**REEDLEY COLLEGE**

**COURSE SYLLABUS**

**SPRING 2024**

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| **Semester:** Spring 2024 | **Department of Fine Arts, Reedley College, Reedley ca.**  |
| **Course Name:** COMM-1-53051 | **Instructor:** Karla Silva  |
| **Location: Online–Asynchronous**. Asynchronous Instruction; is learning that occurs without real-time interaction. Professors may post lectures,readings, and other class materials. Studentscan complete them within the requirementsbut on their schedule day or night. | ***Preferred methods of contact:****Canvas Inbox (beware if you email me you might get lost in the shuffle so I strongly recommend Canvas inbox!)*Email; Ks040@reedleycollege.eduPlease allow for a 24-hour response (M-F.) Emails sent over the weekend may not be viewed till the following Monday.  |

**Course Description**: This course covers theories of human communication and their function in contemporary public settings; experiences designed to enhance fundamental communication skills—research, organization, reasoning, listening, and problem-solving—through a series of informative and persuasive oral presentations.

***My Teaching Philosophy***

*I aspire in all my classes to build a safe space where we can express and challenge our understanding of the world within bounds. If you’re having an issue academic or nonacademic, please feel free to reach out. Meet me halfway and let’s try to get in front of any problems that may arise during our time in this class. I hope you have fun in this course (online classes have a different “vibe” but I hope my energy translates.)*

**COURSE SPECIFICS**

**Student Learning Outcomes:**

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.

*(SLOs will be assessed via the Persuasive Speech and the Professional Speech Critique)*

**Course objectives**:

• Gain communicative competence and confidence because of the preparation, presentation, and analysis of oral messages.

• Gain an understanding of the communicative process.

• Develop skills 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.

• Developing skills in extemporaneous speaking, students will present a minimum of three speeches in front of an audience.

• Enhance vocal skills (projection, diction, inflection, and volume).

• Improve listening skills.

• Critique and analyze their own and other students' speeches.

• Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.

**REQUIRED COURSE MATERIALS:**

* All readings are free---No Textbook. Just Read. PSP/ Chapter readings (found on the syllabus & modules).
* A reliable internet connection
* A computer / mobile device with audio access, camera, and the ability to record.

**Instructions for significant assignments:**

⇒ Personal Speech: Since most fear of public speaking derives from the unknown

(e.g., “What does the audience think of me? What if I don’t know the content well enough?”), the first graded speech will give a chance to reduce the uncertainty from both perspectives. Select 2-3 items and be prepared to explain how the three items describe you. You must demonstrate that effort went into the assignment. This speech will be **3-5 *minutes***. no sources are required.

⇒ Informative Speech(IRT): This speech will apply concepts learned in the course to present an extemporaneous address about a student-selected topic involving processes, events, places, people, objects, or concepts. This speech will be **4-7 *minutes*.** **A minimum of three sources**.

⇒ Commemorative Speech: Think of something you’d like to toast to… an event, a person, a place, etc. This speech could be about honoring something fun or serious. You choose a topic that best suits you and the guidelines for this speech. **3-5 *minutes*.** No sources are required.

⇒ Persuasive Speech(IRT): This speech will compile what the students have learned thus far about delivering a speech while allowing students to attempt to persuade their audience to change their perceptions, adopt new habits, alter their worldviews, etc. This speech will be **6-8 *minutes***. A **minimum of four sources**.

⇒ Outlines: All outlines will follow a specific format. To assist students in preparing a solid outline a template will be provided through Canvas. When Outlines require references you will follow APA format style. Outlines that don’t follow APA will be docked accordingly. These speeches are required to be properly researched with the use of appropriate sources.

⇒ Speech Critique: This assignment provides you with an opportunity to reflect on your progress in your speech. The critiques follow the APA style format. This essay is meant to engage your understanding as we move through the semester.

⇒Peer Evaluation: You will listen to someone else’s speech and provide feedback that can help improve their future speeches. This is an opportunity for **constructive feedback.**

**Assignment and Examination Schedule**

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| **Assignment** | **Points/Percent**  |
| Attendance (Check-in DB) |  50  |
| Discussion Boards (2) | 10 ea. 20 |
| Self-Critiques (2) |  40 |
| Peer Evaluation (2) |  40 |
| Personal Speech Presentation  |  80  |
| Informative Speech Presentation  |  200 |
| Ceremonial Speech Presentation  |  100 |
| Persuasive Speech Presentation  |  230 |
| Signup Sheet (2)  |  10 ea. 20  |
| Quizzes (5) |  100  |
| PS Outline  |  25 |
| IS Outline  |  40 |
| CS Outline  |  25 |
| PS Outline  |  40 |
| **Total Points Possible**  |  **1000**  |

Grading scale

o 900—1000 A

o 800—899 B

o 700—799 C

o 600—699 D

o 600—below F

# **COURSE POLICIES**

**Student Support**

Students with Disabilities: If you have a verified need for 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 contact your instructor as soon as possible. Additionally, you should reach out to student services to further help with accommodation needed for in-class/online classes.

# **Late Work and Incomplete Grade Policy**

All assignments are to be submitted on Canvas according to their specific due date, but to ensure you stay on top of the deadlines they are explicitly detailed in our course schedule. *No late work will be accepted.* I know life can happen… LET ME KNOW. Let me help you! I can meet you halfway if needed, but as a general guideline no late work.

