

***Communication 1 - Public Speaking – Spring 2020***

(55810) MW 2-3:15 - SOC39

(95403/55804) TuTh 8-9:15 – SOC36 (55802) TuTh 11-12:15 - POR5

**INSTRUCTOR: Jennifer Peters**

**Office: SOC38 Office Hours: 9:30-10:30 M-Th Office Phone: 638-0300 ext 3299**

**Email address:** [jennifer.peters@reedleycollege.edu](mailto:jennifer.peters@reedleycollege.edu)

**Last Drop Days:** w/Refund: 1/24 w/o a W: 1/31 (in person) or 2/2 (online) Final drop date: 3/13

**Required Materials:**

1) TEXT: <https://epdf.pub/a-pocket-guide-to-public-speaking.html> (or you may use the 4th-6th editions)

2) 882-E Scantron

3) notecards

***COURSE DESCRIPTION, OUTCOMES, AND OBJECTIVES*:**

Fundamentals of public speaking, utilizing theories and techniques of communication to 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

**Student Learning Outcomes**:

Upon completion of this course, students will be able to:

~Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.

~Utilize organizational patterns and research materials that incorporate sufficient, credible, relevant evidence.

~Explain the principals of human communication by critically evaluating public speeches through constructive

critique and self-analysis.

**Objectives**:

In the process of completing this course, students will:

~Gain communicative competence and confidence as a result of the preparation, presentation, and analysis of

oral messages.

~Gain an understanding of the communicative process.

~Develop skill in informative, persuasive and ceremonial speaking.

~Recognize the need for clear and concise organization of ideas.

~Use supporting materials effectively.

~Analyze and adapt messages to address audience attitudes, needs and demographics.

~Recognize the role of culture in the production and management of spoken interaction.

~Develop skill in extemporaneous speaking (present a minimum of 3 graded speeches in front of an audience).

~Enhance vocal skills (projection, diction, inflection and volume).

~Improve listening skills.

~Critique and analyze their own and other speeches.

~Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.

~Present a variety of speeches and be expected to present for approximately 25 minutes each during the course of the semester.

***COURSE REQUIREMENTS:***

**Attendance: is required.** Attendance is crucial in a communication course. Not only does attendance count toward your participation grade, it also shows respect for other speakers and has been proven to increase your overall course grades. Roll will be taken at the start of each class. Absences will be excused for verified school events or documented illness only. If you are a member of a team or club on campus that will take you away from class, you must make arrangements with me prior to your absence. If you are ill, verification must be submitted within one class period of the absence. Absences for doctor’s appointments, work schedules, vacations, etc. will not be excused. Please plan in advance. It is *your* responsibility to notify me by email if you will be absent and to make arrangements to get notes from a classmate and/or turn in the days assignments. A grade of “0” will be assigned if you miss a speech or exam without an acceptable excuse (which may lead to you failing the class-see “Speeches” section).

Knowing that sometimes “life happens,” you will receive **one free absence**. Each unexcused absence after that will result in a reduction of 15 participation points. More than four days of unexcused absences may result in you being dropped from the course.

**Participation**: In addition to attending class, you are expected to actively participate in all classroom activities and group discussions. Class participation is essential in a course of this nature where we work in groups, pairs, etc. You are expected to listen to both the instructor and your fellow classmates. You will also be asked to give peer evaluations on speech days; both oral and written. Therefore, **plan on arriving to class on time and remaining until class is dismissed**. If you arrive late or leave early, you will have participation points deducted for the day. If you arrive late or leave early on a day an assignment is due, you will receive a 0 for that assignment. If you have a job or other commitment that will regularly make you late or require you to leave early, please take a class at another time.

Disruptive and rude behavior will not be tolerated. **Please silence all phones for the class period and leave in your bag** unless otherwise directed. Earphones/ear buds should also be removed before class. When you are in the classroom, you are here to learn principles of Public Speaking. **When someone is speaking, your desk must be cleared of all other materials**; including homework, laptops, etc. Students may not take pictures of slides or record (audio or video) in this class except in accordance with ADA accommodations or as required by the instructor.

**Computer Access:** Since you will be spending considerable time researching and collecting sound evidence, you **must** have access to a computer (either in the RC library or at home). You should also have a basic knowledge of Word and Power Point.

