

***Summer 2023***

***Communication 1 – Introduction to Public Speaking***

**(#53743) ONLINE**

**Instructor:** Helen Chavez, M.A.

**Email Address:** Through Canvas Only

**Cell Number:** 559-702-6346

**Final Drop Date (W assigned)**: 7/9/2023

**OER TEXTBOOK: Exploring Public Speaking 4th Edition**

**(You will find the pdf in Canvas)**

**Recommended Materials**: MLA/APA Style Guide

**COURSE DESCRIPTION**

This course will cover theories and techniques of public speaking. The course is designed to enhance fundamental public speaking skills which include research, organization, reasoning, listening and audience demographics. Particular emphasis will be on the logical organization, composition and delivery of informative and persuasive speeches. Communication 1 fulfills the General Education Requirement in Oral Communication (G.E. Foundation A1).

NOTE: Subject advisory eligibility for English 1A

**STUDENT LEARNING OUTCOMES**

1. Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
2. Explain the principles of human communication by critically evaluating public speeches through constructive critique and self-analysis.
3. Utilize organizational patterns and research materials that incorporate sufficient, credible, and relevant evidence.

*Student Learning Outcomes are statements about what the discipline faculty hope you will be able to do at the end of the course.  This is NOT a guarantee: the ultimate responsibility for whether you will be able to do these things lies with you, the student.  In addition, the assessment of Student Learning Outcomes is done by the department in order to evaluate the program as a whole, and not to evaluate individual faculty performance.*

**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 REQUIREMENTS***

**Attendance**

**(Two one hour Zoom sessions for live speeches will be required based on individual student needs. Students must have a working camera and microphone for presenting speeches. Contact the instructor for more information at** **helen.chavez@reedleycollege.edu****.)**

**Attendance**

In order to remain in the course and not be dropped as a “No Show”, YOU MUST RECORD AND UPLOAD IN CANVAS your Autobiographical Speech by the due date. The detail and the due date are in Canvas.

**Canvas**

It would be wise to become familiar with the course shell in Canvas. It is your responsibility to check Canvas for instructor absences**,** announcements, schedule changes, grades, etc.

**Zoom & Presentations**

Camera must be turned on when presenting. Without a camera, you will not be able to earn full delivery points. The teacher must be able to see you and hear you.

Scheduling will be on a first-come, first-served basis only. The schedule with dates and times will be sent as an Announcement in Canvas.

Three of the presentations will be recorded and uploaded in Canvas by you the student. If you are unsure on how to record and upload a video recording, there are tutorial videos on YouTube. Search YouTube by using the search bar in their website or app.

**Readings (Mandatory):**

You are responsible for reading all the chapters in the textbook and watching all the Zoom lectures.

***COURSE POLICIES***

**Syllabus Statement:**

If supports like extended testing time in an alternate location, audio books or note-taking assistance would be helpful to you, please contact Disabled Student Programs & Services (DSP&S) for an “interest” appointment. I believe the DSP&S staff will determine if you may have a qualifying condition. The DSP&S is located in the DSP&S Building on the Reedley College campus and can be reached by telephone at (559) 494-3032 or by TTY at (559) 638-0382.

**Accessibility Statement:**

This course is designed to maximize accessibility to the curriculum, assignments, and content. If any part of the class is not accessible to you (easy to use, obtain, or retrieve), please inform the instructor to discuss possible solutions and/or alternatives.​

**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 the Disabled Student Programs and Services (DSP&S) at the college.

**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.

**E-mail Policy**

Student emails are answered as soon as possible. I always make sure to read emails Sunday evenings. Please let me know who you are and the class you attend, e.g., “This is Jane Doe from your Comm. 1 class on Tuesday nights…”

**Drop Date**

Be advised that after the drop date you will be issued a letter grade “A” through “F” if you are still enrolled in class. It is *your responsibility to drop*. I will only drop students who fail to record and upload their Autobiographical Speech (see page 2, *Attendance*)

**FYI**

Monitor your progress in this class, and know when class assignments are due (make a copy of the course schedule in Canvas). I am capable of making mistakes, so you need to be aware of dates, times, grade points, etc. Let me know of any errors and problems that arise, so keep a watchful eye on Canvas. If I fail to mark down your points or incorrectly marked down your points in Canvas, let me know as soon as possible. We are in this together.

