

***Communication 1 – Public Speaking–Summer 2019***

**(59208) MTWTHF 11:15-2:05 June 11th-21st /8:00-10:50 June 24th-July 3rd**

**INSTRUCTOR: Helen Chavez Office hours:** Appointment Only

**Email address:** helen.chavez@reedleycollege.edu **Final drop date**:

**Required Materials:**

**1)TEXTBOOK**  

## O’Hair, Dan, et al (2019). *A Pocket Guide to Public Speaking* (6th Edition). Boston, MA: Bedford/St. Martin's. ISBN# 9781319102784

**2)Recommended Materials**: MLA/APA Style Guide

**COURSE DESCRIPTION**

This course will cover theories and techniques of public speaking. The course is designed to enhance fundamental public speaking skills which include research, organization, reasoning, listening and audience demographics. Particular emphasis will be on the logical organization, composition and delivery of informative and persuasive speeches. Communication 1 fulfills the General Education Requirement in Oral Communication (G.E. Foundation A1).

NOTE: Subject advisory eligibility for English 1A.

***Student Learning Outcomes are statements about what the discipline faculty hope you will be able to do at the end of the course.  This is NOT a guarantee: the ultimate responsibility for whether you will be able to do these things lies with you, the student.  In addition, the assessment of Student Learning Outcomes is done by the department in order to evaluate the program as a whole, and not to evaluate individual faculty performance.***

**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 research materials that incorporate sufficient, credible, and relevant evidence.
3. Choose appropriate organizational patterns.
4. Analyze the effectiveness of communication through constructive critique.

**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 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 others students' speeches.
12. Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in

 class.

**E-MAIL POLICY**

Student emails are answered Sunday afternoons/evenings and please know that I am happy to answer questions and review assignments via email. When emailing me, please let me know who you are, the course name, day and time

(Jane Doe, COMM 1, Monday 2pm).

**CANCELED CLASS NOTIFICATION**

Seldom do I cancel class, but it is a good idea to check your student email right before coming to class because I will try to send a message using Canvas if I need to be absent or running late. I will also notify the college so that a notice will be posted on the classroom door if class in canceled for the day.

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

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 identify yourself to the college’s Disable Students Services and to your instructor(s) so reasonable accommodation for learning and evaluation within the course can be made.

**ACADEMIC DISHONESTY (plagiarism and cheating)**

So that students are fully aware of their rights and responsibilities, students are encouraged to become familiar with the college’s policies regarding student conduct in classes including cheating and plagiarism, disruptive classroom behavior, and other instructional issues located in the college catalogue and the schedule of courses. Any act of plagiarism or cheating may result in a zero on any and all assignments and/or may result in failing the course. Stating that you did not know what plagiarism/cheating is will NOT be an excuse.

**CLASSROOM DEPORTMENT**

Students are expected to be polite and courteous to both the instructor and fellow classmates. Students will refrain from speaking during presentations, using cell phones, or engaging in private conversations when others are lecturing or presenting. Also, on presentation days, students may not enter/leave the room while a student is speaking. Violations will result in a deduction of points taken off the total grade distribution at the instructor’s discretion. In other words, points will be deducted from the 1000 points and/or you will be asked to leave the classroom.

**DROP DATE and DROP POLICY**

Be advised that after the drop date (**I’M NOT SURE WHEN IS THE DROP DATE, FIND OUT FOR YOURSELF!**), you will be issued a letter grade “A” through “F” if you are still enrolled in class. It is *your responsibility to drop* the course, it is *NOT MINE* although I reserve the right to drop you at any time for any reason!

**ATTENDANCE**

Participation is vital once presentations begin. Each student is expected to attend class on time and stay/be engaged the entire time. Understand that two (2) tardies or leaving early two (2) times (or a combination of the two) equals one (1) absence. If you come in late, be sure to check in with me after class so you will not be marked absent otherwise you will lose points (see the *PEER EVALUATION* section on page 4 for more details).

**ELECTRONIC DEVICES**

Cell phones and electronic devices must be turned off and put away before class. Each time I see/hear your phone or electronics, you will lose points per offense. At the instructor’s discretion, points will be taken off the total grade distribution. In other words, points will be deducted from 1000 points every time you take out your phone, earplugs, etc. No exceptions, No warnings.