**Canvas:** **You will take quizzes and complete assignments on Canvas**. You will also find the course syllabus, course documents, student examples, a place to ask questions and more on Canvas. It would be wise to become familiar with Canvas early on in this class. ***It is your responsibility to check Canvas for announcements, schedule changes, grades, instructor absences, etc.*** To log in, go to http://www.reedleycollege.edu and click on the "instructions for using Canvas link." Please note that percentages on Canvas don’t accurately reflect course grades. I calculate scores based on total points.

**COURSE POLICIES:**

**Cheating and Plagiarism**: Cheating and Plagiarism will not be tolerated in this class. Any act of cheating or plagiarism, whether large or small, will be treated the same. Students who are caught cheating or plagiarizing will receive an “F” on the assignment in question and will be reported to the dean.

**Changes to the Syllabus**: The instructor reserves the right to make changes to the syllabus throughout the course of the semester. Any changes made to the course syllabus will be done in the best interest of the students. Changes may be announced verbally or online. It is your responsibility to make sure you are informed about any changes that occur.

**Students with Disabilities**: If you have a verified need for an academic accommodation or materials in alternate media (Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

**COURSE ASSIGNMENTS:**

**Introduction Speech-Me In A Bag**: You will introduce yourself to the class in a fun way. There are NO Make-Ups. Further details will be given in class.

**Readings**: Weekly reading assignments are posted on the class schedule and **should be read before class**.

**Quizzes**: You will take three true/false, multiple choice, short answer quizzes. **Quizzes will be taken on Canvas** and must be completed before the due date and in the time allotted. Each quiz will cover information from the readings and lectures and will focus on three or four previous lessons. No make-ups will be granted.

**Speeches:** As with anything, “Practice may help you make perfect!” Therefore, you will be given several opportunities to master your skills at public speaking (with both graded and non-graded assignments).

This class fulfills the oral component for general education requirements. **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 and the final quiz; this means the highest grade you may possibly earn in the course is a D. In addition, no student will receive points for any of the other assignments connected to the speech they missed such as outlines, reference pages, or reflection papers. 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. Plan ahead for rides, traffic, etc. The door will be locked when speeches begin to avoid interruption. If you are late, do not knock repeatedly. Text another student that you have arrived and someone will open the door after the speaker has finished. After you complete your speech you are required to stay until class is dismissed. If you give your speech and leave you will 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 handed out to you and are also on Canvas. Please realize you must turn in an outline with references for every speech on the due date in order to give your speech. If you fail to turn in an outline with references on the due date you will not be allowed to give your speech and will therefore earn a 0 on that speech.

**A grade of “0” will be assigned if you miss a scheduled speech day. There are no make-ups for speeches without an excused absence. If you miss a major speech and believe your absence warrants being excused, you must email me with the details within one class period of the absence. I will make a determination and respond by email.** Make-ups for excused speeches will be on the next speech day AFTER all scheduled speakers have presented/or on the Make-Up day. Make-Ups are contingent upon available time and may have up to a 20% point reduction.

**Outlines/Reference pages**: You are required to turn in an outline and reference page for each speech (unless otherwise noted) which **MUST be submitted on the due date.** Plan ahead and be responsible for your work. All work turned in face to face, must be typed and run through grammar/spell check.

**Reflection paper**s: After each Speech you will spend some time reflecting on both the content and delivery of your performance. Then you will type a 1-2 page self-evaluation discussing what you did well, what you could improve upon, and how you can make improvements. Further details will be given in class.

**Extra Credit**: There are several extra credit assignments listed in groups (by due date) on the syllabus. You may complete one from each group. This is your opportunity to make up any missed work. Further details will be discussed in class. Remember, extra credit means “extra effort, extra work, and extra care.” ***Late assignments will not be accepted for any reason. Additionally, if you have more than a week of unexcused absences, you will not be eligible for extra credit.***

**Final note from the Instructor**

As your instructor, I am always happy to meet with you. If you have questions regarding an upcoming assignment or presentation, I recommend you read the syllabus/calendar first. If you still have a question, contact me by email and before the day the assignment is due so you have time to complete the work. I am here to help you in any way I can, and my goal is for you to have a rewarding experience in Communication 1.

This syllabus serves as a contract between you and me. By reading and discussing this syllabus, you agree to knowing what it contains and abiding by my student “ABCs”:

1. **A-Ask questions** about assignments or policies early on.
2. **B-Be responsible** for your grades, for knowing the syllabus, for attendance, etc.
3. **C-Come to class** every day and on time.

