

Communication

Communication ~~ Reedley College ~~ Spring 2024 ~ 9 Week Version

Communication 1: Public Speaking

Instructor: Dr. Linda Carvalho Cooley

Check Canvas for Zoom office hours and link

For quick responses or appointments in Zoom please use E-mail:

Linda.Cooley@reedleycollege.edu

Office Phone: (559) 494-3000 ext. 3126

Physical Office: Social Science 38

This course is a Zero-Textbook Course

Technology Statement:

This course is offered fully online. Students are still required to give 4 major speeches and 1 intro speech. The intro, personal story, and ceremonial speeches will be recorded by the student and uploaded to Canvas, the remaining two speeches (informative and persuasive) will be given LIVE in a Zoom session with other students and the instructor virtually present. Those speeches will be recorded by the instructor. The live recorded sessions will be offered at various times/days to accommodate students. Students with tighter schedules should log in to choose their dates as soon as they post. Students must have a digital device equipped with internet, webcam, and working microphone. Students should test their devices for sound, camera, and internet quality prior to speech day.

Course Description

This course presents the fundamentals of public speaking theories and techniques to enhance public speaking skills. 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. ADVISORIES: English 1A or 1AH. (A, CSU-GE, UC, I) (C-ID COMM 110)

My Teaching Philosophy

Teaching for me has always been about helping students. If you are having an issue – talk to me. I'm not near as scary as I may look. Please reach out to me and I promise I will listen to you and together we will come up with a solution to help you be the best student possible. Especially in this online environment all I can do is be here – but you must ask. I will meet you day or night – but I need advanced planning. ALWAYS keep in mind my intention is to help you. I care and want you to succeed. Meet me halfway – check in regularly and pay attention to the announcements! Since there is no textbook, please watch the lectures and take notes – everything on the mid-term and final are covered in my lectures. I believe that all students are capable of learning in ANY modality. Courses offered online are not for everyone but can be an excellent choice for students who need flexibility. Keep in mind flexibility does not mean less work. Make sure you understand this course requires time management on the part of the student. If you know that you learn better in a face-to-face format, then select classes that fit your learning style. As a certified online instructor, I know that online education can work. Please give it your best effort and trust that I am here to help you through the course.

No one wants you to succeed more than I do!

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

(SLO's will be assessed via the Persuasive Speech and the Professional Speech Critique)

Specific 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.

Student Rights

Students 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 caught cheating or plagiarizing in my class will receive a zero on the assignment and any assignment connected to that assignment (e.g. cheating or plagiarism on a speech will result in a zero on the speech, the outline, the reference page, and on all audience evaluations). Any student caught cheating or plagiarizing will also forfeit all participation points, all audience evaluation points, and will not be allowed to earn any extra credit points. **Turn it in** will be used and students need to address and resubmit any assignment with a 36% or more match prior to the final due date/time.

Students with disabilities with a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, must contact the instructor as soon as possible.

Assignments

Graded Item	Points Possible
Intro Speech	25
Informative Speech **SA **Live	125
Informative Outline & Reference Page	30
Personal Story Speech **SA (includes DB responses)	80
Personal Story Outline	10
Persuasive Speech **SA **Live	150
Persuasive Outline & Reference Page	30
Ceremonial Speech (no outlines) **SA (includes DB responses)	50
Participation	100
Discussion Board & Audience Evaluations	50
Professional Speech Critique **SA	50
Online Lecture Quizzes	100
Mid Term	100
Final	100
Total Points Possible	1000

*Mandatory Signature Assignments are indicated with ****SA**, these assignments are **REQUIRED** to earn any extra credit OR to take the final exam.* Students must pass signature assignments with a C or better. Students who do not earn a C or better on the signature assignments will not earn the right to take the final exam, will lose all participation points, audience evaluation points and will not be allowed to earn extra credit.

Two of the speeches must be performed live in a Zoom meeting room with the instructor and students. These speeches are indicated above with ****Live**.

The following numerical guidelines will be used in the assignment of final grades.