***COURSE ASSIGNMENTS and POINTS***

**Speeches** ***point value***

Autobiographical Speech Attendance Recorded/uploaded by student

1st Informative Speech 100 Present Live in Zoom

2nd Informative Speech 150 Recorded/uploaded by student

Persuasive Speech 200 Present Live in Zoom

Ceremonial Speech 50 Recorded/uploaded by student

*Outlines:*

No one will be allowed to give their speech in Zoom without uploading an outline on the day/night you are schedule to present. Speech recordings will not be graded until an outline is submitted in Canvas in the appropriate Module.

*Late Speech Presentations:*

There is no time for late speeches. You must present all your speeches on time. If you are allowed to make-up a speech, it will only be ***one time*** and ***a full letter grade or more*** will be deducted.

In addition, if you have not presented your speech by the end of the last presentation slot, you will receive zero for the assignment. Once a zero (0) is put in grades, that zero will remain. Presentation slots can be found in Signup Genius; the link will be in Canvas.

 **Total=500**

**Audience Member**

**Two, one-hour Zoom sessions for live speeches are required.  Meaning, when you present in Zoom, you *must* remain in Zoom to listen to the speakers or lose 50 points per time.**

 **Total=100**

**Autobiographical Speech: Peer Evaluation Discussion**

NOTE: You can only complete this assignment if you uploaded your Autobiographical Speech. If you didn’t do the speech, you will be dropped from the course.

You will write a paragraph for each speaker explaining what you learned about each of them. Write your feedback directly under each student speech recording.

 **Total=50**

**Peer Evaluation Papers**

Provide feedback for the student speakers:

1. For the 1st Informative Speech, *you* will pick 5 speakers and write a 1-page paper for each (1+1+1+1+1=5 papers in total) critiquing the presentation. Use Word document and submit in Canvas in the correct location. 50pts
2. For the 2nd Informative Speech, you will pick 5 speakers and write a 1-page paper for each (1+1+1+1+1=5 papers in total) critiquing the presentation. Use Word document and submit in Canvas in the correct location. 50pts
3. For the Persuasive Speech, you will pick 5 speakers and write a 1-page paper for each (1+1+1+1+1=5 papers in total) critiquing the presentation. Use Word document and submit in Canvas in the correct location. 50pts

Submit your work on time. No late Peer Evaluation will be accepted once a zero (0) is put in Grades.

 **Total=150**

**Ceremonial Speech: Peer Evaluation**

Y*ou* will write a paragraph for each speaker explaining whom the speaker picked, why and what was the award. Use Word document and submit in Canvas in the correct location.

 **Total=50**

**Critique (Professional Analysis Paper)**

You will type a one-page paper comparing in-class presentations to an outside, real-world presentation. I recommend TED Talks on YouTube.

 **Total=30**

**Quizzes**

There will be three examinations. The first exam will cover chapters 1-5. The second exam will cover chapters 6-10. The third exam will cover chapters 11-15. Each exam will consist of twenty multiple-choice questions at two points each. Quizzes will be online and will be open for 24hrs. If I have to reopen a quiz for you, points will be deducted, and no quiz will be reopened past three days/nights from the closing date.

 **Total=120**

**Grading Scale**

I give numerical scores to all work you do. I do not give letter grades on any assignment. There are 1000 points possible for the semester. Your points are added at the end of the semester to determine your grade. I strictly adhere to the below *Grading Scale*; however, a few points adjustment might be made if it will raise the grade to the next highest letter grade.

***Grade Scale***

**A=1000-900**

**B=899-800**

**C=799-700**

**D=699-600**

**F=599-0**

**Total Points: 1000**

**Tentative Schedule (Could Be Changed!)**

**Comm1 #53743**

**All students MUST present two (2) Live in Zoom presentations-No Exceptions!**

***First Week***: June 20th-23rd

**You will spend this whole week watching all of the Lecture, Zoom recordings below:**

**1. Introduction to the course (Zoom Meeting Wednesday)**

**2. Lecture Zoom Recordings:**

* Overview of a Speech
* The Communication Process
* Managing Speech Anxiety: Apprehension
* Listening
* Audience Analysis

**3. Lecture Zoom Recordings:**

* Topics and Purposes
* Sources, Citing Sources and Supporting Materials
* Introduction and Conclusion
* Language and Delivery
* Aids: Audiovisual

**4. Lecture Zoom Recordings:**

* Instructor's Autobiographical Speech Demo (Important Recording!)

