

Comm 1: Fundamentals of Public Speaking

Course Syllabus

**Course:** COMM-1-53334

**Meeting**: Canvas asynchronously

**Instructor**: Ricardo Martinez

**Email**: [ricardo.martinez@reedleycollege.edu](mailto:ricardo.martinez@reedleycollege.edu)

**Preferred Method of Communication:** Canvas inbox

**Office Hours:** By appointment

| A picture containing textbook | **Required Material**   1. Textbook: O’Hair, Dan. *A Pocket Guide to Public Speaking*. 6th ed. Bedford/St. Martin’s, 2018. ISBN-13: 978-1319102784. **Note:** 5th and 4th editions of the textbook is also acceptable. Additional readings will be assigned and available on Canvas. 2. 3x5 or 4x6 note cards. 3. Smart phone, tablet, or laptop to complete any required online work. If you need to borrow a laptop from the college, [visit this resource page](https://www.reedleycollege.edu/covid-19/online/additional-student-resources.html). Reliable internet access.   **Recommended Material**   1. Grammarly. This is an extension that checks grammar. You can download to your computer, and I believe other devices. The free version will benefit your speech outlines, papers, emails, and anything you write on your device. 2. Canvas Student App. Download this to your phone or tablet and turn on notifications for Grades and Announcements so you can be quickly notified of important information. |
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# Drop Dates

| **January 20** | If you are thinking about dropping the class, make sure you do so by January 20th for a full refund. |
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| **January 27** | Last day students can add the course and the last day students may drop without receiving a “W.” |
| **October 7** | Last day to drop a Spring 2023 full term class (letter grades assigned after this date) and receive a “W.” |
| **Automatic drop policy** | If you fail to attend and participate within the first three weeks (January 27), I will drop you from the class. In other words, fail to attend classes AND/OR fail to submit all assignments on time during these weeks, you will be removed from the class. After that date, it is YOUR responsibility to remove yourself from the class. |

# Course Overview

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.

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 organizational patterns and research materials that incorporate sufficient, credible, 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. Analyze and adapt messages to address audience attitudes, needs and demographics.
2. Develop skill in informative, persuasive and ceremonial speaking.
3. Recognize the role of culture in the production and management of spoken interaction.
4. Present a variety of speeches and will be expected to present for approximately 25 minutes each during the course of the semester.
5. Gain an understanding of the communicative process.
6. Use supporting materials effectively.
7. Develop skill in extemporaneous speaking, students will present a minimum of three graded speeches in front of an audience.
8. Improve listening skills.
9. Recognize the need for clear and concise organization of ideas.
10. Gain communicative competence and confidence as a result of the preparation, presentation, and analysis of oral messages.
11. Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.
12. Enhance vocal skills (projection, diction, inflection and volume).
13. Critique and analyze their own and other speeches.

# Course Policies

## Attendance/Drops

Attendance is crucial in a communication course. Roll is taken by the assignments due for that corresponding week. Attendance will have indirect impacts on your grade and seat in the class.

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 your speech date and choose a time you know you are able to attend. A grade “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).

You will be considered a **No-Show** day one, if you do complete any of the work in the first week; and **you** **will be dropped from the course**.

You will be considered a **Non-Participant** if you fail to complete all the assignments within the first three weeks (January 9-27), and you **will be dropped from the course**. If there are extenuating circumstances for your nonparticipation, please contact me as soon as possible.

## Late Work

Assignment due dates are clearly indicated for each assignment. Quizzes, outlines, and reflection papers will have a 12-hour grace period where the assignment will be accepted for credit. After that, the assignment will no longer be accepted. Late assignments will also be accepted for unavoidable circumstances, after being reviewed by the instructor. This means that you have to communicate when those situations occur as soon as possible. Students will be allowed to make-up one speech in the semester that they did poorly on or missed entirely. Information about make-up speeches is found below.

## Make-Up Speeches

If you have missed ONE speech this is your chance to make it up. If you did poorly on a speech, you can re-do one speech for a better grade. The bad news is all make-up speeches will suffer a **20% reduction from the original points possible**. I will only listen to late speeches on this day. If you miss a speech, **you will be allowed to make up that ONE speech on the Make-Up Speech Day**, but you will be at the mercy of time constraints and one basic rule: ALL MAKE-UP SPEECHES MUST BE NEGOTIATED WITH THE PROFESSOR FIRST. Additionally, if you miss a speech because of a medical excuse or an extreme unforeseen circumstance, then you will not receive the point deduction. Make-up speeches are due on the penultimate week of the semester. Reflection papers will not be accepted.

