**COMM 1 – Public Speaking (Class #54183)**

**Instructor:** Amanda Stutsman **Time:** M/W 3:30pm-4:45pm

**E-mail:** [amanda.stutsman@fresnocitycollege.edu](mailto:amanda.stutsman@fresnocitycollege.edu) **Location:** SOC-36

**Required Text:**

O’hair, D., Rubenstein, H., & Stewart, R. (2016). *A pocket guide to public speaking, 5*th ed.

Boston: Bedford/St. Martin’s

**Course Description:**

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. Communication 1 fulfills the General Education Requirement in Oral Communication (G.E. Foundation A1). C-id designation Comm 110.

**Student Rights**

Student Rights Students 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 caught cheating or plagiarizing in my class will receive a zero on the assignment and any assignment connected to that assignment (e.g. cheating or plagiarism on a speech will result in a zero on the speech, the outline, the reference page, and on all audience evaluations). Any student caught cheating or plagiarizing will also forfeit all participation points, all audience evaluation points and will not be allowed any extra credit points. Turn it in will be used and students need to address and resubmit any assignment with a 36% or more match prior to the final due date/time.

Students with disabilities with 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, must contact the instructor as soon as possible.

**Student Learning 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.

(SLO’s will be assessed via the Persuasive Speech and the Professional Speech Critique)

**Specific 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**

Students must respect the rights of the other students in the class. The exploration of controversial ideas is an essential component of this class. Students who are not respectful 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 should be turned off before coming to class. If a student interrupts a speech for any reason other than a severe emergency (this includes cell phones ringing/buzzing or entering the room during a speech) they will be confronted by the instructor and their speech grade will be lowered one letter grade. Cell phone usage during class will result in a loss of participation points.

**Canvas**

Canvas is required in this class. The syllabus, all assignment guidelines, and grades will be posted on Canvas. Do NOT ask me any questions until you have checked Canvas first.

**Course Assignments**\***:**

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| **Assignment** | **Points** |
| Introduction Speech | **25** | **900-1000** | **A** |
| How-to Speech\*\* | **100** | **800-899** | **B** |
| How-to Speech Outline | **25** | **700-799** | **C** |
| Informative Speech\*\* | **150** | **600-699** | **D** |
| Informative Speech Outline & Reference Pg. | **50** | **0-599** | **F** |
| Persuasive Speech\*\* | **200** |
| Persuasive Speech Outline & Reference Pg. | **50** |
| Impromptu Speech\*\* | **50** |
| Participation/Attendance | **100** |
| Speech Critique Paper\*\* | **50** |
| Midterm Exam | **100** |
| Final Exam | **100** |
| **Total Possible Points** | **1000** |

***\*Mandatory signature assignments are indicated with \*\*, these assignments are REQUIRED in order to earn any extra credit OR to take the final exam. Students must pass signature assignments with a C or better. Students who do not earn a C or better on the signature assignments will not earn the right to take the final exam, will lose all participation points, audience evaluation points and will not be allowed to earn extra credit.***

• **Introduction Speech**: The first presentation is a short self-introduction focusing on one aspect of yourself you wish to highlight for the class as an ice-breaker.

• **How-To Speech**: For this speech you will explain and teach your classmates how to do something. Topics can vary from cooking, health, mechanical, etc. This speech will require references and will provide the opportunity to share your hobbies and experience.

• **Informative Speech**: This speech will apply concepts learned in the course to present an extemporaneous address about a student-selected topic involving processes, events, places, people, objects, or concepts.

• **Persuasive Speech**: Representing a culmination of the components of public speaking that have been examined in this course, this speech will seek to adjust listener attitudes/beliefs/values, urge action, or answer opposing views through careful reasoning and argument.

• **Impromptu Speech**: At the end of the semester students will do an impromptu speech on a random topic that will be given to them.

• **Outlines and Reference Pages**: Formal written outlines will be required for the How-to, informative, and persuasive speeches. You will be required to have a reference page for each outline. These must be done in APA and are due the day you present.

• **Speech Critique Paper:**  Students will write a 3-4 page paper on a speech that will be shown in class. Students will use the rubric that they are being graded on to grade a speech and turn in that rubric along with your paper and reference page.

•**Participation/Attendance**: Attendance will be taken at each class session. I will drop anyone who misses the first and/or second day of class. If a student misses 4 classes prior to the drop date, I will drop that student. Each student is allowed 2 absences. Class points will be drastically reduced by absences. Only university excused absences will be allowed to not count as an absence, but the student MUST have documentation from the school as valid proof. Every absence after the 2 absences I will deduct 25 points for EVERY absence regardless of reason up to a total of 6 absences. These points will come from participation points and any absence over 6 the student will NOT be allowed to earn extra credit OR take the final exam. Make sure to understand this – students have TWO free absences all other absences will result in a deduction of points as stated. NO EXCEPTIONS!! Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. Two tardies or early departures are equivalent to one absence. It is the student’s responsibility to keep track of their absences. If a student knows in advance that they will be absent, that student will need to inform the instructor so that accommodations can be made for speeches or exams prior to the absence. Notification does not excuse the absence and any assignment due during the absence MUST be made up prior to, not after the fact as much as is possible. Students that arrive 10 minutes late or later for class will be considered absent.

• **Exams**: There is a midterm exam that will consist of objective questions on material from lectures, readings, and class discussions covered during the first half of the course; material from required readings will be included whether or not discussed in class. The final exam will consist of objective questions covering material from the second half of the course. The midterm will be taken during class time, and the final exam will be taken during the time listed on the university final exam schedule.

\* Specific assignment guidelines for speeches and written outlines will be provided in class. **There will be NO MAKEUP speeches or late assignments accepted!!!**

**General Assignment Guidelines:**

• Readings should be completed *in their entirety* by the first class for which they are assigned.

