

## COMM 1: Public Speaking – Fall 2014 Syllabus

**Section:** 59116

**Time:** MW 8:00 – 9:15

**Room:** SOC 39

**Instructor:** Chrissy Costello, MA

**Email:** Christine.Costello@sccd.edu

**Office Hours:** By Appointment Only

### Important Dates:

August 11 – Start of Fall Semester

August 22 – Last day to drop for refund

August 29 – Last day to add

September 1 – Labor Day

November 11 – Veteran's Day

November 27-28 – Thanksgiving Break

December 8-12 – Finals Week

### 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.

### Student Learning Outcomes:

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.

### Required & Recommended Text & Materials

- *A Pocket Guide to Public Speaking 4<sup>th</sup> Edition*– Dan O’Hair, Hannah Rubenstein, & Rob Stewart. Bedford/St. Martin’s (2012)
- Access to Blackboard via ReedleyCollege.edu
- Recommended: APA style guide

### Course Attendance & Participation:

Public speaking is an interactive communication style. Not only does one person speak, the audience aids in the process through active listening. Due to this fact, attendance and class participation are required and necessary. If you do not attend the first day of class, you will be dropped. If you do not attend the second day of class, you will be dropped. Two unexcused absences will be allowed for unexpected life occurrences, but after those two your participation grade (25 pts each time), and assignment grades, will be drastically affected. Tardies and early departures are also not acceptable. Two tardies (more than 5 minutes late to class) count as 1 day absent. The same is true for leaving the class early. If you have to be absent for longer than two class periods consult the RC Catalog procedures for long term leaves of absences and illnesses.

No in-class assignments, evaluations, or lectures can be made up at all. Late written assignments will be accepted, but your grade will be lowered by a full letter for each day (actual day, not class day) that they are late. Ex. 5 Days late = 50% reduction. Email submissions are not allowed. A paper copy must be turned into the instructor at the start of class or it is late.

Speeches may not be made up. If you miss your day then you miss your speech. Also, no speech may be given without having previously turned in an outline. Outlines are always due the class day prior to speeches. There is a Last Chance Day towards the end of the semester where you will be allowed to make up ONE speech. Further instruction of the Last Chance rules will be given in class.

### **Speeches:**

This semester you will be required to give five graded speeches. Each has their own style, progression, and necessary content. Specific speech information and handouts will be given in class & posted on Blackboard along with the schedule of speakers.

It is necessary that you show up, show up on time, and show up prepared. If you are late, please wait at the door until you hear the applause of someone finishing their speech. DO NOT interrupt a speaker, DO NOT enter through the lab, and DO NOT knock on the door.

### **Midterm & Final Exam**

This class will have a midterm and final exam, which will both be based on the readings, assignments, and lecture notes. No Scantrons are necessary, just a pen. Again, be on time. You will NOT be allowed to make-up an exam.

### **Written Assignments:**

There will be three written assignments throughout the semester: Dyadic Comparison, Professional Speech Critique, and a Reflection Paper. All papers are required to be 2-4 pages in length, normal font (ariel, times new roman, cambria, etc.), size 12 font, and have 1" margins. Late papers, as stated above, will be reduced 10% for each day they are late. Specific paper details will be given in class and posted on Blackboard.

### **Outlines:**

Your Cultural, Informative, and Persuasive speeches require an outline to be turned in the class day before speeches begin. No one will be allowed to give a speech without an outline. Emailed outlines are not accepted. The outline is your "ticket" for a time slot so you must turn in a completed one prior to speech scheduling. Criteria for a correct outline for the given speech will be gone over, and practiced, in class and will also be posted on Blackboard.

