

Communication

Communication ~~ Reedley College ~~ Spring 2019

Communication 1: Public Speaking Short Term Hybrid Course

Instructor: Dr. Linda Carvalho Cooley

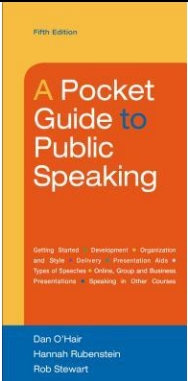
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	<p>Required Materials:</p> <ul style="list-style-type: none">➤ Textbook: O'Hair, D., Rubenstein, H. & Stewart, R. (2016). <u>A Pocket Guide to Public Speaking</u> 5th Edition.<ul style="list-style-type: none">▪ ISBN13: 978-1-4576-7040-4➤ Two scan-tron forms (882)➤ One package of 3X5 cards
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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

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. 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 leaving 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.

The schedule is subject to change at the discretion of the instructor – it is the responsibility of the student to check on announcements made during any absence. Also if class is cancelled please refer to the webpage for instructions.

Assignments

Graded Item	Points Possible	Score
Informative Speech **SA	125	
Informative Outline & Reference Page	50	
Personal Story Speech **SA	75	
Personal Story Outline	10	
Persuasive Speech **SA	150	
Persuasive Outline & Reference Page	50	
Ceremonial Speech (no outlines) **SA	50	
Participation & Discussion Board	100	
Audience Evaluations (in class only)	40	
Professional Speech Critique **SA	50	
Online Quizzes	100	
Mid Term	100	
Final	100	
Total Points Possible	1000	

Mandatory signature assignments are indicated with **SA**, 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.**

The following numerical guidelines will be used in the assignment of final grades.

900-1000 = A
 800-899 = B
 700-799 = C
 600-699 = D
 599- 0 = F

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.
 Students will not qualify for this *on the margin* grade adjustment if they did not submit extra credit, missed a speech or if they utilized two or more 12 hour windows.

Canvas - Canvas will be utilized in this class and students who are unfamiliar should seek additional help during an office hour or attend the tutorial center for extra assistance. Keep in mind when reviewing grades in Canvas the point total is the **ONLY** thing that matters, percentages do not reflect true grade. Technical difficulties are **NOT** a valid excuse. All deadlines are final – plan ahead, and drop box early. Assignments will be due at 10 pm. Students are welcome to come and see me during office hours if they require assistance. Students will also have the ability to “purchase” a 12 hour window to upload assignments the cost is a 5 point penalty assessed on the current assignment. This penalty will be given even if the assignment is one minute into the 12 hour window. If a student selects to use the 5 point 12 hour window there will be no excuse for technology, high turn it in score, or lack of submission. The 12 hour window is implemented to allow students to figure those issues out. I will **NOT** excuse any assignment that did not get into the drop box beyond the 12 hour window under **ANY CIRCUMSTANCE – DO NOT ASK.**

“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 the communication lab. Referral reason: Mastering the content, study skills, and basic skills of this course is aided by the use of trained peer tutors.”

Late and Missed Assignments

I will NOT accept any emailed or handwritten papers.

I have a very strict policy on late work. Since this course is ONLY a 6 week course students MUST attend all sessions. **ALL WORK IS DUE AT THE BEGINNING OF THE CLASS** – or at the time designated on Canvas. This course is not set up for those “learning” Canvas. If you are concerned about your ability to use Canvas this may not be the course for you. Consider signing up for a full semester course where there is time to help you work through the computer application.

I will not accept “technology” excuses. Students are considered absent if the door is locked and a sign is posted that speeches or exams are in progress, do NOT knock or attempt to enter through the lab door.

Attendance: Due to the nature of this course, attendance is important. Students who miss one day will not be able to pass the course. All face to face meetings are mandatory due to the content covered e.g. speeches/mid term/final. There are no make up days for this course – it is a fast paced course that must cover all content in a traditional semester long course. Students must also be on time as the door will be locked once speeches begin. If you are unable to commit to the full six face to face sessions please sign up for a traditional semester long course.

Speeches: This class fulfills the ORAL component for the general education requirements – I take this very seriously. NO ONE will pass my class if they miss a speech, it is mathematically impossible!! Missing a speech means a zero on the speech, outline, reference page, participation points, audience points and extra credit. Also students who miss a speech will not be allowed to take the final. **I do not allow anyone to give their speech on a day other than their assigned date. Do not ask for an extension we have NO extra days.** If a student is unable to present on their assigned date they will earn a 0 on that speech and will fail my class. 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 earn a zero on their speech.

Outlines: **No one will be allowed to give their speech without submitting their outline to Canvas.** Plan ahead and be responsible. All submissions should be typed, in proper English, in full sentences and submitted on time. Keep in mind any form of plagiarism will not be tolerated, turn it in will be employed to assess all outlines. Students who are unsure how to use Canvas must seek out help prior to deadlines or consider taking a full semester course.

Reference Pages: I require two reference pages (informative and persuasive speeches only). They must be typed and in APA style format. Students who do not submit a reference page with their outline will **NOT** give a speech. These speeches are to be properly researched with the use of appropriate sources.

Participation Points: This class is interactive, participation is vital to the classroom environment. Each student is expected to attend class each day and be prepared to discuss ideas, and participate in class activities. Please come to class prepared to engage the material. Absences, late arrivals and leaving early, in addition to a lack of participation in class discussions and activities will adversely affect participation points. Participation points are also inclusive of any discussion board posts. In addition students who prefer to spend time on their electronic devices instead of engaging in the discussion will lose participation points and could be asked to leave the classroom.

Online Quizzes: In order to cover content online lectures will be used and short quizzes will be put on Canvas. Students must watch the lectures and take the quizzes by the dates posted.

Mid Term: Students are responsible to bring their OWN scan tron. Doors will be locked when exam is handed out to avoid interruptions. Students are not allowed to enter through the lab. Be on time.

Professional Speech Critique: An essay critiquing a famous presentation will be assigned. Details provided in class. This is a signature assignment. Final submissions will be via Canvas. Turn it in will be used see Student Rights section regarding plagiarism.

Finals: Finals are earned. Students must complete all of the signature assignments in order to take the final. Students who plagiarize or have an absence will not be allowed to take the final exam. Please note final exam schedule on calendar. I will not allow anyone who is late to take the final, the door will be locked when finals are given out. Please be on time. Students are to bring their own scan tron.

Additional Point Assignments: In addition to the assignments there will be limited extra credit assignments. They will be briefly announced in class and posted online. Stay tuned. Extra credit assignments submitted by students who have missed a signature assignment (see list of assignments for **SA designation) will NOT be accepted. In addition students who have an absence will not be allowed to earn extra credit or take the final exam. The sole purpose of extra credit is to enhance learning not to take the place of assignments.