

Communication

Communication Studies ~~ Reedley College ~~ Spring 2024

Communication 1: Public Speaking

Instructor: Dr. Linda Carvalho Cooley

Check Canvas for Zoom office hours & link - For quick questions or appointments in Zoom please E-mail: Linda.Cooley@reedleycollege.edu

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This course is a Zero-Textbook Course

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)

Classroom Department

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 will be asked to drop the class. When presentations are in progress students arriving late are absent. Interrupting a presentation for any reason other than a severe emergency is inconsiderate and will not be tolerated. Cell phones should be turned off before coming to class. Students with a cellphone out will be asked to put it away or leave the classroom. Cell phone usage during class will result in a severe loss of participation points. Headphones and/or ear pods are also forbidden in the classroom. Take them off and put them away prior to entering the room. Students may not record (audio or video) in this class except in accordance with ADA accommodations or as required by the instructor. Any recordings made in connection with disability accommodation or as a reflective portion of an assignment, are for the student's personal academic use only and may not be distributed in any manner to any other individual. Laptops should also not be used in class but if a student must use a laptop to take notes, they are required to sit in the front row.

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 because 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 semester.

“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.”

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, plagiarizing, and/or utilizing artificial intelligence technology to create their work will receive a zero on the assignment and any assignment connected to that assignment. Any student caught cheating, plagiarizing, and/or utilizing artificial intelligence technology to create their work will also forfeit all participation points and will not be allowed any extra credit points. **Turn it in** will be used via Canvas and students need to address and resubmit any assignment with a score above 35% match prior to the due date or they will receive a zero on the assignment. Issues of cheating, plagiarism, and/or the use of artificial intelligence will be submitted to the Dean. These issues are serious and are likely to cause the student to fail the course.

Students with disabilities who have 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, please contact the instructor as soon as possible.

Assignments

Graded Item	Points Possible
Intro Speech (mini outline/ref., google slide, & presentation)	25
Informative Speech **SA	125
Informative Outline & Reference Page	30
Personal Story Speech **SA	80
Personal Story Outline	10
Persuasive Speech **SA	150
Persuasive Outline & Reference Page	30
Ceremonial Speech (no outline) **SA	50
Participation	100
Audience Evaluations	50
Professional Speech Critique **SA	50
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.

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 2 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 are due at 10 pm. Students have the ability to submit for an additional 12 hours. This 12-hour window is considered purchased if an assignment is submitted during that time frame. The cost is a 5-point penalty assessed on the 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 to figure those issues out. I will **NOT** excuse any assignment that did not get into the submission box beyond the 12-hour window.

Attendance: This course requires your engagement = attendance. In addition to coming to our physical classroom I also expect you to log into Canvas on a regular basis. When you come to class, I expect you to be prepared to take notes or engage in discussions/activities conducted in class. This is not a time to be on your cellphone. Roll will be taken at each class session. I will drop anyone who misses the first day of class or the second day of class. Per college policy I can drop any student who misses 4 class periods prior to the drop date. Understanding that perfect attendance can only happen in a utopian world, each student is allowed 2 absences. I will no longer investigate or decide if an absence is excused or not. Every student has two freebies – after that I will deduct points for EVERY absence regardless of reason. These points will come from participation points first, followed by audience evaluation points. Once those points are depleted students will NOT be allowed to earn extra credit OR take the final exam. In addition, arriving late to class and leaving early is unacceptable. Two tardies or early departures are equivalent to one absence. It is the student's responsibility to keep track of their absences. If a student knows in advance that they will be absent, inform the instructor so that accommodation can be made for speeches or exams **prior** to the absence. Notification does not excuse the absence and any assignment due during the absence **MUST** be made up **prior** to, not after the fact as much as is possible. I will also drop students who do not complete the introduction speech assignment.

In addition, students who attend but are distracted by their cellphone/laptop may also lose points for not participating in the classroom discussions and/or activities. Ear buds, or headphones are not allowed in class at any time. Cellphones or any other technical devices are not allowed to be out during class time. Students who wish to take notes on their laptops must do so in the first row of the classroom. Students are not allowed to have their laptop out if they are not taking active notes – and students who insist on using their laptop but are caught doing something other than notes will lose their ability to use the laptop for the rest of the semester.

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. Students will present four formal speeches. During speech dates all students should be active listeners for their peers. Students must remain in the classroom for all speeches, no one is allowed to leave early unless there is a documented reason for doing so approved by me in advance. Remember you will be both the speaker and an audience member. I ask that everyone show respect to each other. 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 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 speeches will find the door locked. Once speeches begin, I will lock the door to avoid distractions during the speeches. I will wait until five minutes after class begins to lock the door. If there is a sign on the door do not knock.

