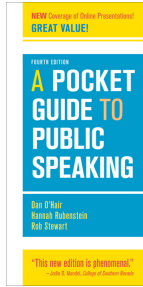


Instructor: Tracy Stuntz
E-mail: tracy.stuntz@reedleycollege.edu
Phone: 408-307-8377
Office: SOC 37 M/W 3-3:30, M 5-5:30
Remind 101: Text @reedleyps to 559-512-1569



Communication 1- Public Speaking - Fall 2014

Required Materials:



Textbook: O'Hair, D., Rubenstein, H., Stewart, R. (2013). A pocket guide to public speaking (4th ed.). Boston, MA: Bedford/St. Martins.

Google account: We will be using Youtube, and Google Hangouts. If you don't currently have a google account, you will need to create one for this class.

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.

Course Outcomes:

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

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 principals of human communication by critically evaluating public speeches through constructive critique and self-analysis.

Course Objectives:

In the process of completing this course, students will:

1. Gain communicative competence and confidence as a result of the preparation, presentation, and analysis of oral messages.
2. Gain an understanding of the communicative process.
3. Develop skill in informative, persuasive and ceremonial speaking.
4. Recognize the need for clear and concise organization of ideas.
5. Use supporting materials effectively.
6. Analyze and adapt messages to address audience attitudes, needs and demographics.
7. Recognize the role of culture in the production and management of spoken interaction.
8. Develop skill in extemporaneous speaking, students will present a minimum of three graded speeches in front of an audience.
9. Enhance vocal skills (projection, diction, inflection and volume).
10. Improve listening skills.
11. Critique and analyze their own and other speeches.

12. Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.
13. present a variety of speeches and will be expected to present for approximately 25 minutes each during the course of the semester.

Policies and Rules:

Attendance - Attendance will be taken for record keeping purposes only. In my experience, students that come to class more frequently are oftentimes more successful. There are 2 exceptions to this policy - 1) if you are absent without contacting me during the first week, I am required to drop you from the course and 2) you will receive a 20 point deduction in your own speech grade if you are absent during any major speech presentation day.

Assignments - Because I am trying to cut back on paper usage, all assignments in this class will be submitted electronically. I know that for some of you this is going to be a new experience, so here are some tips: 1) make sure to save your assignments as .doc(x) or .pdf(x). My computer cannot open other file formats. 2) Sometimes computers are glitchy! Especially 5 minutes before a major deadline. If Blackboard or the dropboxes are acting up, just email me a copy of your assignment. It's easy for me to upload it for you.

Remember that assignment deadlines are strictly enforced (no late work is accepted), so plan ahead to get your assignments in before the deadline.

I will keep grades available on Blackboard, but you may also keep track of your own scores here.

Assignment	Points	Your Score	Grading Scale
online tutorial, outline, online comments	100		1000-899.5 = A
informative speech, outline, reflection	150		899.4-799.5 = B
persuasive speech, outline, peer evaluation, audience survey	300		799.4-699.5 = C
special occasion speech, manuscript	100		699.4-599.5 = D
in class activities/homework	100		599.4 and below = F
quizzes/final exam	150		
mini speeches	100		

You can find more detail about these assignments and grading on Blackboard. You must submit an outline/speaker notes for each major speech assignment - if you do not submit an outline, or do not do the presentation, you will not receive credit for the entire assignment sequence (listed above) and all in-class activity, mini speech, and final exam points. This mean the highest grade you can get will be a D. In

addition, for our informative and persuasive speeches, you must attend the outline workshop to be able to participate in the speech. If you do not come prepared for the outline workshop, you will not be allowed to participate - which means you will receive a zero for the speech round (and the rest of the penalties as listed above).

A final note on workload: the college estimates that for every hour you spend in class, you should expect to spend 2 outside of class. Some of you will need more, and some of you will need less. But as you are planning your extracurricular activities, please remember, on average, you can expect to spend 9 hours a week on this class - both in and out.

Cheating and plagiarism - I believe very strongly in academic integrity, and because of this, I take cheating and plagiarism very seriously. We will use Turnitin, a plagiarism detection agency, as a safeguard against any temptations. If you are caught cheating or plagiarizing, please know that I will report it to the college, and you will not receive credit on the assignment. Please realize this includes verbal citations as well as in-text citations - if you do not cite sources in a major speech or paper assignment, you will not receive credit.

