



**Communication 1 Public Speaking- Reedley College**  
**Syllabus Spring 2015**

**Instructor:** Stephanie Briones

**E-Mail:** [stephanie.briones@reedleycollege.edu](mailto:stephanie.briones@reedleycollege.edu)

**Class Time:** MW 3:30-4:45, W 6:00-8:50 in Soc 39

**Office Hours:** W nights in the Communication lab from 5-5:45

The image shows the front cover of the textbook 'A Pocket Guide to Public Speaking'. The cover is primarily blue and white. At the top, it says 'NEW Coverage of Online Presentations! GREAT VALUE!'. Below that, it says 'FOURTH EDITION' and 'A POCKET GUIDE TO PUBLIC SPEAKING'. The authors' names 'Dale O'Hair, Kenneth Rubenstein, Rob Stewart' are listed at the bottom. A small quote at the very bottom reads 'This new edition is phenomenal! - Dale O'Hair, Editor of Public Speaking'.	<p>Required Materials:</p> <ul style="list-style-type: none"><li>➤ Textbook: O'Hair, D., Rubenstein, H. &amp; Stewart, R. (2013). <u>A Pocket Guide to Public Speaking</u> 4<sup>th</sup> Edition.</li><li>➤ Three scan-tron forms (882)</li><li>➤ One package of 3X5 cards</li></ul>
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**Course Description:**

Theories and techniques of public speaking: experiences designed to enhance fundamental public speaking skills which include research, organization, reasoning, listening, and audience demographics. Particular emphasis will be on the logical organization and composition of informative and persuasive speeches practice in clearly developing and stating ideas. This course fulfills the general education requirement in oral communication (G.E. Foundation A1). (Note: subject advisory eligibility for English 1A)

**Course Objectives:**

In the process of completing this course, students will:

- A. Gain communicative competence and confidence as a result of the preparation, presentation, and analysis of oral messages.
- B. Gain an understanding of the communicative process
- C. Develop skill in informative, persuasive and ceremonial speaking.
- D. Recognize the need for clear and concise organization of ideas.
- E. Use supporting materials effectively.
- F. Analyze and adapt messages to address audience attitudes, needs, and demographics.
- G. Recognize the role of culture in the production and management of spoken interaction.

- H. Develop skill in extemporaneous speaking. Students will present a minimum of three speeches in front of an audience.
- I. Enhance vocal skills (projection, inflection, and volume).
- J. Improve listening skills.
- K. Critique and analyze their own and other students' speeches.
- L. Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.

**Student Learning Outcomes:**

Upon completion of this course, students will be able:

- a. Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
- b. Utilize research materials that incorporate sufficient, credible, and relevant evidence.
- c. Choose appropriate organizational patterns.
- d. Analyze the effectiveness of communication through constructive critiques.

**Classroom Deportment:** The purpose of this class is to provide a supportive and cooperative learning environment. 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.

**Use of electronics in the classroom:** Cell phones, and pagers should be turned off before coming to class. If you wish to use a laptop for note taking, please let me know at the beginning of class. Students will receive one warning and then be asked to leave the classroom. If you are asked to leave for disruptive behavior this will also count as an absence. No cellphones allowed during speech days.

Laptops are not to be used in class, except for presentation days. If you need to use a laptop for note-taking purposes, please let me know in advance. Please note that the use of the internet (checking email, fb, etc.) will not be tolerated.

**Email Etiquette:** You will be expected to check your Blackboard and school email daily for announcements and as the main source of outside communication from your instructor. However, email is a strong form of communication as well. With each email I construct, I use proper email etiquette, and I expect the same regard in return. When emailing me, please include a salutation, a body, and a closing. Sometimes students send me emails that say things like "When is the quiz?" I teach up to four courses a semester and have up to 120 different students. When you email me, please use proper punctuation, capitalization, spelling, and grammar. In addition, please have a salutation (e.g, Hello Ms Briones), a body (i.e., the request or comment), and a closing. The closing should have your name, the course name or number, and the course and time (e.g., Stephanie Briones, Group Communication, COMM 8, 1-1:50pm). **IMPORTANT NOTE:** The average response time is between 24-48 hours, so do not wait until the last minute

for assignment questions. Also, emails received after 5 pm on Friday may not be answered until Monday morning.

**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:** As the semester progresses, there may be changes or alterations to the schedule and class 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. Announcements will be posted or said aloud in class if need be; it is your responsibility to keep up with the class changes. I strongly recommend exchanging phone numbers and/or emails with at least two people in class.

**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 student’s 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 you are not sure about something you are using in your writing/speech, or whether/how to attribute information, always ask before proceeding.

### Assignments and Point Breakdown

#### Assignments

Graded Item	Points Possible	Score
Introduction speeches	Credit/No Credit	
BYOB Speech	50	
BYOB Outline	20	
Informative Speech	100	
Informative Outline	30	
Entertainment Speech	25	
Persuasive Speech	150	
Persuasive Outline	50	
Participation and Critiques	125	
Professional Speech Critique	50	
Quiz 1	100	
Quiz 2	100	
Final	100	
<b>Total Points Possible</b>	<b>900</b>	

## Grading

The following numerical guidelines will be used in the assignment of final grades. This class is based on points and your final grade will be based on the following denominations. This class does not consider percentages when evaluating final grades.

810-900- A  
720-809- B  
630- 719- C  
540- 629- D  
539 and below- F

<p>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.</p>
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### **Important Dates to Remember**

Last day to drop for a refund- January 23, 2015

Last day to register for classes w/o permission number- January 30, 2015

Last day to change Pass/No-Pass- February 12, 2015

Last day to drop with a letter grade- March 13, 2015

Finals week- May 18<sup>th</sup>- May 22<sup>nd</sup> 2015

### **Late and Missed Assignments**

I will NOT accept any emailed 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 the general education requirements. Missing a speech means a **ZERO** on speech, outline, reference page, participation points, audience points, and extra credit. I do not allow anyone to give their speech on a day other than their assigned date. Do not ask for an extension. If you are unable to present on your assigned date you will be given a zero on that speech. Due to the fast pace of the class, no late speeches will be granted.

**Persuasive speech requirement:** The persuasive speech is our flagship assignment, meaning that it is the most important in the class. If you do not complete your persuasive speech, you will mostly likely not pass the course and will have to retake this course in a future semester. Please do not miss this important assignment.

**Outlines:** No one will be allowed to give their speech without giving the instructor their outline on time. Without an outline submitted on time you will not receive a time slot to present your speech and you will receive a 0 on the outline, speech, and reflection grade. All outlines must be submitted to SafeAssign prior to presentation date. I will not accept emailed papers regardless of printing problems. Plan ahead and be responsible for your work. Remember all papers must be typed and stapled.

**Reference Pages:** I require references pages for two speeches, the informative and persuasive. They must be typed and in APA or MLA style format. If you do not submit a reference page you will not give a speech. These speeches are to be properly researched with the use of appropriate sources and citation.

**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 public speaking. We will have several homework assignments and discussion board questions throughout the semester. We will also have speech critiques that each student must complete for each speech assignment. Critiques and homework assignments will be collected at the end of the semester for points. A tip to remember: If it has my initials on it, KEEP IT! This will save you from losing points (and have a headache) at the end of the semester.

**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.

**A Final Note:** Speaking in public is a widely known fear amongst most people, regardless of race, gender, age, or economic background. In other words, you're not alone! The purpose of this class is to allow you to become better versed and more comfortable with your communication skills. Relax, have fun, and we will work to improve your personal communication skills together.

I will enjoy getting to know you throughout the semester. ☺