

**Communication 1 Public Speaking**

**Syllabus Spring 2015**

**TTh 3:30 p.m.-4:45 p.m. 55017 Social Science 36**

Instructor: Nicole Cooper

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Office hours: TTh 12:30 p.m. – 3:30 p.m. Soc 38

**Required Materials:**

- Textbook: O’Hair, D, Rubenstein, H., Stewart, R. (2013). A pocket guide to public

speaking (4th ed.). Boston, MA: Bedford/St. Martins.

- 882-E Scantrons

-Recommended Materials: MLA/APA Style Guide

**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.

**Classroom Deportment**: 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 studentʼs 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 youʼre not

sure about something youʼre using in your writing/speech, or whether/how to attribute

information, always ask. It is very important to note that plagiarism regulations are not limited

to written assignments, but also extend to oral presentations.

Assignments: More information will be given about these assignments in class.

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| --- | --- | --- |
| **Graded Items** | **Points Possible** | **Your Score** |
| Demonstration Speeches | 100 |  |
| Demonstration Outline | 30 |  |
| Informative Speech | 120 |  |
| Informative Outline | 40 |  |
| Informative Reference Page | 15 |  |
| Persuasive Speech | 140 |  |
| Persuasive Outline | 40 |  |
| Persuasive Reference Page | 15 |  |
| Ceremonial Speech | 50 |  |
| Professional Speech Critique | 70 |  |
| Audience Evaluations (9 @ 10 ea.) | 90 |  |
| Participation | 100 |  |
| Reflection Paper  | 40 |  |
| Exam 1 | 50 |  |
| Exam 2 | 50 |  |
| Exam 3 | 50 |  |
| Total Points Possible | 1000 |  |

Grading Scale

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.

900-1000 = A

800-899 = B

700-799 = C

600-699 = D

599 or less = F

**Attendance Policy and Participation Points**: Due to the nature of this course, attendance is important. Roll will be taken at each class session. I will drop anyone who misses the first day of class. I will also drop anyone who misses the second day of class. Per college policy I can drop any student who misses 4 class periods. If a student misses 4 classes prior to the drop date I will drop that student. Roll will be taken at each class session. Class points will be drastically reduced by absences. I will subtract 25 points for each absence. Understanding that perfect attendance can only happen in a utopian world each student is allowed 2 absences. I will no longer investigate or decide if an absence is excused or not. Every student has two freebies – after that I will deduct 25 points for EVERY absence regardless of reason. These points will come from your participation points first. If your absences exceed the participation points I will deduct points from your reflection paper or peer points. Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. It is the student’s responsibility to keep track of their absences. If 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 and any assignment due during that absence MUST be made up prior to not after the fact. Please be aware that I WILL enforce this policy and will not make exceptions! It is your responsibility to keep track of your absences and tardies. I will not give warnings.

It is your responsibility to keep track of your grade including assignments in class. At any time during the semester you may check blackboard to see where you stand. If you are absent it is your responsibility to find out all announcements made during your absence. PLEASE do not approach the professor and ask, “What did I miss?” Instead, make an effort to go to her office hours or ask another student for missed assignments/announcements.In class group activities CANNOT be made up. Missing class during any graded in class activity will result in lower points. 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, unstapled, 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 general education requirements. Therefore four speeches are REQUIRED! I take this very seriously. Students who miss a speech will deplete all participation points and will not be allowed to complete their ceremonial speech or take the final quiz, which will cause the student to only be able to earn a D in the course overall. Mathematically students who miss a speech would have a difficult time passing this course. If you are more than 15 minutes late on the day you are scheduled to speak you will not be allowed to give your speech. The door will be locked when speeches begin to avoid interruption. After you complete your speech you are required to stay until class is dismissed. If you give your speech and leave you will be receive a 0 on the speech. Keep this in mind and do all four of the graded speeches. Prompts with specific requirements for each speech will be posted on blackboard.

