Comm 1 Syllabus (Expectations and Procedures)

**Contact Information:**

Instructor: Nicole Cooper

E-mail: Nicole.cooper@reedleycollege.edu

All email will be responded to within 24 hours, except from Friday at 5 p.m. until Sunday at 8 p.m.

Office hours:

RWC Cubicle F2F Tuesday and Thursday 8:30-9:30 a.m. and Wednesday 9:30-10:30 a.m.

Via Canvas, email, or Zoom appointment on Monday 9:00-10:00 a.m. and Friday 7:00-8:00 a.m.

Office hours held virtually will be via email, Canvas, or Zoom (appointment only).  For Zoom you must make an appointment.  I am not available on Zoom during face to face office hours unless an appointment has been scheduled.

**Required Materials:**

There are no required materials for this course.  I will provide all the course materials for each week in the module.

**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.  C-ID # COMM 110

**Course 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 principles 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:

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.

**Appropriate Online Interaction**

Each student is expected to respect the rights of the other students and instructor in the class. The exploration of controversial ideas is an essential component of this class. Students who do not behave in a respectful manner will be asked to drop the class. Please be mindful of others while posting and commenting in this course.  While the course is online it is still very important to respect one another.

**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, and other instructional issues. Students with disabilities should identify themselves so that appropriate accommodations can be made.

**Changes to 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 the course.  Denying that you did not know about an assignment change or evaluation process change is not a basis for appealing the information contained in this syllabus.

**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 failing to disclose research results completely.

**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.

**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

Assignments:

More information will be given about these assignments in class.

**\*\* Signify signature assignments.  These assignments must be completed for a student to pass the course**.  **Otherwise, it will be an automatic failure of the course.**

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| Assignment points breakdown |
| **Graded Items** | **Points Possible** |
| **Introduction Speech\*\*** | 40 |
| **Introduction Speech Outline** | 20 |
| **Informative Speech\*\*** | 100 |
| **Informative Speech Outline and Reference Page** | 45 |
| **Informative Speech Peer Evaluations** | 20 |
| **Persuasive Speech\*\*** | 150 |
| **Persuasive Speech Outline and Reference Page** | 50 |
| **Persuasive Speech Peer Evaluations** | 20 |
| **Ceremonial Speech** | 50 |
| **Professional Speech Critique\*\*** | 100 |
| **Weekly Discussion Boards (13 X 15 pts ea.)** | 195 |
| **Weekly Quizzes (12 X 15 pts ea.)** | 180 |
| **Final Reflection Paper\*\*** | 30 |
| **Total Points Possible** | 1000 |

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.

Grading Scale

89.1-100% = A

79.1-89.0% = B

69.1-79.0% = C

59.1-69.0% = D

59.0-0% = F

**All modules, will be published on Tuesdays at 8 a.m.  All assignments in that module will be due by the following Tuesday at 7 p.m. Please plan accordingly.  Students have a full week to complete all assignments in the course.**

**Participation:**

**Student must login to Canvas the first day of the semester and complete the syllabus quiz and introduction discussion board by Wednesday of the first week of instruction. Any student not logging in will be dropped from the course. In addition, students must login at least twice a week every week**. Attendance and participation online are extremely critical for success in the class.  Participation is based on your completion of the weekly assignments.  If a student goes inactive (does not complete any assignments) for two weeks in the course before the drop deadline halfway through the semester they will be dropped from the course.

**Illness and Makeup Work:**

All assignments are due on Canvas at their specified due date. There are no make-ups for the weekly discussion boards and assignments without documentation.  Students are allowed to make-up ONE speech.  Students are not allowed to make-up more than one and will receive an automatic two letter grade deduction for the speech being late.  For students with a serious illness or family emergency, the instructor may consider exceptions on a case-by-case basis and at her discretion. To be considered for an exception, students must notify the instructor within a week of the missed assignment and provide legitimate documentation. Clear and prompt communication is the key. If the instructor allows a student to make-up an assignment it has to be completed within a week of the due date for the class unless the instructor states otherwise. All work is accepted prior to the day it is due in class.