• **There are no make-ups for speeches or tests that are missed without a university-excused absence.** The instructor must be informed in writing prior to missing class for religious holidays or university-sponsored activities, and excuses for illness or emergencies require appropriate written documentation *within one week* of the absence. Make-up work is conducted at the convenience of the instructor and the class.

• Assignments are due at the beginning of class. If the assignment is emailed to the instructor without prior authorization, it will receive a 5% letter grade deduction. *Written assignments turned in late without an excused absence or prior arrangement with the instructor will not be accepted.* No grade will be given to any assignment past the due date. If a student is late for his/her speech and missing the time they signed up for, the student will receive a 5% deduction in grade and will be allowed to present at the end of the class (if time permits).

• Written assignments must be typed, double-spaced, single-sided, 12pt font, standard size, and stapled. The minimum page length on written assignments is *a minimum*; below the minimum, assignments will receive a corresponding deduction in credit (e.g., 2 pages of a 3-page paper = original grade x 67% [2/3]). *Keep a copy of all of your work.*

• Stylistic form and bibliographies are to be consistent with the APA style manual. Spell-check and proofread your work.

• The class will be asked to submit all speech outlines in hard copy *and* through the Turnitin service in Canvas. Your work will be used by Turnitin for plagiarism detection and for no other purpose. You may indicate in writing that you refuse to participate in the Turnitin service, in which case the instructor may use other electronic means to verify the originality of your work. Turnitin Originality Reports will be available for student viewing.

• Study Expectations: It is usually expected that students will spend approximately 2 hours of study time outside of class for every one hour in class (6 hours per week outside of class lectures in this case).

**Classroom Policies:**

• Your presence in class is expected. Attendance is taken at the beginning of each class, so students arriving late will **always** be marked absent (unless students ask the instructor to modify the attendance record **before** the class ends). Attendance records will not be modified after the end of class for any reason. If you are consistently late to class, I will notify you that further tardiness will be treated as an absence according to the above guidelines and you may be dropped from the class. There will be *no* exceptions to the attendance policy without verifiable documentation presented to me (doctor’s excuse, family emergency, etc.). *It is your responsibility to get any missed notes or assignments*. It is also your responsibility to provide documentation of an excused absence – I will not ask.

• COMM 1 is a lecture, discussion, and performance course, and open participation in this learning environment requires that we all respect the right of students and the instructor to present diverse and controversial ideas. Differences of viewpoint should be offered in a manner that promotes the free exchange of ideas and the development of mutual understanding. Student conduct that disrupts the learning process will not be tolerated and may lead to disciplinary action and/or removal from class.

• Behaviors that distract from the learning process will not be tolerated (cell phones and pagers should be turned off, tobacco is not to be used in the classroom nor is the smell of tobacco or week, newspapers are not to be read during class, etc.). **Students that are distracting the learning process during class will be asked to leave.**

• On speech days, students are not allowed to enter the room while a speech is in progress. Students who are late on their assigned speaking day will **NOT** be allowed to speak. The door will be locked when speeches begin to avoid interruptions, students are not allowed to enter through the lab. After a student gives their speech they are required to stay until class is dismissed. Students who leave class early after giving a speech will be marked absent.

**Tentative Course Schedule\*: (subject to change)**

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| Aug 13 | Overview of the course and the syllabus |
| Aug 15 | **Due:** Self-Introduction Speeches |
| Aug 20 | Chapters 1, 3, 7, 5 |
| Aug 22 | Chapters 16, 17, 18 |
| Aug 27 | Chapters 2, 11, 14, How-to Speech Assignment Guidelines |
| Aug 29 | Chapter 13, Outline practice with videos |
| Sep 3 | **LABOR DAY….NO CLASS** |
| Sep 5 | Outline Workshop, **DUE:** 2 copies of your outline due in class, **Topics/sign up for speech times** |
| Sep 10 | **DUE: How-to Speech + outline** |
| Sep 12 | **DUE: How-to Speech + outline** |
| Sep 17 | **DUE: How-to Speech + outline,** Informative Speech Guidelines |
| Sep 19 | Speech Evaluations |
| Sep 24 | Chapters 22, 4, 9, 10 |
| Sep 26 | Credible Sources Activity |
| Oct 1 | Chapters 6, 8, 12 |
| Oct 3 | Chapters 19, 20, 21 |
| Oct 8 | Outline Workshop, **DUE:** 2 copies of your outline due in class, **Topics/sign up for speech times** |
| Oct 10 | **Due: Midterm Exam** |
| Oct 15 | APA Reference Activity |
| Oct 17 | **DUE: Informative Speech + outline + reference page** |
| Oct 22 | **DUE: Informative Speech + outline + reference page** |
| Oct 24 | **DUE: Informative Speech + outline + reference page,** Persuasive Speech Guidelines |
| Oct 29 | Chapters 4, 23 |
| Oct 31 | Chapter 24 |
| Nov 5 | Chapter 15, **DUE: Critique Paper** |
| Nov 7 | Outline Workshop, **DUE:** 2 copies of your outline due in class, **Topics/sign up for speech times** |
| Nov 12 | **VETERAN’S DAY….NO CLASS** |
| Nov 14 | **Due: Persuasive Speech + outline + reference page** |
| Nov 19 | **Due: Persuasive Speech + outline + reference page** |
| Nov 21 | **Due: Persuasive Speech + outline + reference page** |
| Nov 26 | **Due: Persuasive Speech + outline + reference page,** Impromptu Speech Guidelines |
| Nov 28 | Chapter 25 |
| Dec 3 | **Due: Impromptu Speech** |
| Dec 5 | Last day of class |
| Dec 10-14 | **FINALS WEEK (EXAM DATE TBA)** |