**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.

Assignments/points Your Grade Assignments/points Your Grade

Me In A Bag Introduction (20) \_\_\_\_\_\_\_\_\_\_ Part/Peer Eval (50) \_\_\_\_\_\_\_\_\_\_

**SA** Storytelling Outline/References (20) \_\_\_\_\_\_\_\_\_\_ Outside Speech Eval (50) \_\_\_\_\_\_\_\_\_\_

**SA** Storytelling Speech (100) \_\_\_\_\_\_\_\_\_\_ Quiz 1 (50) \_\_\_\_\_\_\_\_\_\_

Storytelling Reflection (20) \_\_\_\_\_\_\_\_\_\_ Quiz 2 (50) \_\_\_\_\_\_\_\_\_

**SA** How To Outline/References (50) \_\_\_\_\_\_\_\_\_\_ Quiz 3 (50) \_\_\_\_\_\_\_\_\_\_

**SA** How To Speech (200) \_\_\_\_\_\_\_\_\_\_ Extra Credit \_\_\_\_\_\_\_\_\_\_

How To Reflection (20) \_\_\_\_\_\_\_\_\_\_ Extra Credit \_\_\_\_\_\_\_\_\_\_

**SA** Persuasive Outline/References (50) \_\_\_\_\_\_\_\_\_\_ Extra Credit \_\_\_\_\_\_\_\_\_\_

**SA** Persuasive Speech (200) \_\_\_\_\_\_\_\_\_\_

Persuasive Reflection (20) \_\_\_\_\_\_\_\_\_\_

**SA** Ceremonial Speech (50) \_\_\_\_\_\_\_\_\_\_

TOTAL POINTS: \_\_\_\_\_\_\_\_\_\_

***SIGNATURE ASSIGNMENTS are indicated with “SA” - these assignments are REQUIRED in order to earn any extra credit, take the final quiz and pass the class.***

Final Grading Scale:

A = 900+

B = 800-899

C = 700-799

D = 600-699

F = 599-

**DAILY SCHEDULE – Comm 1 - SPRING 2020 (Tuesday/Thursday)**

**DATE TOPICS READING/ASSIGNMENTS**

|  |  |  |
| --- | --- | --- |
| **January** |  |  |
| Tues 1/14 | ~Syllabus/Icebreaker, Explain “Me In A Bag” | ~Bring 2x2 picture of yourself |
| Thurs 1/16 | **ME In A Bag** |  |
| Tues 1/21 | ~Intro to Communication | ~Chapters 1-2 |
| Thurs 1/23 | ~Comm Apprehension | ~Chapter 3 |
| Tues 1/28 | ~Ethics, Listening | ~Chapters 4-5 |
| Thurs 1/30 | ~Storytelling/Assign Story Speeches, APA formatting | ~Look at Library Tab on RC webpage |
| **February** |  |  |
| Tues 2/4 | ~Organizing, Outlining, | ~Chapters 12-13 |
| Thurs 2/6 | ~Introductions and Conclusions | ~Chapters 14-15 |
| Tues 2/11 | ~ Storytelling Outline Workshop | ~MUST have 2 copies of outline  **~Q1 (1-5, 12-15) due On Canvas** |
| Thurs 2/13 | **STORYTELLING SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Tues 2/18 | **STORYTELLING SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Thurs 2/20 | **STORYTELLING SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Tues 2/25 | ~Audience analysis | ~Chapter 6 |
| Thurs 2/27 | ~Topic selection | ~Chapter 7 |
| **March** |  |  |
| Tues 3/3 | ~Supporting materials | ~Chapter 8-9 |
| Thursday 3/5 | ~Research and Citing sources, APA review | ~Chapter 10-11 |
| Tues 3/10 | ~Language/Assign How To | ~Chapter 16 |
| Thurs 3/12 | ~ Delivery | ~Chapters 17-19 |
| Tues 3/17 | ~Informative Speaking | ~Chapter 23/ **EC1 Due** |
| Thurs 3/19 | ~Activity | **How To Speech Outlines Due online** |
| Tues 3/24 | **HOW TO SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Thurs 3/26 | **HOW TO SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Tues 3/31 | **HOW TO SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| **April** |  |  |
| Thurs 4/2 | **HOW TO SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline  **~Q2 (6-11, 16-19, 23) Due on Canvas** |
| Tu 4/7-Th 4/9 | Spring Break |  |
| Tues 4/14 | ~Presentation Aids | ~Chapters 20-22/ **EC2 Due** |
| Thurs 4/16 | ~Persuasion | ~Chapter 24 |
| Tues 4/21 | ~Persuasion contd. |  |
| Thurs 4/23 | ~Outside speech critique explained | ~**Persuasive Outlines Due online** |
| Tues 4/28 | **PERSUASIVE SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline  ~**EC3 Due** with speech |
| Thurs 4/30 | **PERSUASIVE SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| **May** |  |  |
| Tues 5/5 | **PERSUASIVE SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Thurs 5/7 | **PERSUASIVE SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Tues 5/12 | **PERSUASIVE SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Thurs 5/14 | ~Ceremonial Speaking/activity/Make Ups? | ~Chapter 25 |
| FINALS week | ~CEREMONIAL SPEECHES | **~Quiz 3 (20-22, 24-25) due on Canvas** |
| --------🡪>>>>>> | (55804/95403) Tuesday 5/19 from 8-9:50 | (55802) Thursday 5/21 from 11-12:50 |