**Speeches:**

This class fulfills the oral component for general education requirements. Therefore three speeches are REQUIRED! I take this very seriously. Students who miss one of these speeches and do not make it up will automatically fail the course.  They will be ineligible to earn extra credit and complete the final reflection paper.  In addition, no student will receive points for any of the other assignments connected to speeches such as outlines, reference pages, or reflection papers if they do not complete the speech.  Mathematically students who miss a speech would have a difficult time passing this course. **Students will have to sign up to complete their informative and persuasive speech via Zoom with the instructor.  The introduction speech and ceremonial speech will be recorded and uploaded to Canvas**.  Speeches must be completed in front of a **LIVE AUDIENCE and students must have their video and audio on during the speech session**.  Therefore, speeches will be presented via Zoom or recorded in from of others.  The introduction and ceremonial speech maybe recorded and submitted.  The informative and persuasive speech must be presented on Zoom to the instructor.   Students must submit an outline the week prior to speeches in order to have their speech graded.  Keep this in mind and do all four of the graded speeches. Prompts with specific requirements for each speech will be posted on Canvas.  Outlines will be submitted through Canvas.  Speeches will be completed on Zoom.  I will give several times and days that students can sign up to present their speech within the two weeks on Zoom.  If the student has an extenuating circumstance they must reach out to the instructor to make other arrangements.

**Discussion Boards:**

Students will need to complete weekly discussion board regarding the course content. These discussion boards will have a prompt with expectations. Students will be required to submit their original post (10 points) by Monday at 7 p.m. and comment on two of their classmates posts by Tuesday at 7 p.m. (5 points).  Please make sure you submit your original post in a timely manner so other students have posts to comment on.

**Quizzes**:

There will be weekly quizzes, which must be completed by Tuesday at 7 p.m..  These will be completed on Canvas.  All students may use materials from the course to complete the weekly quiz.  The quizzes are timed.  They will not be reopened to students after they have started them.  Students should take these quizzes on their own, individually.  They will include but not be limited to multiple choice, true and false, and matching questions.

**Reflection Paper:**

Papers must be typed and be in APA format style I will not accept emailed papers. Plan ahead and be responsible for your work.  All submitted papers MUST be submitted in Canvas as a file to Turnitin.  More information about this assignment will be given at a later date.

**Peer Evaluations:**

I will be recording all the speeches in Zoom.  Some of the speaker will be from your class and some maybe from another one of my Comm 1 sections.  Speeches will be posted to a discussion board for you to evaluate.  The discussion board will give you all the necessary information.  These must be completed with the speech round is over.  Evaluations will be completed on the informative and persuasive Speech.  Your discussion board peer evaluation post should include a lot of detail, clear explanations, full sentences, and helpful advice to the speaker in order for them to improve.

**Make-Ups For Speeches:**

If you have missed ONE speech, with the exception of the ceremonial speech, you will have the opportunity to make it up.  This speech will take a two-letter grade deduction automatically for being late unless you have an extenuating circumstance.  Please remember you cannot pass the class if you do not do all four signature speeches.  Students need to contact the instructor before or the day of their missed speech to arrange a separate Zoom meeting.  You must have your outline and reference page typed and turned prior to our Zoom meeting.  Make-ups will be completed within a week of the speech deadline.  It is the student's responsibility to make sure they are present in the Zoom meeting to make-up their speech.

Extra Credit

There are opportunities for extra credit.  Extra credit is reserved for students who complete all of the required, signature assignments.  A student may only earn up to 50 points in extra credit over the course of the semester.  All extra credit opportunities will be offered to the class as a whole.  No extra credit will be offered to just one student or only a few students to maintain fairness in the course.

**Communication**

Clear and effective communication often is going to be key to the success of this course and you as an individual in this course.  Please stay in contact.  If you have any questions feel free to post in the Q & A discussion board.