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:

Copying or allowing another to copy a test, paper, project, or performance.

Using unauthorized materials during a test, for example, notes, formula lists, or "cheat sheets."

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: Incorporating the ideas of words of another's work without giving appropriate credit.

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:

Will arrange a conference with the student and at that time advise the student of the allegations.

Will notify the dean of the division in writing that an act of dishonesty has occurred.

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 - I know that giving speeches is not a favorite activity for most people. Because of this, I believe it is extremely important for you all to feel comfortable in the classroom and with your classmates. We will be covering topics related to culture, relationships, and self-disclosure. You should feel like the classroom is a safe space to participate. If anyone makes you feel uncomfortable, please let me know. Rude comments, eye rolling, sleeping or being disruptive during class will not be tolerated, and you will be asked to leave.

Electronic Devices - We will hold classes with no cell phones allowed. I know this may be hard for some of you - especially if you are as addicted to Instagram as I am, but I promise, losing the cell phones will encourage you to stay engaged with the class and you will find it more interesting than otherwise. Lectures and class discussions are more fun when you are all active participants.

To encourage you all, we will be having a semester-long phone challenge. If we can go the whole semester without any phone slip-ups (being heard or seen), I will offer an alternate (easier) assignment instead of the final exam. However, if cell phone usage becomes an issue, I will start asking offenders to leave class (and use up one of their absences!).

E-mail/Call/Text Policy - I answer all emails/calls/texts within 24 hours during the week, and 48 hours on the weekend. Please know that I am happy to answer questions outside of class and office hours. Remember, as you are contacting me, to include your name and which class you are in.

Children and Guests - Unfortunately, I cannot allow children, guests, or animals into the classroom.

Student Rights - You are encouraged to read the “Campus Policies” section of the Schedule of Courses, so you 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 Fall 2014

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

Date	Topic	Class Activities	Reading and Assignments Due
8/11	intro, syllabus	intro speech	chapter 1
8/13	speechmaking overview		chapter 2
8/18	topic/purpose		chapter 7
8/20	informative speaking		chapter 23
8/25	analyzing the audience		chapter 6, quiz #1
8/27	preparing online presentations / managing anxiety		chapter 3, 26
9/1	holiday, no class		
9/3	YouTube speech		outlines, speech URL due on BB
9/8	developing supporting material		chapter 8, 9 YouTube speech comments due
9/10	finding sources	citation speech	chapter 10, 11, quiz #2
9/15	introduction/conclusion	i+c speech	chapter 15, HW #1
9/17	organizing the speech		chapter 12, 13
9/22	outlining the speech		chapter 14, HW #2
9/24	verbal/nonverbal delivery		chapter 17, 18
9/29	using visuals	pb+j speech	chapter 20, 21, 22, quiz #3
10/1	outline workshop	bring 2 copies of your outline to class	
10/6	informative speech		final outlines due on BB
10/8	informative speech		
10/13	informative speech		

10/15	persuasive speaking	p+r speech	chapter 24, quiz #4
10/20	using language		chapter 16, reflection paper
10/22	ethical public speaking		chapter 4, HW #3
10/27	listening / evaluating		chapter 5
10/29	persuasive techniques	audience survey	
11/3	outline workshop	bring 2 copies of your outline to class	
11/5	persuasive speech		final outlines due on BB
11/10	persuasive speech		
11/12	persuasvie speech		
11/17	persuasive speech		
11/19	special occasion speeches		chapter 25
11/24	methods of delivery	MOD speech	chapter 17, peer evaluation
11/26	special occasion speech		
12/1	special occasion speech		
12/3	final exam review		
12/10 - Final			

Syllabus Agreement

By signing and turning in this page, I am declaring that I have read and understand the contents of the syllabus for Communication 25 for Summer 2014.

My signature ensures that I understand the policies outlined in the syllabus and am aware that it is available to me on the Blackboard site for reference.

My signature means that if I have questions about due dates or scheduling I know where to look. Additionally, I am aware that I may be directed to the syllabus if I am asking questions that are easily answered by the syllabus.

I am aware that the syllabus is like a magical document full of answers and is meant to be retained and used like a personal assistant for this course.

Finally, to prove that I have read this agreement – I am going to cross out the following sentence before signing this page:

I am not interested in passing this class.

Printed name

Signature

Date