*Note: Points will first be deducted from Peer Evaluation points; after that, points will be taken from any assignment and that includes speeches.*

**HARD COPIES, LATE WORK AND MAKEUPS**

I accept hard copies only. I will NOT accept any email attachments or handwritten papers.

I do NOT accept late work. Miss a test and receive zero points.

But here’s the big one: you can make-up only ***one*** speech. If you miss a second speech or more, you will receive zero points. I do not search you out for make-ups if you miss an assignment. It is your responsibility to approach me.

**EXTRA CREDIT**

I am loathed to offer extra credit. However, I will make it available…but you won’t like it…it involves writing a college level research paper. You must talk with the instructor in advance no later than two weeks before the end of the semester to get permission from the instructor and the details of the assignment. Approving Extra Credit and the points available are absolutely at the teacher’s discretion.

**FYI**

It is your responsibility to monitor your progress in this class, and to know when class assignments are due. I am capable of making mistakes, so you need to be aware of dates, times, grade points, etc. Let me know of any errors and problems that might arise so keep a watchful eye on Canvas. If I fail to mark down your points or incorrectly marked down your points in Canvas, you must show me the graded assignment if you want me to make any corrections. Therefore, keep every graded assignment that is returned to you as proof of your status in class at least until you receive your final grade at the end of the semester. No proof, no points.

Also, I cannot and will not re-teach a lesson. My PowerPoint presentations are for students who come to class and take notes. Students who are not in class will have to rely on the textbook and/or notes from a classmate. Also, you are NOT allowed to take photos of my Power Point Presentations and I will NOT email them to students!

**ASSIGNMENTS**

**Speeches**

Speech #1 Autobiographical Speech Required!

Speech #2 1st Informative Speech 100

Speech #3 2nd Informative Speech 150

Speech #4 Persuasive Speech 200

Speech #5 Ceremonial Speech 50

Outlines: No one will be allowed to give their speech without giving the instructor a TYPED outline on the day/night you are schedule to present.

 **Total Points= 500**

**Quizzes**

There will be four quizzes based on the week’s readings. The quizzes will consist of 5 multiple choice questions worth 5 points apiece. The quizzes will be in Canvas and available for 24 hours (see pages 7-8 for dates). If you forget to take a quiz, you will receive zero (0) points. There will be NO Makeups. I will NOT reopen because “you forgot” or “I started to take the quiz, but then I had to go to the store, and I forgot all about finishing it”. NO, No and NO!

 **Total Points= 100**

**CRITIQUES**

You will write three, one page papers: self-analysis (30pts), peer analysis (30pts), and professional analysis (40pts). Samples will be provided in The Public Speaking Packet.

 **Total Points=100**

**PEER EVALUATION**

As already stated in the *ATTENDANCE* section, participation is vital once presentations begin. This is because the speaker needs an audience. Without an audience, public speaking would be pointless. This is a mandatory part of the class. Unlike other classes you may take at the college level, this class has a hard time functioning unless all students are involved in the communication process. **Missing class (regardless of the reason) especially when others are giving speeches/arguments/debates/presentations WILL hurt this section of your grade.** As of right now, all of you already have these 300 points. You lose points each time you miss a class, late to class, and/or leave class early.

However, you are allowed to miss two (2) presentation days (Day Classes only) and one (1) presentation night (Night Classes only). After that, points will be deducted for each additional absence: 20 to 25 points for day classes and 40 to 50 points for night classes.

NOTE: **If you are late on a speech day, please wait outside until the speaker has finished**. Failure to do so will result in a deduction of points

And two more things: all of you must be on your best behavior at all times and no wearing hats and sunglasses during your presentations. If you do these things, I will deducted points from this section.

 **Total Points= 300**

**EXTRA CREDIT (MAYBE!)**

I am loathed to offer extra credit assignments. However, I might make it available (see page3 for more details) if you are at risk of failing the course by the end of the semester. Extra credit will only be granted to students who demonstrate proper classroom conduct throughout the semester, obey the rules outlined in the participation section, and follow any other conditions stated by the instructor. Extra credit is absolutely at the teacher’s discretion.