Drop Policy, Late/Make-Up Work Policy, and Communication Policy

Drop Policy

* The last day to drop a full term 18 week course avoiding a W is August 25th.
* In order to avoid being dropped in the first week of class students must complete the discussion board and quiz for the first week by **Wednesday at 7 p.m.**Any student that does not complete the discussion board and quiz by the deadline will be dropped from the course.
* Students who are inactive on Canvas and do not complete any assignment for**two weeks in the first 9 weeks** of the course will be dropped. After your inactively the first week the instructor will notify you regarding your inactivity and the potential of being dropped from the class if it happens again or continues.

Late Work/Make-up Work

* With the exception of speeches, there is no late work accepted in this course without proper documentation of an extenuating circumstance.  Speeches can be made up.  It is in your best interest to complete all quizzes and discussion boards on time.  The schedule has been laid out well in advance and due dates have been set for the entire semester. Students have an entire week to complete most assignments. Please keep a calendar and stay active on Canvas so you do not miss an assignment. I strongly encourage you to setup weekly reminders in your phone so you do not miss an assignment this semester.
* All work can be completed in advance if the student has an extenuating circumstance. I am willing to work with students who have credible documentation or approach me in advance of the assignments they will be missing. The student is responsible for contacting the instructor within a week of the missed assignment.  Communication with me as the instructor is the key!

Communication Policy

* I will hold office hours as follows:

RWC Cubicle F2F Tuesday and Thursday 8:30-9:30 a.m. and Wednesday 9:30-10:30 a.m.

Via Canvas, email, or Zoom (appointment only) on Monday 9:00-10:00 a.m. and Friday 7:00-8:00 a.m.

* Students may also reach the instructor via email at nicole.cooper@reedleycollege.edu. I am not available on Zoom without an appointment.
* All email and Canvas Q&A communication will be responded to within 24 hours on weekdays. If you do not hear from me within 24 hours on a weekday please assume I did not receive the message. I will not respond to communication sent from Friday at 5 p.m. through Sunday until Monday morning. I do not check email or Q&A on Saturdays and Sundays. All large points assignments will be due on a weekday.
* My preferred method of communication is by email.

Comm 1 Schedule

Week 0: Introduction to Course

* Discussion Board and Quiz

Week 1: Speech Anxiety

* Introduction Speech Assigned
* Discussion Board and Quiz

Week 2: Communication Modules and Outlining

* Discussion Board and Quiz
* Introduction Speech Outline Due

Week 3: Introduction Speeches

* Recorded Introduction Speech due

Week 4: Audience Analysis

* Discussion Board and Quiz
* Informative Speeches Assigned

Week 5: Find Sources, Responsible Knowledge, and Supporting Material

* Discussion Board and Quiz
* Informative outline and reference page due

Week 6: Informative Speeches

* Zoom speech due (must sign up for Zoom appointment)
* Informative peer evaluations due

Week 7: Introductions and Conclusions

* Discussion Board and Quiz

Week 8: Verbal and Non Verbal

* Discussion Board and Quiz

Week 9: Language

* Discussion Board and Quiz

Week 10: Professional Speech Critique

* Professional Speech Critique due

Week 11: Listening

* Discussion Board and Quiz
* Persuasive Speech Assigned

Week 12: Organizational Patterns and Presentation Aids

* Discussion Board and Quiz

Week 13: Persuasion

* Discussion Board and Quiz
* Persuasive outline and reference page due

Week 14: Persuasive Speeches

* Zoom Persuasive Speech due (Must sign up for Zoom appointment)
* Persuasive Peer Evaluations due

Week 15: Ceremonial Speaking

* Ceremonial Speeches Assigned
* Discussion Board and Quiz

Week 16: Ceremonial Speeches

* Ceremonial Speeches recording due

Week 17: Review

* Discussion Board

Week 18: Final Reflection

* Reflection Paper due