

# ***Communication 1 - Public Speaking – Summer 2020 - 52408***

**INSTRUCTOR: Mrs. Jenny Peters**

**Office: ZOOM <https://cccconfer.zoom.us/my/j.peters> Office Hours: 9:30-10:30 Monday thru Wednesday, or by appointment.**

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

## **Required:**

1) TEXT: O'Hair, D., Rubenstein, H. & Stewart, R. (2019). A Pocket Guide to Public Speaking. 6<sup>th</sup> Edition. Boston, MA: Bedford/St. Martin's.

You may use this PDF [A Pocket Guide To Public Speaking](#) of the 3<sup>rd</sup> edition (or you may use the 4<sup>th</sup>-6<sup>th</sup> editions)

2) Computer with a camera (a tablet or phone will work, but a computer is preferred)

3) Reliable internet access

## **\*PLEASE TAKE NOTE:**

**1) Since this course fulfills the Area A1 requirement for Oral Communication, you should be aware you will be presenting several speeches. Some of the speeches will require you to meet online, with me and a small group of classmates. I will offer various day/time options for speeches to meet the needs of all students.**

**2) Additionally, you must have access to the internet and a computer with a camera in order to present speeches. The college is currently loaning laptops with cameras and providing wifi access in some campus parking lots. Let me know if you need more information.**

**\*If you cannot meet these requirements, you will need to take this class at another time. Questions? Please message me ASAP.**

## ***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.

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## ***COURSE POLICIES:***

### **Attendance/Drops:**

Attendance is crucial in a communication course; but especially in a 4-week summer, 100% online course. Roll will be taken once a day through a poll or other assignment. While you are not required to log into every “live” lecture discussion, you are required to log in once a day, either to watch the recorded lecture, participate in the live lecture discussion, and/or participate in the day’s assignments. If you do not log in and complete the days poll/assignment you will be marked absent. (You will also be required to log in “live” on three particular days to present and listen to speeches as described below).

Absences will be excused for extenuating circumstances only. Please send me a message explaining the reason for your absence and together we will determine the best course of action. Please plan in advance when you sign up for a speech date and choose a day/time you know you are able to attend. There is no time in a 4 week course for make up days. A grade of “0” will be assigned if you miss a speech or quiz 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. More than two days of absences may result in you being dropped from the course.

You will be considered a **No Show** if you do not complete the first “Syllabus Scavenger Hunt Assignment.” This assignment must be completed by the end of the first day. Students who do not complete the assignment will be considered a No Show and **will be dropped from the course**

You will be considered a **Non-Participant** if you fail to complete all the assignments in Module 1 by the end of week 1 and **will be dropped from the course**. If there are extenuating circumstances for your non participation, please contact me as soon as possible.

### **Late Work:**

Assignment due dates are clearly indicated for each assignment. Late assignments will be accepted only for unavoidable circumstances, after being reviewed by the instructor and with up

to a 20% reduction in points. Module Assessments (Quizzes) must be completed by the assigned due dates. If you do not take the quiz by the due date, you will forfeit your points.

### **Communicating With You:**

**Canvas Inbox** – I will send you a direct message through the Canvas Inbox if I need to speak with you. Please make sure your Canvas notification settings are set to send an email to your school account.

**Announcements** – I will be posting Announcements on Canvas often. Announcements will remind you of what is due, what we are covering in the lecture discussions, and various other topics that are for the entire class. Make sure your settings are configured to notify you of new announcements.

**Course Modules** – There will be a course module for every week. Modules contain everything you need to know for the week; links to Lectures, lecture discussions, assignments and quizzes.

**Zoom Lectures/Discussions** - Recorded Zoom Lectures will be posted almost daily. The "live" lecture discussions will be held on Zoom, Monday through Wednesday, from 8-9 (see the Schedule for more specifics). You are not required to attend but are strongly encouraged to participate. This serves as our "class time" where content is discussed, questions are answered, assignments are explained and extra credit is given.

### **Communicating With Me:**

**Canvas Inbox** – If you need to contact me directly, please use the Inbox first. I will respond to your messages within 24 hours during the weekdays; but usually within the hour. I only check my Canvas Inbox regularly during the weekdays between the hours of 7:00 am and 7:00 pm. If you message me over the weekend, I may not get back to you until Monday.

Canvas messages automatically forward to my email and I will be notified when you have sent a message; you do not need to send a message through both Canvas and Email. When sending a message, clearly state your question, and include your name and class section.

Email - If Canvas is down, you may send an email to [jenny.peters@reedleycollege.edu](mailto:jenny.peters@reedleycollege.edu). When sending an email, please use your school assigned email only. Also, please remember to clearly state your question, and include your name and class section.

**Canvas Cafe - Q & A** – You can ask questions here that you think might be of interest to other students. All students are encouraged to respond if they know the answer and can be of assistance. If a student hasn't responded to you in 24 hours, I will reply here as well.

**Zoom Meetings/Office Hours** – Zoom meetings days and times are listed on the schedule. This is a good time to ask questions. You can also make an appointment to speak to me during Zoom office hours, Monday through Wednesday, 9:30 am to 10:30 am (or by appointment).

To sign up for an appointment, follow these steps:

- 1) Go to our class and scroll down to "view course calendar"
- 2) On the right hand side, click on "find appointments"
- 3) Select our course and click on "submit"
- 4) Move your mouse over the date you want an appointment and you will see available times

### **Communicating With Each Other:**

**Canvas Cafe - Q & A** - see comments above

**Peer Evaluations** - You will have the opportunity to help your classmates prepare and analyze their speeches. More details to come.

### **Participation:**

Even though this class is not face to face, you are expected to actively participate in lecture discussions and speeches. You will also be asked to give peer evaluations on speech days; both oral and written. Therefore, **plan on arriving to your Zoom hour on time and remaining until all students have given their speech.** If you have a job or other commitment that will regularly keep you from participating, please take this class at another time.

### **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:**

I reserve 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 will be shared in the announcements. 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.

**Readings:** Daily reading assignments are posted on the class schedule and **should be read before the Zoom lecture discussions.**

**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. 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 recorded and live assignments).

### As a reminder:

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.

Keep this in mind and do all of the graded speeches. Prompts with specific requirements for each speech are on Canvas. **Please realize you must turn in an outline (some 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.

**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.

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

**Extra Credit:** There may be opportunities to make up for missed points. Further details will be provided. Remember, extra credit means “extra effort, extra work, and extra care.” ***Late assignments will not be accepted for any reason.***

### **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/schedule first. If you still have a question, contact me in Canvas Inbox. 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”:**

**A-Ask questions** about assignments or policies early on.

**B-Be responsible** for your grades, for knowing the syllabus, for attendance, etc.

**C-Come to class on Zoom**