

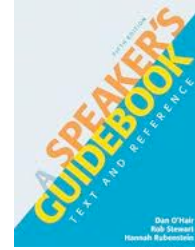
Instructor: Tracy Stuntz

E-mail: tracystuntz@gmail.com

Communication 1 - Introduction to Public Speaking - Spring 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, but will not count towards your final grade. 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 5 or more times before the drop deadline (3/9), 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.

Any student absent during presentations will lose 20 points from their own speech grade.

Assignments - All assignments are due within the first five minutes of class 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/documenting sources.

You will be required to deliver four speeches. You will be evaluated on your skill in selecting and researching a topic, organizing, and delivering your speeches, and following instructor requirements. On each day that you are scheduled to perform a speech, you must turn in two typed copies of your outline. One outline will be graded and returned to you; the other copy will be kept in the course administration file. If you fail to turn in the required copies, you will receive a zero for the entire assignment.

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
demonstration speech	75		899.5-1000 = A
famous speech	100		799.5-899.4 = B
informative speech	110		699.5-799.4 = C
persuasive speech	125		599.5-699.4 = D
demonstration outline	20		599.4 or less = F
outlines (40 pts each x 3)	120		
impromptu speeches (10 pts each x 5)	50		
audience survey	30		
peer evaluation (5 pts each x 5)	25		
extended peer evaluation	50		
homework (15 pts each x 8)	120		
tests (50 pts each x2)	100		
final	75		

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 substainally 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 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.

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.

Classroom Behavior - Students are expected to behave in ways that support the learning environment. Do not disrupt the work of others. Respect the rights of me and other students in the class. The exploration of controversial ideas is an essential component of college courses. I will ask you to leave the classroom if you do not comply. Students are also expected to work collaboratively with me and with other students. Do not read, sleep, do other class work, or talk to your neighbor while others are speaking.

Do not enter the room while someone is giving a speech.

Electronic Devices - Cell phones and electronic devices must be turned off and put away before class. If I see/hear your phone, you will be asked to leave and you will lose ten points on your next exam grade. If you are waiting for an emergency call, you must alert 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: Communication 1 - Spring 12. 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 / HW Due
1/9	becoming a public speaker, preparing your first speech, methods of delivery, intro speech	chapter 1, 2, 18

Date	Topic	Reading / HW Due
1/16	holiday - no class	
1/23	MOD speeches , selecting a topic, managing anxiety	chapter 3, 7, HW #1
1/30	introduction, conclusions, I+C speeches	chapter 15, 16, HW #2
2/6	using and designing presentation aids, test #1	chapter 21, 22, 23
2/13	demonstration speeches	
2/20	holiday - no class	
2/27	informative speaking, listening and evaluating	chapter 4, 24, HW #3
3/5	gathering supporting material, WDITA speech	chapter 8, 9, 10, 11, HW #4
3/12	organization and outlining	chapter 12, 13, 14, HW #5
3/19	language, delivery styles, test #2	chapter 17, 19, 20
3/26	famous speech speeches	
4/2	holiday - no class	
4/9	persuasive speaking	chapter 25, 26, 27, HW #6
4/13	informative speeches	
4/23	ethics, audience analysis, audience survey	chapter 5, 6, 7, HW #7
4/30	other speeches, SO speech	chapter 28, 29, 30, 31, 32, HW #8
5/7	persuasive speeches	
5/14 2-350	comprehensive final	