**CANVAS**

Canvas - Canvas will be utilized in this class for EVERYTHING. Therefore, I recommend familiarizing yourself with all the modules, links, pages, etc. I am here to help too! If you would additional help please seek out the library or other campus resources. **Keep in mind when reviewing grades in Canvas the point total is the ONLY thing that matters, percentages do not reflect your true grade.**

*P.S>>>Technical difficulties are NOT a valid excuse. All deadlines are final plan ahead and submit early.*

If you experience problems with Canvas, send your assignment **BEFORE the deadline via Canvas inbox** to receive credit for the assignment. **When submitting documents/assignments they must be in a PDF/ Word Doc.** Your assignment will not be graded if the document is unreadable, in Apple pages, or is an incorrect submission. You will earn a zero.

**Plagiarism Detection & AI USE:** The campus subscribes to Turnitin, a plagiarism prevention service, through Canvas. You will need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and no other purpose. **If any of your assignments are flagged with 35% or higher for plagiarism you will only be able to earn 50% on the assignment. (Given that it is your work not references).** *I recommend just to play it safe-- keep it under 30%. If you have more than one assignment flagged for plagiarism future academic probation measures may be taken.* Per your agency, you may opt out of using Turnitin but these rules still apply. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work. Use of an AI Generator such as ChatGPT, iA Writer, MidJourney, DALL-E, etc. is explicitly prohibited unless otherwise noted by the instructor. The information derived from these tools is based on previously published materials. Therefore, using these tools without proper citation constitutes plagiarism. Additionally, be aware that the information derived from these tools is often incomplete. All work submitted must be your own. **Any assignment that is found to have been plagiarized or to have used unauthorized AI tools may receive a zero and/or be reported for academic misconduct.**

**Student Conduct**

Just because this is an online class does not mean you are not expected to act appropriately.

This is a lecture, discussion, and performance course; open participation in this learning environment requires that we all respect the rights of students and the instructor. We are here to engage in discourse, create a safe space, present different viewpoints, and have a great time. **Bigotry, hate speech, violence, etc. any commentary that promotes violence or hate speech will not be tolerated.** ***Student conduct that disrupts our safe space may lead to disciplinary action and/or removal from class.*** *I ask you kindly to think before you speak. We are here to learn and uplift one another.*

# **COURSE SCHEDULE OF READINGS & ASSIGNMENTS**

The schedule breaks down which topics will be covered and the chapter that correlates to that topic. The schedule indicates the chapters that are due according to the topic. This schedule is also subject to change to fit the needs of both the instructor and students.\*

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| **DATE** | **TOPIC** | **ALL ASSIGNMENTS DUE SUNDAY** (THE END OF THE WEEK): |

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| Week 1: 03/11- 03/17 | Introduction to Course * Syllabus and expectations
* Assign 1st Quiz

 Communication Matters Lecture* When/Where/Why
* Define public speaking

*Assigning; personal speech & Outline + Peer Evaluation (#1)* |  **Due Sunday (03/17) by 11:59 PM*** Discussion Board #1
* DB Check-in
* Syllabus Quiz
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| Week 2: 03/18- 03/24 | How to Craft a Speech and an Outline*Assigning your self- Critique (#1)***Readings:** Chapter 6: Exploring public speaking  Chapter 8: Intros and conclusions |  **Due Sunday (03/24) by 11:59 PM*** DB Check-in
* Quiz #1
* Personal Speech Outline
* Personal Speech (#1) (video upload)
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| Week 3: 03/25 - 03/31 | Communication Models Lecture *Assigning your Informative SP***Readings:**Ch.12: Delivering your SpeechCh.15: Informative Speaking | **Due Sunday (03/31) by 11:59 PM*** DB Check-in
* Self- Critique #1
* Peer Evaluation #1
* Signup for presentation topic/slot (Informative Speech)
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| Week 4: 04/01 - 04/07 | Finding and Using Evidence * How to use research
* Designing messages & Organizing Ideas

*Assigning your last self-critique (#2)* | **Due Sunday (04/07) by 11:59 PM*** DB Check-in
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| Week 5: 04/08 - 04/14 | **LIVE INFORMATIVE PRESENTATIONS** (**ON ZOOM)**Time/Date options M-TH 12:30p-2:00p. | **Due Sunday (04/14) by 11:59 PM*** DB Check-in
* Quiz #2
* Informative Outline
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| Week 6: 04/15 - 04/21 | Commemorative Speaking Lecture *Assigning your commemorative SP + Peer Evaluation (#2)****Readings:*** Ch.17 Special Occasion Speaking | **Due Sunday (04/21) by 11:59 PM*** DB Check-in
* Discussion Board #2
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| Week 7: 04/22 - 04/28 | **SPRING BREAK** *Assigning your Persuasive SP* | **Due Sunday (04/28) by 11:59 PM*** DB Check-in
* Commemorative Outline
* Commemorative Speech (Video Upload)
* Signup for presentation topic/slot (persuasive Speech)
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| Week 8: 04/29 - 05/05 | Artistic Proofs (methods of persuasion) Lecture ***Readings:***Ch.16: Persuasive Speaking | **Due Sunday (05/05) by 11:59 PM*** DB Check-in
* Peer Evaluation #2
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| Week 9: 05/06 - 05/12 | **LIVE PERSUASIVE PRESENTATIONS (ON ZOOM)**Time/Date options M-TH 12:30p-2:00p. | **Due Sunday (05/12) by 11:59 PM*** DB Check-in
* Quiz #3
* Persuasive Speech Outline
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| Finals Week: **MON. MAY, 13** |  Self-critique #2 due by 11:59 PM | Extra Credit Letter due 11:59 PM* DB Check-in
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