Date	August	Reading/Assignments
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M - 11	Course Information	
W - 13	Introductory Speeches & Dyadic Comparison Assignment	
M - 18	Communication Process	Ch. 1
W - 20	Purpose/Thesis	Ch. 2 & 7 <b>Dyadic Comparison Paper Due</b>
M - 25	Speech Organization	Ch. 2 & Performance Text Approval
W - 27	Speech Anxiety	Ch. 3 & Performance Text Approval
	<b>September</b>	
M - 1	<b>Labor Day - No Class</b>	
W - 3	Performance Speeches	In-Class Evaluations
M - 8	Performance Speeches	In-Class Evaluations
W - 10	Outlining	Ch. 14
M - 15	Introductions & Endings	Ch. 15
W - 17	Audience & Language Outline Workshop	Ch. 6 & 16 <b>Bring a working copy of your outline to class</b>
M - 22	Delivery	Ch. 17,18 & 19 <b>Cultural Speech Outline DUE</b>
W - 24	Cultural Speeches	In-Class Evaluations
M - 29	Cultural Speeches	In-Class Evaluations
	<b>October</b>	
W - 1	Cultural Speeches	In-Class Evaluations
M - 6	APA, Resources, Research	Ch. 8, 9, & 10
W - 8	Presentations Aides	Ch. 20 & 21
M - 13	<b>Midterm Exam</b>	Reading & Lecture Notes
W - 15	Organization of Information	Ch. 23 <b>Informative Speech Outline Due</b>
M - 20	Informative Speeches	In-Class Evaluations
W - 22	Informative Speeches	In-Class Evaluations
M - 27	Informative Speeches	In-Class Evaluations
W - 29	Informative Speeches	In-Class Evaluations
	<b>November</b>	
M - 3	Ethos, Pathos, Logos	Ch. 24
W - 5	The Art of Persuasion	
M - 10	Professional Speakers & Speaking	<b>Persuasive Speech Outline Due</b>

W - 12	Persuasive Speeches	In-Class Evaluations
M - 17	Persuasive Speeches	In-Class Evaluations
W - 19	Persuasive Speeches	In-Class Evaluations
M - 24	Persuasive Speeches	In-Class Evaluations <b>Professional Speech Critique Due</b>
W - 26	Last Chance Day	
28-29	<b>Thanksgiving Holiday</b>	
	<b>December</b>	
M - 1	Final Prep & Ceremonial Speech Prep	<b>Reflection Paper Due</b>
W - 3	Ceremonial Speeches	
8-12	<b>Finals Week</b>	<b>Monday (Dec 8<sup>th</sup>) 8-950</b>

### Course Grading:

#### Points:

Introductory Speech - C/NC  
Performance Speech - 25  
Cultural Speech Outline - 25  
Cultural Speech - 75  
Informative Speech Outline - 50  
Informative Speech - 100  
Persuasive Speech Outline - 50  
Persuasive Speech - 125  
Ceremonial Speech - 50  
Dyadic Comparison Paper - 25  
Reflection Paper - 50  
Professional Speech Critique - 50  
Participation - 100  
Speech Evaluations - 100  
Midterm Exam - 75  
Final Exam - 100  
TOTAL - 1000

#### Scale:

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

**This course follows all the guidelines outlined in the Reedley College Catalog including, but not limited to, the following.**

#### Professionalism and Respect

This class utilizes large and small group discussions as well as designated speakers. You must respect others' work and opinions in class and respond in a respectful manner even when you have a different opinion. "Board Policy 5410 and Education Code 76032 authorizes an instructor to remove a disruptive student from his or her

class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Vice President of Student Services. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class” (RC Catalog pg 44).

### **Cell phones, Laptops, Tablets, etc.**

Electronics will not be permitted during lecture unless specifically stated. Please keep all devices on a silent or off position and refrain from using them. Failure to do so is considered a disruption and you will be asked to leave.

### **Plagiarism**

“Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college; each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences” (RC Catalog pg 44). If cheating or plagiarism is suspected, action can result in anything from receiving an “F” on the plagiarized assignment to expulsion.

### **Accommodations for Disabilities**

If you have a disability that may require classroom or test accommodations, please contact Disabled Students Programs and Services (DSP&S) for verification. You will need to provide written documentation from DSP&S of your accommodations to your instructors. If you think you have a learning disability but are not sure, DSP&S may also be able to assist you. All information will be kept confidential.

### **Academic Support Centers and Referral**

Students are expected to write at a college academic level. If you feel you need further assistance please visit the Writing Center on campus in HUM 58. For hours and questions call (559) 638-3641 ext 3619, email: [rc.writingcenter@reedleycollege.edu](mailto:rc.writingcenter@reedleycollege.edu) or go online to [www.reedleycollege.com/writingcenter](http://www.reedleycollege.com/writingcenter).

Furthermore, if you need extra help or practice with your speeches, please visit the Comm Lab in SOC 37. Hours vary by semester so check the door or call (559) 638-3641 ext. 3680.

“Per Title V Regulation 58170(e), students must be referred to academic support services by counselors or instructors. With this statement on my course syllabus, I am referring any students in my class in need of academic support to tutorial services. Tutorial services may include: the tutorial center, writing center or communication lab. Referral reason: Mastering the content, study skills, and basic skills of this course is aided by the use of trained peer tutors.”

*This syllabus is subject to change by the instructor at any time.*