## Communicating With You

**Canvas inbox** – I will send you a direct message through the Canvas often. 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 about major due dates and other important information. Make sure your settings are configured to notify you of new announcements.

**Course Modules** – There will be a course module for each week, which will contain a start here page (gives you a to-do list), lecture discussions, readings, and assignments/quizzes.

## Communicating With Me

**Canvas Inbox** – If you need to contact me directly, please use the inbox first. I will respond to your message within 24 hours during weekdays. If I fail to respond to you after 24 hours and it is not the weekend, feel free to send a follow up message.

Canvas messages automatically forward to me email and will be notified when you 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 (e.g., COMM-1-53334).** Additionally, when emailing me, please use professional email etiquette.

**Email** – IF Canvas is down, you may send me an email to [ricardo.martinez@reedleycollege.edu](mailto:ricardo.martinez@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 (COMM-1-53334). Additionally, when emailing me, please use professional email etiquette.

## Participation

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 class on time and remaining until all students have presented their speech**. If you have a job or other commitment that will regularly keep you from participating, please take this class at another time.

## Students with Disabilities

Reedley College recommends that students with disabilities discuss academic accommodations with their professors during the first two weeks of class. This syllabus and course handouts are available in alternate media upon request.

With the transition to an online format, I have made effort to make this course accessible to all students, including students with disabilities. If you encounter a problem accessing anything in this course, please contact me immediately by email so that I can support you. You may also contact Disability Resource Center at [dsps@reedleycollege.edu](mailto:dsps@reedleycollege.edu).

## 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 on any assignment, you will receive an “F” on the assignment in question and will be reported to the dean. Steps for reporting a student for plagiarism is detailed below.

1. Complete the Incident Report from promptly after discovering the academic dishonesty and submit directly to the Dean of Instruction. Do not copy other faculty members within the department.
2. The Dean of Instruction will review the incident for legitimacy and verify with repeat incident list.
3. The Dean of Instruction will meet with the student in person to discuss the charges.
4. If the student is found guilty of academic dishonesty, cheating, or plagiarism, the Dean of Instruction will compose a letter of reprimand, one copy of which will be sent to the student’s permanent address, and one copy of which be filed in the student’s permanent file.

## Changes with 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.

# Course Grades

Your grade in this class will be based on the points that you earn in the following activities/assignments.

| **Assignment Name** | **Points Possible** | **My Score** | **Due Date (TENTATIVE)** |
| --- | --- | --- | --- |
| About-Me Speech | 30 |  | January 20 |
| …Outline | 10 |  | 4 days before first speech |
| …Reflection paper | 30 |  | 7 days after performance |
| Informative Speech | 160 |  | February 20-March 3 |
| …Outline/Bibliography | 65 |  | 4 days before first speech |
| …Reflection paper | 30 |  | 7 days after performance |
| Persuasive Speech | 200 |  | April 10-21 |
| …Outline/Bibliography | 65 |  | 4 days before first speech |
| …Reflection paper | 30 |  | 7 days after performance |
| Ceremonial Speech | 50 |  | May 15 |
| Quizzes (2 @ 75 pts each) | 150 |  | March 10; May 5 |
| Working drafts (9 @ 10 pts each) | 90 |  | Throughout |
| Participation | 90 |  | Throughout |
| Total Points Possible | 1000 |  |

## Assignments by Percentage

| **Assignment Name** | **Percentage** |
| --- | --- |
| Speeches (4) | 44% |
| Speech Attachments (6) | 23% |
| Quizzes (2) | 15% |
| Participation and Drafts | 18% |
| Total Percentage | 100% |

## Grade Scale

| **Letter Grade** | **Percentage** | **Points** |
| --- | --- | --- |
| A | 90 – 100% | 900 – 1000 |
| B | 80 – 89% | 800 – 899 |
| C | 70 – 79% | 700 – 799 |
| D | 60 – 69% | 600 – 699 |
| F | 0 – 59% | 0 – 599 |

# Course Assignment Descriptions

## Speeches

All speeches will be performed in class. There will be a total of four presentations. If you miss a speech, please review ‘Make-up Speech Day’ policy to see what your options are. The first three speeches are signature assignments. If a student does not complete all signature assignments, then they will FAIL the class regardless of how many points they have at the end of the semester.

