of deception by which a student misleadingly demonstrates that he/she has mastered information on an academic exercise. Examples include but are not limited to:

- a. Copying or allowing another to copy a test, paper, project, or performance.
- b. Using unauthorized materials during a test, for example, notes, formula lists, or “cheat sheets.”
- c. Taking a test for someone else or permitting someone to take a test for you.

PLAGIARISM – Plagiarism is the act of representing the work of another as one's own without giving credit. Plagiarism includes but is not limited to:

- a. Incorporating the ideas of words of another's work without giving appropriate credit.
- b. Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, etc., as one's own.

DISCIPLINARY PROCEDURES – When a faculty member discovers a violation of the cheating or plagiarism policy, the faculty member:

- a. Will arrange a conference with the student and at that time advise the student of the allegations.
- b. Will notify the dean of the division in writing that an act of dishonesty has occurred.
- c. 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

Classroom Behavior - Every student is expected to honor the rights of their peers and instructor. Students who do not behave in a respectful manner will be asked to leave the class. Students who repeatedly act in an inappropriate and/or disrespectful manner will be dropped from the class.

Racist, sexist, ageist, and any other racially or culturally insensitive language used in class will not be tolerated. Just think before you speak and then think again before saying anything that may offend other students. My classroom is a SAFE SPACE for all students and when someone isn’t feeling welcomed intentionally, I take it very personally.

Electronic Devices - Cell phones and electronic devices must be turned off and put away before class.

Each time I see/hear your phone, you will be asked to leave and you will lose 10 points on your next exam grade. If you are waiting for an emergency call, you must alert the me in advance. No exceptions, no warnings. Use of laptops or tablet computers is permitted for note-taking only. You must remain engaged with the class - this means no surfing, games, IM, e-mail, or work for other classes. If you abuse this, your laptop privileges will be revoked.

Children and Guests - People who are not enrolled in the class may not be in the classroom. This includes guests, children, and animals.

E-mail Policy - I answer all emails within 24 hours during the week, and 48 hours on the weekend, and please know that I am happy to answer questions via e-mail. I am also happy to review speech outlines, and other written assignments in advance and give feedback as needed.

Student Rights - Students are encouraged to read the “Campus Policies” section of the Schedule of Courses, so they are fully aware of their rights and responsibilities.

Students with disabilities should identify themselves so that appropriate accommodations can be made. If you have a verified need for an academic accommodation or materials in alternate media (i.e., 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.

Disclaimer - Due to unforeseen circumstances, I may need to change, add, or delete course assignments or materials. If you are absent, it is your responsibility to check on changes, assignments, and announcements you may have missed.

Schedule:

The schedule may change at my discretion.

If you are going to miss a deadline, contact me at least **one week** in advance so arrangements can be made. I will not make arrangements after the deadline.

*Note: students should read the scheduled chapter for the class **before** they come to class.*

Date	Topic	Reading and Assignments Due
8/13	introduction, syllabus/course expectations, speaking in public	chapter 1 intro speeches

Date	Topic	Reading and Assignments Due
8/15	speechmaking process, informative speaking	chapter 2, 24, HW #1
8/20	selecting a topic and purpose, managing anxiety	chapter 3, 7, quiz #1
8/22	gathering supporting material, citing sources	chapter 8, 9, 10, 11, HW #2
8/27	gathering supporting material, citing sources, citation speech	
8/29	introductions and conclusions	chapter 15, 16, HW #3
9/3	holiday - no class	
9/5	i + c speech	
9/10	organizing and outlining	chapter 12, 13, 14, HW #4
9/12	using presentation aids	chapter 21, 22, 23, quiz #2
9/17	test #1	
9/19	famous speech speeches	
9/24	famous speech speeches	
9/26	famous speech speeches	
10/1	WDITA speech	
10/3	audience analysis	chapter 6, quiz #3
10/8	listening and evaluating	chapter 4, HW #5
10/10	language and delivery styles	chapter 17, 19, 20
10/15	informative speeches	
10/17	informative speeches	
10/22	informative speeches	
10/24	special occasion speaking, MOD speech	chapter 18, 28
10/29	persuasive speaking, ethics	chapter 5, 25, quiz #4
10/31	audience survey, proposition and reasoning speech	
11/5	developing arguments for the persuasive speech, organizing the persuasive speech	chapter 26, 27, HW #6
11/7	test #2	

Date	Topic	Reading and Assignments Due
11/12	holiday - no class	
11/14	special occasion speeches	
11/19	special occasion speeches	
11/21	speaking beyond the speech classroom	chapter 30, 31, 32, quiz #5
11/26	persuasive speeches	
11/28	persuasive speeches	
12/3	persuasive speeches	
12/5	LAST DITCH DAY	
FINAL	wednesday 12/12 3-450	