**GRADE TRACKING SHEET**

I have provided you with this sheet so you can keep track of your grades as the semester progresses. By recording your grades on this sheet, you will always know what grade you are currently achieving. To figure out your grade, add up the total points possible at any given time and then multiply that number by 90%, 80%, 70%, and so on. Then add up your actual points and see where you fall on the grading scale. For example, if by mid semester there are 50 points possible, 90% (A) would be 45-50; 80% (B) would be 40-44;etc. If you had 42 points, you would be in the “B” range.

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| **Assignments** | **Points Possible** | **Your Score** |
| 1st Informative Speech | 100 |  |
| 2nd Informative Speech | 150 |  |
| Persuasive Speech | 200 |  |
| Ceremonial Speech | 50 |  |
| Quiz #1 | 25 |  |
| Quiz #2 | 25 |  |
| Quiz #3 | 25 |  |
| Quiz #4 | 25 |  |
| Critique: self-analysis | 30 |  |
| Critique: peer-analysis | 30 |  |
| Critique: professional- analysisanalysis | 40 |  |
| Peer Evaluation | 300 |  |
| Total Points Possible  | 1000 |  |

**GRADE DISTRIBUTION**

I give numerical scores to all work you do. I do not give letter grades on any assignment. There are 1000 points possible for the semester. Your points are added at the end of the semester to determine your grade. I strictly adhere to the below *Grading Scale*; however, I (the instructor) reserve the right to adjust a student’s final points/grade; for example, I can change your 899 points to 900 points. This is absolutely at the teacher’s discretion.

*GRADING SCALE:*

**1000 points**

1000-900=A

899-800=B

799-700=C

699-600=D

599-000=F

*Additional class rules, policies, conditions, assignment details, etc. will be stated in class during the course of the semester.*

**PROPOSED SCHEDULE** (TENTATIVE-COULD BE CHANGED)

You are expected to read the textbook!

**Monday, Tuesday, Wednesday and Thursday and Friday**

*Week’s Readings: Parts One, Two and Three*

June 11 Introduction to the course and Speech #1 (Autobiographical Speech)

June 12 **PART ONE/TWO/THREE/FOUR/FIVE/SIX/SEVEN/EIGHT/NINE**

June 13 -Overview of a Speech

June 14 -The Communication Process

 -Managing Speech Anxiety

 - Listening

 -Analyzing the audience

 -Topic and Purpose

 -Supporting Material, Credible Sources, and Citing Sources in your speech

 -Introduction and Conclusion

 -Language

 -Delivery

 -Audiovisual Aids

 - Informative Speaking and Sequences

* June 14 (F) Quiz #1in Canvas: PART ONE/TWO/THREE

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*Week’s Readings: Parts Four and Five*

June 17 Outline/Speech Format Discussion

June 18 Prep Day

June 19 **Speech #1 (1st Informative Speech and Outline Due)**

June 20 **Speech #1 (1st Informative Speech and Outline Due)**

June 21 Make-up for 1st Informative Speech and Prep Day

* June 21 (F) Quiz #2 in Canvas: PART FOUR/FIVE

*Week’s Readings: Parts Six and Seven*

June 24 **Speech #2 (2nd Informative Speech and Outline Due)**

June 25 **Speech #2 (2nd Informative Speech and Outline Due)**

June 26 Persuasive Speaking and Sequences

June 27 Make-up for 2nd Informative Speech and Prep Day

June 28 **Speech #3 (Persuasive Speech and Outline Due)**

* June 28 (F) Quiz #3 in Canvas: PART SIX/SEVEN

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*Week’s Readings: Parts Eight and Nine*

July 01 **Speech #3 (Persuasive Speech and Outline Due)**

July 02 Make-up for Persuasive Speech

* July 02 (T) Quiz #4 in Canvas: PART EIGHT/NINE

July 03 1) **Speech #4 (Ceremonial Speech and Award Due)**

 **2) *Critiques (self-analysis, peer analysis, and professional analysis) are DUE***

GOODBYE AND ALL THE BEST ☺