1. **About-Me Speech** – You will introduce yourself to the class picking 3 aspects about yourself to share and 3 physical objects to represent yourself with. This is a credit/no credit assignment. Presentations should be 1-2 minutes in length. There are NO make-ups.
2. **Informative Speech** – This speech involves you researching and teaching the class about a self-selected topic that fits within the parameters of the speech. Presentations should be 5-7 minutes in length. Students who do not complete the speech, will receive 0 points for the informative outline, the reflection paper, participation, and extra credit.
3. **Persuasive Speech** – This speech involves you researching and arguing claims to change the students’ attitudes about your topic. Presentations should be 5-8 minutes in length. Students who do not complete the speech, will receive 0 points for both the persuasive outline, the reflection paper, participation, and extra credit. Further detail and examples will be provided on Canvas.
4. **Ceremonial Speech** - You will give a toast to a fiction groom, bride, co-worker, peer, etc.

In total, **speeches will be worth 57.5% of your grade**. Also, if you read this far, you will receive an award. Email the professor by January 13, 2023, 11:59 pm for extra credit using the phrase “speech extra credit” and a meme about how you feel about public speaking.

## Speech Attachments

Each speech will require more than simply the performance. You will also be responsible for submitting an accompanying outline and reflection paper.

1. **Working Drafts** – Leading up to the speech, a piece of the speech will be due for points by the end of each week. A working draft could include topic proposals, a resource you intend on using, etc.
2. **Outline/Bibliography** – An outline is a prepared document that is written in list format as opposed to essay or script format. Informative and persuasive speech outline will also need a bibliography page attached in APA format. Outlines will be due the 4 days prior to the first day of speeches for everyone. Examples will be given on Canvas.
3. **Reflection paper** – After presenting, you will spend some time reflecting on both content and delivery of your performance. Then, you will type a 1-page self-evaluation discussing what you did well, what could improve upon, and how you can make improvements. You will also do the same for your peers’ speeches. Reflection papers will be due exactly 7 days following your performance. Examples will be given on Canvas.

In total, **working drafts will be worth 9% of your grade.**

In total, **outlines will be worth 14% of your grade.**

In total, **reflection papers will be worth 9% of your grade.**

## Quizzes

There will two exams scheduled throughout the semester. The first exam (quiz 1) will be a midterm based on the content covered up to that point in the semester. The second exam will be a cumulative exam that will cover all the content throughout the semester. Questions will be multiple choice and true-false type questions. In total, **reading quizzes will be worth 15% of your total grade.**

## Extra Credit

Extra credit opportunities will be offered in the semester. Extra credit is meant to help those students who have completed the work and are looking to improve their grade in the class. It is not meant for students to skip assignments and still pass the class. \*\*\***Students who do complete the informative speech and the persuasive speech will not receive any extra credit points.**

# Keys to Success in College

1. **Develop good daily habits**. The key to success (in anything) is self-discipline. Doing the things, you do not want to do, and do it as if you like it. Keeping the promises, you make to yourself. Focus on the required in-put, for the desired out-put. The following list provides you with good habits to have as a student.
2. **Take/make notes**. After 24 hours, you will forget 50-80% of the information you learned. To curve your forgetting, take handwritten notes. Split the paper in half. One side you take notes. The other side, you make notes.
3. **Time management**. Keep a detailed calendar with all your commitments, including classwork, social events, and extracurricular activities. This way, you can block out time each day to study and for yourself.
4. **Take responsibility for your learning**. Ask questions in class. Be self-sufficient by trying to find the answers yourself in your notes, textbook, online, the syllabus, or the class material provided on Canvas. Check your grades regularly. Check and apply feedback from your professor.

# Keys to Success in This Course

1. **Prep Time**. Public speaking is annoyingly time consuming, much more than you expect, if you want to be even remotely good at it. Most problems can be avoided with earlier and more thorough prep and more…
2. **Rehearsal**. It takes an average of 8-10 complete rehearsals to be fully prepared for a presentation. And when you’re prepared and confident you won’t have a problem with…
3. **Timing**. You have to time your speech when you rehearse. Learning to fit your presentation into a given time frame can be a challenge but a necessary evil. Going overtime not only gives the impression that you’re unprepared, but it also makes you appear inconsiderate of your listeners and their time.
4. **Follow Guidelines/Directions**. Use the assignment descriptions, outline format description and samples, and the critique sheets. The critique sheets are designed to also function as checklists, so you can be sure your speech includes all the necessary elements and smaller requirements. This means you have to…
5. **Check Canvas Regularly**. Canvas will have all of the assignment requirements and explanations and useful and practical information that I expect you to be familiar with and to utilize, even though you may not be tested over the material. The “test” is how well you actually incorporate the material into your speeches. If you’re having trouble accessing any online material, please let me know and I will email you a copy. I suggest checking Canvas at least twice a week.
6. **Critiques/Feedback**. Please use the comments and feedback that I give you on your rubrics as specific suggestions as to what and how to improve on future speeches. I also want my critiques to show you why the speech received the grade it did. Please see me to discuss your critiques if you have any questions about them. Also, utilize the ’24-hour rule’ before disputing any grade. Meaning that you should wait at least 24 hours after receiving your grade/feedback before addressing your grade with the professor. Finally, if you read this far, you will receive an award. Email the professor by August 12, 2022, 11:59 pm for extra credit using the phrase “keys to success extra credit” a meme about how you feel about public speaking.

