

Public Speaking-COMM-1-59499

Summer 2020

Course Basics

Instructor: Alisha Kennedy

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Office Hours: By appointment. Schedule a Zoom or Canvas Chat.

Meeting Days/Location: Monday-Friday, Online

Preferred Method of Contact: Canvas Inbox

Course Description

This course covers the fundamentals of public speaking utilizing theories and techniques of communication to enhance public speaking skills. Particular emphasis will be placed 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. C-ID # COMM 110

Required Materials

- Textbook: A Pocket Guide to Public Speaking
- If you do not wish to use an online text you may check out a hard copy of the textbook from Mr. Rizzo if needed. Editions 3-6 are acceptable. Please be aware that the chapters in the schedule are from the 3rd edition. If using a new edition, you will need to double-check that you are reading the correct chapters/material.
- Internet access
- Computer with camera access

Course 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, and relevant evidence.
- Explain the principals of human communication by critically evaluating public speeches through constructive critique and self-analysis.

Course 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 communication 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.
- Enhance vocal skills (projection, diction, inflection, and volume).
- Improve listening skills.
- Critique and analyze their own and other's speeches.
- Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.
- Present a variety of speeches (minimum of three) and will be expected to present in front of an audience for approximately 25 minutes each during the semester.

Student Rights

So that students are fully aware of their rights and responsibilities they 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 with Disabilities

If you have a verified need for an academic accommodation or materials in alternate media (e.g. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please bring it to my attention as soon as possible and contact Disabled Student Programs & Services at (559) 638-0332, or reach out to DSP&S through their [webpage](#) for additional information.

Student Responsibility

YOU, the student, are responsible for checking Canvas and your college email account regularly for course related announcements and materials. It is **YOUR** responsibility to keep track of your grade, course policies, required assignments, and due dates in this class. Remember, this is an accelerated course and will require approximately 3-4 hours daily to go over course materials and complete assignments.

Student Conduct

Each student is expected to respect the rights of other students and the instructor while enrolled in this course. This course is a special environment in which students and instructors come together to promote learning and growth, and where the general goals of academic freedom are maintained. Student conduct that disrupts the learning process will not be tolerated and may lead to disciplinary action and/or removal from class. Additionally, the exploration of new and controversial ideas is an essential component of this class. Students that choose to behave in a disrespectful manner may be asked to drop the class.

Attendance Policy

Roll will be taken each day an assignment is due. Students that complete the required assignments for that day will be considered *present*. Students that do not submit that days required assignment will be considered *absent*. Again, because this is an accelerated course daily participation and attendance is highly encouraged and necessary to successfully pass the course.

Course Assignments

Below you will find an outline of course assignments. More information – including a detailed prompt – will be provided in the course's modules. Assignments that are **bolded** and marked with ****** are signature assignments. Meaning, you **MUST** complete those assignments to pass the course.

Assignment	Points Possible
Syllabus Quiz	15
Introduction Speech**	50
Speech Anxiety Discussion Board	15
Demonstration Speech and Outline**	110
Demonstration Audience Evaluations	15
Informative Speech and Outline**	150
Informative Audience Evaluations	15
Persuasive Speech and Outline**	200
Persuasive Audience Evaluations	15
Professional Speech Critique**	100
Ceremonial Speech Analysis**	50
Self-Reflection Paper	15
Exams (3 @ 50 points each)	150
Participation	100
Total Points Possible	1000

Course Grading Scale

Total Points	Letter Grade
891—1000	A
791—890	B
691—790	C
591—690	D
590 or less	F

The instructor reserves the right to increase points for students who are on the margin; this will be done based on attitude and participation throughout the semester and is solely at the discretion of the instructor. Keep track of your grade throughout the semester. Do not ask for an extra assignment to raise your grade during finals week. Be proactive.

Late and Missed Assignments

This is an accelerated course. I **DO NOT** accept any late assignments. Deadlines will be clear on Canvas, the course schedule, and announced. Lack of Internet access, submission links not working, being tired, your dog eating your laptop, being busy, not asking for clarification prior to the due date, etc. is not an excuse for turning in an assignment past the deadline. In the event of an emergency or extenuating circumstance the instructor must be notified as soon as possible, and arrangements can be made solely at the discretion of the instructor (*official documentation may be required*). Also note, I will **NOT** accept handwritten or emailed assignments. Assignments **MUST** be turned in through Canvas. Plan ahead and be responsible for your work. Remember this is a college course, not high school.

Cheating

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or using work from another course.

Plagiarism

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents. I take plagiarism very seriously. If you choose to copy and paste material without citing the information properly there will be consequences. *Please uphold academic integrity and do your own work. I also have access to previous courses taught at WUHS. If you submit a former student's outline, I will know.*

Disciplinary Procedures

When a faculty member discovers a violation of the cheating or plagiarism policy, the faculty member:

- Will arrange a conference with the student and at that time advise the student of the allegations.

- Will notify the dean of the division in writing that an act of dishonesty has occurred.
- May give the student an F for the assignment and/or for the course.

A student may appeal the faculty member's action to the Academic Standards Committee.