**NOTE:**

**If you don’t watch these recordings, you might want to consider dropping the course.**

* **Schedule for the 1st Informative Speech!**

***Second Week***: June 26th-30th

**NOTE:**

**If you don’t watch these recordings & if you haven’t watched last week’s recordings, please consider dropping the course.**

**1. Recorded Student Presentation:**

* **Autobiographical Speech**
* **DUE Monday by 12pm: You must upload your speech Recording**

**2. Lecture Zoom Recordings:**

* Informative Speech Types
* Sequences
* Organizing the Body of the Speech
	+ **Outline/Speech Format Discussion MUST WATCH!**
		- Outlining the speech
		- Sequences

**3. Due July 30th (F) @ 12pm: Autobiographical Speech Peer Evaluation Discussion**

 **(Comment on each speaker in the Reply!)**

* **Schedule for the 2nd Informative Speech!**

***Third Week***: July 3rd-7th

**1. ZOOM Presentations: July 5th and July 6th**

* **1st Informative Speech and Outline Due**
* **W 1:30-2:30pm Live in Zoom**
* **W 3:00-4:00pm Live in Zoom**
* **W 5:30-6:30pm Live in Zoom**
* **TH 1:30-2:30pm Live in Zoom**
* **TH 3:00-4:00pm Live in Zoom**
* **TH 5:30-6:30pm Live in Zoom**

**2. *July 5TH (W): Quiz#1: 07/05 (W) at 8am to 07/06 (TH) 8am***

***(***Available in Canvas for 24 hours only)

* ***Chapters 1, 2, 3, 4, and 5***
* **Schedule for the Persuasive Speech**

***Fourth Week***: July 10th-14th

**1. Recorded by Student Presentation: July 10, 11, 12 and 13**

* **2nd Informative Speech and Outline Due**
* **DUE Monday by 12pm: You must upload your speech Recording**
* **DUE Tuesday by 12pm: You must upload your speech Recording**
* **DUE Wednesday by 12pm: You must upload your speech Recording**
* **DUE Thursday by 12pm: You must upload your speech Recording**

**2. Lecture Zoom Recordings:**

* Persuasive Discussion
* Ceremonial Discussion

***3. July 12TH (W): Quiz#2: 07/12 (W) at 8am to 07/13 (TH) 8am***

***(***Available in Canvas for 24 hours only)

* + ***Chapters 6, 7, 8, 9 and 10***

**4.** **Due July 14th (F) @ 12pm: Peer Evaluation Papers for 1st Informative Speech**

***Fifth Week***: July 17th-21st

1. **ZOOM Presentations: July 19th and July 20th**
* **Persuasive Speech, Outline & Speaker Notes Due**
* **W 1:30-2:30pm Live in Zoom**
* **W 3:00-4:00pm Live in Zoom**
* **W 5:30-6:30pm Live in Zoom**
* **TH 1:30-2:30pm Live in Zoom**
* **TH 3:00-4:00pm Live in Zoom**
* **TH 5:30-6:30pm Live in Zoom**

***July 19th (W): Quiz#3: 07/19 (W) at 8am to 07/20 (TH) 8am***

***(***Available in Canvas for 24 hours only)

* + ***Chapters 11, 12, 13, 14 and 15***

**3.** **Due July 21st (F) @ 12pm: Peer Evaluation Papers for 2nd Informative Speech**

***Sixth Week***: July 24th-28th

**1. Recorded by Student Presentation:**

* Ceremonial Speech Due
* **Student Speech Recording DUE Monday by 12pm**

**2. Due July 25th (T) @ 12pm: Peer Evaluation for the Persuasive Speech**

**3. *July 26th (W) by 12pm: DUE Critique-Professional Analysis Paper***

**4.** **Due July 27th (TH) @ 12pm: Ceremonial Speech Peer Evaluation**

 **(Comment on each speaker!)**

GOODBYE AND ALL THE BEST ☺