# Additional Policies

1. The instructor reserves the right to rearrange any or all parts of the scheduled activities and/or work identified in this listing. The rights extend to assignments, evaluation, and all other aspects of the course.
2. **All work, oral or written, MUST be completed on the assigned day**. Late work will not be accepted and will result in a grade zero. Medical excuses and/or excruciating circumstances are up to the discretion of the instructor. See “Late Work Policy” at the end of the syllabus for more detail.
3. **Cameras on during Zoom**. Over 90% of communication is non-verbal, so it is key for social learning for you to have your cameras on during these class sessions. This is especially true during break-out rooms and during speeches (regardless of who is speaking). You may use a virtual background for privacy concerns. If you still have concerns over this, feel free to let me know in advance and we could work something out.
4. **It is the responsibility of the student to formerly withdraw from this course** with the admissions office by the drop date should they feel it’s necessary. Do not assume that the instructor will drop you should you decide to stop showing up to class and stop submitting homework at some point throughout the semester. Failure to do so will result in receiving an “F” in this course at the end of the semester.
5. **Students with disabilities that may require assistance are reminded that it is your responsibility to identify yourself to the Disability Resource Center** and to your instructor so reasonable accommodations for learning and evaluation within the course can be made.
6. **Cheating and Plagiarism will not be tolerated**. Plagiarism is lazy, unoriginal, and has no place in academia. I will enforce the college policy on cheating and plagiarism.
7. I highly encourage you to reach out to me if you have any questions throughout the semester. **I literally get paid to help you to learn**.
8. **It is your responsibility to monitor your progress in this class**. I do not search out students to inform them of their grades. I expect you to keep track of your score as the semester progresses. I would strongly suggest you keep every assignment/work that you do in this class as proof of your status at least until the end of the semester.

# Tentative Course Schedule

The readings refer to chapters in the text and/or articles that should be read BEFORE you attend class. Whenever there is assigned reading, there are reading quizzes that will be available and due on the corresponding day. **Please note that presentation days, due dates, and holidays are in bold type.**

| **Dates** | **Topics** | **Assignments** | **Readings** |
| --- | --- | --- | --- |
| January 13 | Course orientation;  Communication apprehension;  Introduction to communication | Working draft | Course syllabus  Chapters 16, 17, and 18  Chapters 1, 2, and 5 |
| **January 20** | Delivery;  **About-Me speeches** | **Speeches are due**  **Speeches are due** | Chapter 3 |
| January 27 | Topic development  Informative speaking | Working draft  Reflection paper 1 | Chapters 6, 7, and 8  Chapters 22 |
| February 3 | Research;  Ethical communication;  Outlining and organizing | Working draft | Chapters 4, 9, and 10  Chapters 11 and 12 |
| February 10 | Introduction and conclusion;  Language and visual aids | Working draft | Chapter 14  Chapters 15, 19, 20, and 21 |
| February 17 | Rehearsal | Working draft |  |
| February 24 | **Informative speeches** | **Speeches are due** | Chapter 23  Quiz 11 |
| March 3 | **Informative speeches** | **Speeches are due** | Chapter 24  Quiz 12 |
| March 10 | **Quiz 1** | Reflection paper 2 |  |
| March 17 | Persuasive arguments | Working draft |  |
| March 24 | Rehearsal | Working draft |  |
| March 30 | Rehearsal | Working draft | Chapter 25  Quiz 13 |
| **April 3 – 7** | **Spring break – No class** |  |  |
| April 14 | **Persuasive speeches** | **Speeches are due** |  |
| April 21 | **Persuasive speeches** | **Speeches are due** |  |
| April 28 | **Make-Up Speeches** | **Speeches are due**  Reflection paper 3 |  |
| May 5 | **Quiz 2** |  |  |
| May 12 | Ceremonial speaking | Working draft |  |
| \*\*\*May 15 | **Ceremonial speeches** | **Speeches are due** |  |