Speeches

This course fulfills are A1, the oral component for general education requirements. **Therefore, 4 speeches/presentations are required.** You will be required to present an *introduction speech*, *demonstration speech*, *informative speech*, and *persuasive speech*. These speeches are clearly noted both in the syllabus and course schedule. I take this very seriously. Please note, students that miss a speech – and do not make it up – will deplete **ALL** participation points and will be unable to complete the ceremonial speech analysis or take the final exam. This will cause the student – best case scenario – to only earn a D in the course overall. In addition, if a student misses a speech, they will not receive any points for any other assignments connected to that speech (outline, reference page, etc.). In order to present a speech, students **MUST** submit a completed speech outline on Canvas by the assigned due date. Failure to submit an outline on time will result in the student receiving a 0 on the assignment and being unable to give their speech/presentation.

On Speech Days

Understand that it is extremely important that you log in to Zoom on time. Students will be assigned an hour block (*For example, 8-9 a.m.*) in which they must log in to the meeting and present their speech to a group of approximately 10 students and myself. Failure to be respectful and attentive during speeches may result in disciplinary action and being dropped from the course. Please be respectful to your fellow classmates.

Zoom Conduct

Throughout the term you will be required to log on to Zoom for Q&A sessions and to present speeches. Zoom is compatible with laptops, tablets, and cell phones. Zoom Q&A Sessions will serve as an opportunity too ask about that day/weeks materials and assignments. I will be available for further explanations on lecture materials, readings, and assignments. These meetings are not mandatory, but are highly encouraged. Below you will find a list of what is expected, and of what will not be tolerated during class Zoom sessions. If you have not already created a Zoom account you may do so for free by visiting <https://zoom.us/signup>. (Links to an external site.) **DO NOT** provide our Zoom meeting link to anyone that is not enrolled in the course. **IF** you choose to provide our Zoom link to someone outside of the course, disciplinary action will be taken which may result in you being dropped from the course. I take this very seriously. Please be appropriate at all times when using Zoom...engaging in any inappropriate actions during a Zoom session will result in disciplinary action and may result in you being dropped from the course.

Audience Evaluations

On speech days you will be required to complete an audience evaluation in order to earn the points for that day. The instructor will assign each student a speaker to evaluate. **These points cannot be made up.** The evaluation form will be explained later. These forms should include a lot of detail, clear

explanations, full sentences, and helpful advice to the speaker so they can improve. One-word answers or incomplete evaluations will receive a reduction in points.

Last Ditch Day

Things happen. If you have missed **ONE PRESENTATION** (excluding the persuasive speech), this is your chance to make the assignment up for reduced credit. This is the ONE and ONLY day I will allow make-up presentations. You must have your outline and reference page typed and printed by the assigned deadline. **DO NOT** rely on the last ditch day as a way to get out of, or postpone, an assignment. There are no guarantees. Remember, you MUST complete all four speeches in order to pass the course.

Professional Speech Critique

For this assignment students will critique a professional speech utilizing their own words and the concepts learned in the course. Absolutely **NO** outside research is permitted. If students utilize information from any outside sources they will receive a 0 on the assignment. This assignment must be completed in order to pass the class as it is a signature assignment. More details will be provided at a later time.

Exams

There will be three 50-point exams that will be taken utilizing Quizzes. They will include but not be limited to multiple choice, true and false, and short answer questions. You will be shown one question at a time, and your answer will be locked once you have moved on. I will closely monitor and moderate the quizzes. Any suspicion of cheating or sharing answers will be thoroughly investigated. Please be honest and uphold academic integrity.

Discussion Board

You will be required to complete a discussion board worth 15 points. You will be given a prompt asking you to create an original posting and will also be required to respond to at least two of your classmates postings in order to earn a full 15 points. A *complete* original post is worth up to 10 points, and each response is worth 2.5 points, for a total of 15 points possible. More specific instructions will be given in the course modules.

Participation

Online participation will look at your activity on Canvas. Not completing assignments will not only hurt your overall grade, but also your participation points. Make sure you are logging in daily and completing that days assignments and materials. You technically should be spending, at minimum, the same amount of time online as we would have in the classroom (*approximately 3-4 hours*). I will have access to how often you login and can view you Canvas activity.

Additional Point Assignments (Extra Credit)

Occasionally, extra credit assignments may arise and are entirely at the discretion of the instructor. It is the student's responsibility to find out more information from the instructor and to have the extra credit turned in by the assigned deadline. Extra credit is not to take the place of required course work.

It will ONLY be accepted from those students who have submitted and attempted all required assignments. Students with excessive absences from the course or missing speeches will not be allowed to submit any extra credit. In addition, students may only earn up to 50 points extra credit.

Changes to the Syllabus

The instructor reserves the right to make changes to this syllabus and to the class calendar if extenuating circumstances arise. This right extends to assignments, evaluations, and all other aspects of this course. Denying that you "did not see" an assignment change is not a basis for appealing the information contained in this syllabus.