900-1000 = A
 800-899 = B
 700-799 = C
 600-699 = D
 599- 0 = F

The instructor reserves the right to increase points for students who are *on the margin (defined by Dr. C as less than 10 points)*; this will be based on attitude and participation throughout the semester and is solely at the discretion of the instructor.

Students will not qualify for this *on the margin* grade adjustment if they did not submit any outside extra credit, or if they have utilized 3 or more of the 12-hour window options. On the margin grade adjustments are not a given they are “solely at the discretion of Dr. C.”

Canvas: Canvas will be utilized in this class and students who are unfamiliar should seek additional help during a Zoom office hour or seek out help from the tutorial center. Keep in mind when reviewing grades in Canvas the point total is the **ONLY** thing that matters, percentages do not reflect your true grade. Technical difficulties are **NOT** a valid excuse. All deadlines are final – plan and submit early. Assignments will be due at **10 pm**. Students can “purchase” a 12-hour window to upload assignments; the cost is a 5-point penalty assessed on that specific assignment. This penalty will be given even if the assignment is one minute into the 12-hour window. After the 12-hour window there will be no excuse for technology, high turn it in score, or lack of submission. The 12-hour window is implemented to allow students time (if necessary) to figure those issues out. I will **NOT** excuse any assignment that did not get into the submission box beyond the 12-hour window under **ANY CIRCUMSTANCE – DO NOT ASK.**

Attendance: This course requires your engagement = attendance. Although we are not physically in the same room it is important that you come to class. This means you need to log into Canvas on a regular basis to make sure you are keeping up with the lectures, lecture quizzes, and all the assignments. Online courses sometimes seem harder because students forget about them. Without a strict Monday Wednesday or Tuesday Thursday format - online courses often take a back seat to “real life.” Students need to make the commitment to log into their online courses every week at least two times a week to make sure they aren’t missing anything. The modules will be set up with several things to do every single week. Make sure you do those assignments on time. Attendance will be based on your engagement in the online course materials. I will drop anyone who misses the first preliminary assignments (Intro Speech Outline, Intro Speech, or PRCA Comm Survey) assignment. Per college policy I can drop any student who misses class periods prior to the drop date. Online this will be determined by lack of engagement in the online lectures/quizzes and other assignments. Understanding that life can get busy please keep in touch with me via digital office hours or a simple email. If I know what you are going through, we can work out how to get you through the course. Lack of engagement will result in points lost for participation in addition to any assignments missed. If the lack of engagement is persistent students could lose all their participation points first, followed by audience evaluation points, and even possibly lose their ability to earn extra credit OR take the final exam.

Speeches: This class fulfills the ORAL component for the general education requirements – I take this very seriously. NO ONE will pass my class if they miss a signature assignment speech, it is mathematically impossible!! Missing a speech means a zero on the speech, outline, reference page, participation points, audience points and extra credit. Also, students who miss a speech will not be allowed to take the final. **There are two LIVE speeches: Informative & Persuasive that will require students to log into Zoom and present their speeches live to the instructor. Several sessions will be offered to accommodate all students. Students will select their day/time to present. Students must give their speech on their chosen day/time. If none of the sessions offered works for a student, they must offer an alternative day/time PRIOR to the deadline announced in Canvas. Do not panic about using Zoom, I will help you.** During live speeches the other students in the Zoom meeting room must keep their camera on but their volume muted. Remember you are the audience and need to show respect to your classmates while they present. If a student is unable to present on their assigned date, they will earn a 0 on that speech and will FAIL my class. The only way to pass my class is to make up the ONE missed speech on “Last Ditch Day” - See “Last Ditch” section for details on make ups. **Warning:** Last Ditch Day is not a right, it is a privilege and should NOT be used unless necessary. Students who are late for their LIVE speeches in Zoom will **NOT** be allowed to speak. I will wait five minutes into the assigned time for each session, after that I will not admit anyone into the Zoom meeting as the recording will be in progress.

Speakers must remember they are Speaking NOT Reading!!

Reading your speech can result in a failed grade.

After a student gives their speech, they are **required** to stay until all the students in that LIVE session have completed their speeches. The ceremonial speech is given after Last Ditch Day so any student who misses this speech will not be allowed to take the final exam in addition they will forfeit all participation points, audience points and all extra credit.