Professional Speech Critique: An essay critiquing a famous presentation will be assigned. Details provided in class. This is a signature assignment. Submissions will be via Canvas. Keep in mind this is an opinionated paper and your opinion is the only one that matters. The use of AI technology can result in a zero on this assignment. Follow the prompt and make sure this is written from your perspective.

Outlines: Outlines must be brought to outline workshop (See class calendar for assigned dates) then finalized prior to submission into Canvas. Submission dates are one class day prior to the first assigned speech date for all speeches. **No one will be allowed to give their speech without attending the workshop, improving the outline, AND submitting a final version to Canvas.** Plan and be responsible. All submissions should be typed, in proper English, in full sentences and submitted on time. Keep in mind any form of plagiarism will not be tolerated, turn it in will be employed to assess all outlines. The use of AI technology can result in a zero on this assignment. Students who are unsure how to use Canvas must seek out help prior to deadlines.

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. In addition, individual references are also inspected to see that AI technology was not used. AI often misrepresents the information from sources, if this happens your entire assignment will be given a zero.

Additional Point Assignments: Limited extra credit assignments are offered. They are 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 unaccepted. Lastly students who take advantage of the 12-hour late window two or more times do not qualify for extra credit. The sole purpose of extra credit is to enhance learning not to take the place of assignments.

Canvas Lecture Quizzes: Students will have mini lecture quizzes to take after attending the class lecture on that specific topic. The quizzes are on Canvas and students will have two timed attempts at each of the quizzes. This information shows that the student has taken notes on the in-class 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 & Final Exam: Students will take these exams in class. Students are to bring a Scan Tron 882, they are available for purchase in the bookstore. Students will be given a study guide, but notes cannot be used during the exam. Doors will be locked five minutes after the exam is given out to students. Be on time – if the sign is on the door do not knock. Final exams are held in class during finals week (See schedule at the bottom of the calendar for date/time of your final exam).

My Teaching Philosophy & My Personal Sanity

Teaching is 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. I will meet you before or after class, during office hours, or in Zoom. **ALWAYS** keep in mind my intention is to help you. I care and want you to succeed. Meet me halfway; come to class and check on Canvas regularly! There is no textbook, come to class prepared to take notes during all lectures – everything on the lecture quizzes, mid-term and final are covered in my classroom lectures. Students who are not in class will have to rely on notes from a friend. After obtaining notes contact me to review anything you are unsure of from that missed lecture. Keep in mind I cannot and will not reteach

the entire lesson. If a student is absent when an assignment is due or given out, the absence does not excuse or extend the due date. When in class students are expected to be “present” – students who are on their cell phones or sleepy or engaged in private conversations may be told to leave.

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 from 6 pm to 8 am. The only exceptions will be for students who request appointments in advance.

Just remember that no one wants you to succeed more than I do!

Last Ditch Effort Day

Life happens so we need to be flexible. I have an assigned make up day for speeches. Students who have missed ONLY one speech can make up that speech on Last Ditch Day. Students who miss 2 speeches do not qualify for Last Ditch Day. Any student who earns less than a C grade on the informative speech will automatically be on last ditch day to re-do that speech. This will block them from having any additional missed speeches.

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 date.

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

Students who miss a signature assignment speech MAY be allowed to make up that ONE speech on the Last-Ditch Effort Day, but they must also meet other 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, they occur after Last Ditch Day)
Students who have more than 4 absences do not qualify for Last Ditch Day.
Students who have taken advantage of the 12-hour late window three or more times do not qualify for last ditch day.
Students who have missed the professional speech critique do not qualify for Last Ditch Day.
All students 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 it must be RESUBMITTED in the Last-Ditch Day Submission box.
Students must be ON TIME; the door will be locked five minutes after the session begins and a note will be placed on the door. Do not knock on the door. NO ONE IS ALLOWED IN THE ROOM ONCE SPEECHES BEGIN.
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??).

Picky Professor Pet Peeves

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

1. **Do not read your speech!** Students can use note cards but should be looking at and talking to their audience not reading off their outline. 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 are in class.** This is a class and there is no textbook, meaning all the content I will test you on is covered in my lectures. Do not watch me, take notes, ask questions, and engage in the material. 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 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.)
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 final 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. Think of the full week or even look at two weeks on your calendar so you can plan and get your work done on time.
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. This is the third time in your syllabus, but I will say one last time: no cellphones during class lectures, no ear pods/headphones, and no laptops. If you must use a laptop in my class, please sit in the front row.