

Communication

Communication ~~ Reedley College ~~ Spring 2019

Communication 1: Public Speaking

Instructor: Dr. Linda Carvalho Cooley

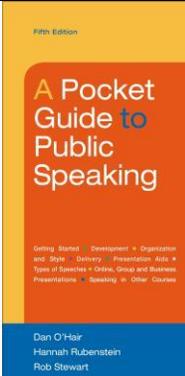
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	<p>Required Materials:</p> <ul style="list-style-type: none">➤ Textbook: O'Hair, D., Rubenstein, H. & Stewart, R. (2016). <u>A Pocket Guide to Public Speaking</u> 5th Edition.<ul style="list-style-type: none">▪ ISBN13: 978-1-4576-7040-4➤ Three scan-tron forms (882)➤ One package of 3X5 cards
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Course Description

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. Communication 1 fulfills the General Education Requirement in Oral Communication (G.E. Foundation A1). C-id designation Comm 110.

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 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.

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 principals 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.

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 will be asked to drop the class. When presentations are in progress students arriving late are to stay outside until the presentation is complete. 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. If a student interrupts a speech for any reason other than a severe emergency (this includes cell phones ringing/buzzing or leaving the room during a speech) they will be confronted by the instructor and their speech grade will be lowered one letter grade. Cell phone usage during class will result in a loss of participation points.

The schedule is subject to change at the discretion of the instructor – it is the responsibility of the student to check on announcements made during any absence. Also if class is cancelled please refer to the webpage for instructions.

Assignments

Graded Item	Points Possible	Score
Informative Speech **SA	125	
Informative Outline & Reference Page	50	
Personal Story Speech **SA	75	
Personal Story Outline	10	
Persuasive Speech **SA	150	
Persuasive Outline & Reference Page	50	
Ceremonial Speech (no outlines) **SA	50	
Participation	100	
Audience Evaluations (in class only)	40	
Professional Speech Critique **SA	50	
Quizzes (2 @ 100 pts each)	200	
Final	100	
Total Points Possible	1000	

Mandatory Signature Assignments are indicated with **SA**, these assignments are REQUIRED in order 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*; this will be done on the basis of 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 extra credit, have a Last Ditch Day speech or if they utilized two or more 12 hour windows.

Canvas - Canvas will be utilized in this class and students who are unfamiliar should seek additional help during an office hour or attend the tutorial center for extra assistance. 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 ahead, and drop box early. Assignments will be due at 10 pm. In order to assist students I will offer “Voluntary Pop in Workshops” (see calendar). Students will also have the ability to “purchase” a 12 hour window to upload assignments the cost is a 5 point penalty assessed on the current assignment. This penalty will be given even if the assignment is one minute into the 12 hour window. If a student selects to use the 5 point 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 drop box beyond the 12 hour window under **ANY CIRCUMSTANCE – DO NOT ASK.**

“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.”

Late and Missed Assignments

I will **NOT** accept any emailed or handwritten papers.

I have a very strict policy on late work. See previous section on Canvas.

ALL WORK IS DUE AT THE BEGINNING OF THE CLASS – or at the time designated on Canvas. Learn to use Canvas and post early. I will not accept “technology” excuses. Students are considered absent if the door is locked and a sign is posted that speeches or exams are in progress, do **NOT** knock or attempt to enter through the lab door.

Attendance: Due to the nature of this course, attendance is important. Roll will be taken at each class session. I will drop anyone who misses the first day of class. I will also drop anyone who chooses to miss the second day of class. Per college policy I can drop any student who misses 4 class periods. If a student misses 4 classes prior to the drop date I will drop that student. Roll will be taken at each class session. Class points will be drastically reduced by absences. 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 25 points for EVERY absence regardless of reason up to a total of 6 absences. 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. Make sure to understand this – students have TWO free absences all other absences will result in a deduction of points as stated. NO EXCEPTIONS!! Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. 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, need to inform the instructor so that accommodations 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. Sign in sheets are often used to take attendance, it is the student’s responsibility to sign in.