Zoom and YouTube offer free accounts – please sign up for both. This will allow you to upload your speech videos easier. I will show you how to do this in our course.

Outlines: Outlines must be submitted twice: once as a rough draft (RD), and secondly as the final version (FV). Students MUST submit a rough draft to qualify to do the speech. The RD allows the instructor to provide feedback that can be incorporated into the FV. Students who do not submit a RD outline will not be allowed to turn in the FV or post their video. Those students will have to do their speech on last ditch day (see last ditch day rules). See Canvas for all submission dates. Plan and be responsible. All submissions should be typed, in proper English, in full sentences, use the template I provide, and be submitted on time. Keep in mind any form of plagiarism will not be tolerated, turn it in will be employed to assess all researched outlines.

Reference Pages: Two reference pages are required (informative and persuasive speeches only). They must be typed and in APA style format. Students who do not submit a reference page with their outline can **NOT** give a researched speech. These speeches are required to be properly researched with the use of appropriate sources. Students will be required to use sources from the SCCCD library databases.

Participation Points: This class requires engagement in the course. Each student is expected to engage in all the assignments, discussion boards, and provide feedback to their peers. Please come to all class assignments prepared to engage the material – do not “wing’ it. Please note that participation points can be completely exhausted based on attendance which is equated with engagement in all activities in an online format.

Additional Point Assignments: In addition to the assignments there will be limited extra credit assignments. They will be briefly announced in Canvas. It is the student’s responsibility to look them up and turn them in by the deadline. Extra credit assignments submitted by students who have missed a signature assignment (see list of assignments for **SA designation) will NOT be accepted. In addition, students who have poor participation in the overall course may find their extra credit not accepted. **Students who earn a D or lower on the informative or persuasive speech will NOT be allowed to submit extra credit.** Lastly students who take advantage of the 12-hour window more than two times do not qualify for extra credit. The sole purpose of extra credit is to enhance learning not to take the place of assignments.

Professional Speech Critique: An essay critiquing a famous presentation will be assigned. Details provided in Canvas. This is a signature assignment. Final submissions will be via Canvas.

Quizzes, Mid Term, and Final:

LQ (Lecture Quizzes): Students will have lecture quizzes after watching recorded lectures in Canvas. The quizzes are on Canvas and students will have two timed attempts at each of the quizzes. This information shows that the student has watched the lectures and understands the concepts. Keep in mind all these concepts will be part of assignments and will also be covered in the mid-term and final exams.

Mid-Term: Students will take a mid-term on material covered in the course. This exam is timed. Students will have two attempts at the multiple-choice section of the exam and one attempt at the short answer portion of the exam.

Final: Finals are earned. Students who plagiarize, did not engage in the course content, or those who have missed signature assignments will not earn the right to take the final exam. Final exams are held in Canvas during finals week, they will open on Monday and close on Wednesday giving students plenty of time to take the two sections. Students will have two timed attempts at the multiple-choice portion and one timed attempt at the short answer portion of the exam.

Last Ditch Effort Day

This course **REQUIRES** four speeches – **ALL FOUR** speeches must be completed.

NO ONE CAN PASS THIS CLASS IF THEY MISS A SIGNATURE ASSIGNMENT SPEECH!!

Life happens and that is why there is this Last Ditch Effort Day. Students who have missed **ONLY** one speech can make up the ONE missed speech.

Students who miss 2 speeches do NOT qualify for Last Ditch Day and have officially failed the course.

Any student who earns less than a C grade on the required LIVE speeches will automatically be on last ditch day to re-do that speech. This means they cannot miss any speech because they are now blocked with their one make-up speech.

Keep in mind this is not an option to be taken lightly and is not a guaranteed option.

The **BAD NEWS**: all make up speeches will suffer a **2-letter grade reduction** from the original points possible. All make up speeches must occur on the Last-Ditch Day assigned dates.

ALL Last Ditch Day Speeches must be performed live in Zoom.