**DAILY SCHEDULE – Comm 1 - SPRING 2020 (Monday/Wednesday)**

**DATE TOPICS READING/ASSIGNMENTS**

|  |  |  |
| --- | --- | --- |
| **January** |  |  |
| Mon 1/13 | ~Syllabus/Icebreaker, Explain “Me In A Bag” | ~Bring 2x2 picture of yourself |
| Wed 1/15 | **ME In A Bag** |  |
| Mon 1/20 | MLK Holiday – NO CLASS |  |
| Wed 1/22 | ~Intro to Communication | ~Chapters 1-2 |
| Mon 1/27 | ~Comm Apprehension | ~Chapter 3 |
| Wed 1/29 | ~Ethics, Listening | ~Chapters 4-5 |
| **February** |  |  |
| Mon 2/3 | ~Storytelling/Assign Story Speeches, APA formatting | ~Look at Library Tab on RC webpage |
| Wed 2/5 | ~Organizing, Outlining, | ~Chapters 12-13 |
| Mon 2/10 | ~Introductions and Conclusions | ~Chapters 14-15 |
| Wed 2/12 | ~ Storytelling Outline Workshop | ~MUST have 2 copies of outline  **~Q1 (1-5, 12-15) due On Canvas** |
| Mon 2/17 | Washington’s Birthday – **NO CLASS** | ~MUST have grading sheet and outline |
| Wed 2/19 | **STORYTELLING SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Mon 2/24 | **STORYTELLING SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Wed 2/26 | **STORYTELLING SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| **March** |  |  |
| Mon 3/2 | ~Audience analysis/ Topic selection | ~Chapters 6-7 |
| Wed 3/4 | ~Supporting materials | ~Chapter 8-9 |
| Mon 3/09 | ~Research and Citing sources, APA review | ~Chapter 10-11 |
| Wed 3/11 | ~Language/Assign How To | ~Chapter 16 |
| Mon 3/16 | ~ Delivery | ~Chapters 17-19 |
| Wed 3/18 | ~Informative Speaking | ~Chapter 23/ **EC1 Due** |
| Mon 3/23 | ~Activity | **How To Speech Outlines Due online** |
| Wed 3/25 | **HOW TO SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Mon 3/30 | **HOW TO SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| **April** |  |  |
| Wed 4/1 | **HOW TO SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline  **~Q2 (6-11, 16-19, 23) Due on Canvas** |
| Tu 4/7-Th 4/9 | Spring Break |  |
| Mon 4/13 | ~Presentation Aids | ~Chapters 20-22/ **EC2 Due** |
| Wed 4/15 | ~Persuasion | ~Chapter 24 |
| Mon 4/20 | ~Persuasion contd. |  |
| Wed 4/22 | ~Outside speech critique explained | ~**Persuasive outline Due online** |
| Mon 4/27 | **PERSUASIVE SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline  ~**EC3 Due** with speech |
| Wed 4/29 | **PERSUASIVE SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| **May** |  |  |
| Mon 5/4 | **PERSUASIVE SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Wed 5/6 | **PERSUASIVE SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Mon 5/11 | **PERSUASIVE SPEECHES (Ref due on Canvas before next class)** | ~MUST have grading sheet and outline |
| Wed 5/13 | ~Ceremonial Speaking/activity/Make Ups? | ~Chapter 25 |
| FINALS week | ~CEREMONIAL SPEECHES | **~Quiz 3 (20-22, 24-25) due on Canvas** |
| --------🡪>>>>>> | (55810) Monday 5/18 from 2-3:50 |  |