**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. Any student who misses a presentation will forfeit ALL participation points.

**Exams**: There will be three 50 point exams. You will need a scantron 882-E for these. They will include but not be limited to multiple choice, true and false, and matching questions. Exams will begin at the beginning of class. Once the first student is done with the exam no one else will be allowed to take it.

**Reflection Papers:** Papers must be typed and be in APA format style 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 this is college not high school – all submitted papers MUST be typed, stapled and submitted at the beginning of class the date they are due.

**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.

**COMM. 1 – Spring 2015**

The schedule may change at the discretion of the instructor.

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

**Date Topic ` Required Reading**

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| 1/13 | Tuesday | Intro and Syllabus |  |
| 1/15 | Thursday | **Introduction Speeches** |  |
| 1/20 | Tuesday | Speech Anxiety | Chapter 3 |
| 1/22 | Thursday | Communication modelsFirst speech assigned-Demonstration | Chapters 1 & 2 |
| 1/27 | Tuesday  | Canons and Outlining | Chapters 2 & 14 |
| 1/29 | Thursday | Verbal and nonverbal delivery | Chapters 17, 18, & 19 |
| 2/3 | Tuesday | Listening | Chapter 5 |
| 2/5 | Thursday | Outline workshop and speech days assigned | **2 outline copies required** |
| 2/10 | Tuesday | **Exam 1** | **Outlines Due** |
| 2/12 | Thursday | **Demonstration Speeches** |  |
| 2/17 | Tuesday  | **Demonstration Speeches** |  |
| 2/19 | Thursday | **Demonstration Speeches**Second Speech assigned-informative |  |
| 2/24 | Tuesday | Library Research References and APA format |  |
| 2/26 | Thursday | Finding Sources | Chapters 10 & 11 |
| 3/3 | Tuesday | Audience attitudes and values | Chapters 6 & 7  |
| 3/5 | Thursday | Responsible knowledge & supporting material | Chapters 8 & 9  |
| 3/10 | Tuesday  | Introduction and Conclusions | Chapter 15 |
| 3/12 | Thursday | Organization Patterns | Chapters 12 &13 |
| 3/17 | Tuesday | Presentation aidsAssign Professional speech critique | Chapter 20, 21 & 22 |
| 3/19 | Thursday | Outline workshop, Speech days assigned, and speech critique workshop | **2 outline copies required**  |
| 3/24 | Tuesday | **Exam 2** | **Outlines due**  |
| 3/26 | Thursday | **Informative Speeches** |  |
| 3/31 | Tuesday  | **Informative Speeches** |  |
| 4/2 | Thursday | **Informative Speeches** |  |
| 4/7 | Tuesday | **Informative Speeches** |  |
| 4/9 | Thursday | Motivation and persuasive strategiesAssign persuasive speech | Chapter 24 |
| 4/14 | Tuesday | Spoken word and persuasive strategiesfallacies | Chapter 16 |
| 4/16 | Thursday | Finish fallaciesOutline workshop and speech dates assigned | 2 outline copies required |
| 4/21 | Tuesday  | **Persuasive Speeches** | **Outlines due****Professional Speech Critiques Due** |
| 4/23 | Thursday | **Persuasive Speeches** |  |
| 4/28 | Tuesday | **Persuasive Speeches** |  |
| 4/30 | Thursday | **Persuasive Speeches** |  |
| 5/5 | Tuesday | **Persuasive Speeches** |  |
| 5/7 | Thursday | Assign Final Speech- Ceremonial | **Reflection Paper Due**Chapter 25 |
| 5/12 | Tuesday  | Last Ditch Day |  |
| 5/14 | Thursday | **Ceremonial Speeches** |  |
| 5/19-5/21 | Finals Week | **See Below: Exam 3** |  |

**Final Exam**

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| TTh 3:30 p.m. – 4:45 p.m. | Tuesday, May 19 | 3:00 p.m. |