Students must also meet requirements, see below:

Students can only make up ONE signature speech from the semester. Students who miss two speeches have officially failed the class. (Ceremonial Speech cannot be made up)
Students who have missed or not engaged in course content (2 or more missed quizzes, discussion boards)
Students who have taken advantage of the 12-hour late window two or more times do not qualify for last ditch day.
Students who have missed the professional speech critique cannot make up a speech.
Anyone wishing to make up a speech must submit their outline (and reference page if required) in Canvas on the date assigned. Even if they had submitted the outline prior but did not complete the speech this outline must be RESUBMITTED in the Last-Ditch Day Submission box.
Students must upload (personal story speeches only) or be in the Zoom meeting room ON TIME , during their selected session. A make up day is an exception and I do not make additional exceptions for an exception.
All students who give a last-ditch day speech will NOT be considered for “on the margin” grade adjustments at the end of the semester.

The **GOOD NEWS**: if a student has given all their speeches on time, they do not need to worry about any of this and can relax, take the time to study for the final or sleep in, or even go to the beach (Reedley Beach??).

Classroom Deportment

Students must respect the rights of the other students in the class. The exploration of controversial ideas is an essential component of this class. Students who are not respectful in live sessions or in the discussion boards will be asked to drop the class.

“Per Title V Regulation 58170(e), students must be referred to academic support services by counselors or instructors. With this statement on my course syllabus, I am referring any students in my class in need of academic support to tutorial services. Tutorial services may include: the tutorial center, writing center or the communication lab. Referral reason: Mastering the content, study skills, and basic skills of this course is aided by the use of trained peer tutors.”

My Personal Sanity

To manage my work/life balance I will no longer reply to emails or pop into my zoom office after 6 pm on weekdays or on weekends. You are welcome to email me anytime, but I may not reply after 6 pm on weekdays. Also, I am not available from 6 pm on Friday until 8 am on Monday. The only exceptions will be for students who request appointments in advance or if something major is due I may be online to assist with technical issues.

Picky Professor Pet Peeves

Everyone has their quirks – I want you to know mine in advance.

1. **Do not read your speech!** Even online students should be doing a speech not a reading. Remember the outline is your road map but when you speak you should be talking as if you are talking to a group of friends. (Granted you still must verbally cite your sources, which is something you might not do with your friends, but students can look at note cards to help remember that part of the speech.)
2. **Assignments are not optional.** Students are expected to do all the work/assignments. I would have a hard time feeling bad for your grade if you selected to not do all the assignments.
3. **Take notes when you watch my lectures.** Treat it like a “class” and take notes. This is the number ONE piece of advice given by former students. When you take quizzes/exams those notes will really help you out. I literally cover everything on the quizzes/exams in my lectures.
4. **You need sources but they do not need to be quotes.** Quotes should ONLY be used if they are brilliant – if they aren’t please put them in your own words rather than quoting.
5. **Use my templates!** (outlines, and professional critique). I give templates to help students. Use the one I gave you not something you got from a different instructor.
6. **SCCCD Library Databases are REQUIRED!** Please don’t fight me – Resistance is futile you will be assimilated.
7. **Do not email me your assignments!** I will NOT download any files from students. All work must be submitted to Canvas. (I lost two computers downloading files from students.) Also, make sure you upload your videos to YouTube, then share the link to the YouTube video in the discussion board for all the recorded speeches.
8. **Please use my feedback!** I give feedback and it takes me a long time to give every student feedback. Students who do not make the changes suggested in my feedback will not earn a good grade on their outlines.
9. **Be proactive!** If you have a tight schedule, then you need to be on top of your work. I don’t know your schedule, but you do. When I open the schedule for the Zoom speeches get on the schedule so that the time slot you picked works with your schedule. If none of them do, you need to let me know ASAP. Don’t come to me later complaining that you didn’t get the time slot you needed or that none worked for you. Please be proactive because I will work with you, but I need you to let me know as quickly as possible.
10. **Technology is not always your friend.** All work in this class is required to be the original work of the student. Any use of AI Authorship tools including, but not limited to, ChatGPT, QuillBot, etc... will be considered a violation of this requirement. To be completely honest, work created by AI isn’t always accurate and often does not meet the prompt. Students end up getting a bad grade and they are surprised. My suggestion is don’t use it – do your own work. You really are capable, and it will be fine.