COMM-1-59499 Course Schedule

Date	Topic	Required Readings/Assignments
Week 1		
Tuesday, June 9	<ul style="list-style-type: none"> Course Introduction & Syllabus 	<ul style="list-style-type: none"> Zoom Welcome 12:00-1:00 p.m. Syllabus Quiz
Wednesday, June 10	<ul style="list-style-type: none"> Introduction Speeches 	Due by 5:00 p.m. Replies due Thursday by 5:00 p.m.
Thursday, June 11	<ul style="list-style-type: none"> An Overview of Public Speaking Managing Speech Anxiety 	<ul style="list-style-type: none"> Chapters 1, 2, & 3 Go over lecture slides Speech Anxiety Discussion Board Original Post due by 5 p.m. - Replies due by 11:59 p.m.
Friday, June 12	<ul style="list-style-type: none"> Organizing and Outlining Introductions and Conclusions <i>Zoom Q&A Session 12:00-1:00 p.m.</i> 	<ul style="list-style-type: none"> Read Chapters 12, 13, 14, & 15 Go over lecture slides Go over Quick Guide to Outlining
Week 2		
Monday, June 15	<ul style="list-style-type: none"> Exam 1 Verbal and Nonverbal Delivery 	<ul style="list-style-type: none"> Exam covers Chapters 1-3, 12, 13, 14, & 15 Read Chapters 17, 18, & 19 Extra Credit: Amy Cuddy Ted Talk "Your body language shapes who

		<i>you are" due Friday, June 19 by 8:00 p.m.</i>
Tuesday, June 16	<ul style="list-style-type: none"> • Listening • Audience Analysis • Demonstration Speech Assigned • <i>Zoom Q&A Session 12:00-1:00p.m.</i> 	<ul style="list-style-type: none"> • Read Chapters 5 & 6 • Go over lecture slides • Go over Demonstration Speech Prompt • <i>Extra Credit: Listening Audit due Sunday, June 21 by 5:00 p.m.</i>
Wednesday, June 17	<ul style="list-style-type: none"> • Selecting a Topic • Informative Speaking • Informative Speech Assigned 	<ul style="list-style-type: none"> • Chapters 7 & 23 • Go over Demonstration Grading Rubric
Thursday, June 18	<ul style="list-style-type: none"> • Presentation Aids • <i>Zoom Q&A Session 12:00-1:00 p.m.</i> 	<ul style="list-style-type: none"> • Chapters 20 & 21 • Demonstration outline due by 8:00 p.m.
Friday, June 19	<ul style="list-style-type: none"> • Demonstration Speeches** 	Check sign-up sheet for available times. Evals due Saturday, 6/20 by 8:00 p.m.
Week 3		
Monday, June 22	<ul style="list-style-type: none"> • Finding Sources • Responsible Knowledge and Supporting Material • Library Research & APA Style 	<ul style="list-style-type: none"> • Chapters 8, 9, 10, 11 • Go over lecture slides • Watch video on verbal citations
Tuesday, June 23	<ul style="list-style-type: none"> • Language • Professional Speech Critique** • <i>Zoom Q&A 12:00-1:00 p.m.</i> 	<ul style="list-style-type: none"> • Chapter 16 • Go over lecture slides • Professional Speech Critique due by 11:59 p.m.
Wednesday, June 24	<ul style="list-style-type: none"> • Exam 2 • Work on Informative Outline & Reference Page 	<ul style="list-style-type: none"> • Exam covers Chapters 5-11, 13, 16, 20, 21, 23
Thursday, June 25	<ul style="list-style-type: none"> • Ethical Public Speaking • Persuasive Speaking & Strategies • Persuasive Speech Assigned 	<ul style="list-style-type: none"> • Chapters 4 & 24 • Go over lecture slides • Informative Outline and Reference Page due by 8:00 p.m.

	<ul style="list-style-type: none"> • <i>Zoom Q&A 12:00-1:00 p.m.</i> 	
Friday, June 26	<ul style="list-style-type: none"> • Informative Speeches*** 	Check sign-up sheet for available times. Evals due Saturday, 6/27 by 8:00 p.m.
Week 4		
Monday, June 29	<ul style="list-style-type: none"> • Speaking on Special Occasions • Last Ditch Day 	<ul style="list-style-type: none"> • Read Chapter 25 • Go over lecture slides
Tuesday, June 30	<ul style="list-style-type: none"> • Class workday • <i>Zoom Q&A session from 12:00-1:00 p.m.</i> 	<ul style="list-style-type: none"> • Persuasive Outline and Reference Page due by 8:00 p.m.
Wednesday, July 1	<ul style="list-style-type: none"> • Persuasive Speeches** 	Check sign-up sheet for available times. Evals due no later than Thurs. 7/2 by 8:00 p.m.
Thursday, July 2	<ul style="list-style-type: none"> • Ceremonial Speech Analysis** 	<ul style="list-style-type: none"> • Due by 5:00 p.m. Replies due by 11:59 p.m.
Friday, July 3	<ul style="list-style-type: none"> • Exam 3 • Reflection Paper • <i>Zoom Farewell 12:00-1:00 p.m.</i> 	<ul style="list-style-type: none"> • Exam covers 4, 24, & 25 • Due by 11:59 p.m.