Please be aware that I WILL enforce this policy and will not make exceptions!

It is the students’ responsibility to keep track of absences and tardies

I will not give warnings.

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 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. **I do not allow anyone to give their speech on a day other than their assigned date. Do not ask for an extension.** 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 absolutely necessary. Students who are late on their assigned speaking day will **NOT** be allowed to speak. The door will be locked when speeches begin to avoid interruptions, students are not allowed to enter through the lab. After a student gives their speech they are **required** to stay until class is dismissed. Students who leave class early after giving a speech will earn a zero on that speech. 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.

Outlines: Outlines must be brought to outline workshops then finalized prior to submission to 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 workshops AND submitting their outline to Canvas.** Plan ahead 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. Students who are unsure how to use Canvas must seek out help prior to deadlines.

Reference Pages: I require two reference pages (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 will **NOT** give a speech. These speeches are to be properly researched with the use of appropriate sources.

Participation Points: This class is interactive, participation is vital to the classroom environment. Each student is expected to attend class each day and be prepared to discuss ideas, and participate in class activities. Please come to class prepared to engage the material. Absences, late arrivals and leaving early, in addition to a lack of participation in class discussions and activities will adversely affect participation points. Participation points are strictly given on days with no speeches or quizzes. Please note that participation points can be completely exhausted on the basis of attendance or missed assignments. In addition students who prefer to spend time on their electronic devices instead of engaging in the discussion will lose participation points and could be asked to leave the classroom.

Additional Point Assignments: In addition to the assignments there will be limited extra credit assignments. They will be briefly announced in class and posted on the classroom web page. It is the student's responsibility to look them up and turn them in by the deadline posted on the webpage. 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 6 or more absences (inclusive of the 2 freebies) will not be allowed to earn extra credit or take the final exam. 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.

Quizzes: Students are responsible to bring their OWN scan tron. Doors will be locked when quizzes are distributed to avoid interruptions. Students are not allowed to enter through the lab once the door is locked.

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

Finals: Finals are earned. Students must complete all of the signature assignments in order to take the final. Students who plagiarize or have 6 (inclusive of the 2 freebies) or more absences will not be allowed to take the final exam. Please note final exam schedule on calendar. I will not allow anyone who is late to take the final, the door will be locked when finals are given out. Please be on time. I will NOT allow anyone to take the final prior to finals week without a documented medical excuse. Students can ask to take their final during a different time slot as long as it lands during finals week. Accommodations will not be made for vacation or travel reasons. Students are to bring their own scan tron.

Last Ditch Effort Day

In an effort to be fair I will have an assigned make up day. Students who have missed ONLY one speech can make up that speech on this day. Students who miss 2 speeches do not qualify for Last Ditch Day. 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.

NO ONE CAN PASS THIS CLASS IF THEY MISS A SPEECH ~ PERIOD!!

Students who miss a 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 speech from the semester. Students who miss two speeches have officially failed the class.(Ceremonial Speech cannot be made up)
Students who have 6 or more absences cannot make up a speech. (Two tardies = 1 absence) (this is total absences inclusive of 2 freebies)
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 physically submit their outline (and reference page if required) on the date assigned. They must be turned in during the first 5 minutes of their assigned class session and will not be accepted late under any circumstance. See calendar and webpage for dates.
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. NO ONE IS ALLOWED IN THE ROOM ONCE SPEECHES BEGIN. Do not knock or attempt to enter through the lab door.
All speeches will be given on a lottery basis. (I cannot guarantee we will have time for all speeches)
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.

How it works: at the start of class everyone who has a make up speech will put their names on a card and I will draw names. I will hold very strict time limits on speeches but cannot guarantee that everyone will get a turn. Time will be called at the lowest possible time allotted for that assigned speech, (e.g. if the assigned speech was a 2-4 minute speech time is called at 2 minutes) students can then jump to their conclusion and finish. Students who continue to talk will be asked to stop in order to accommodate everyone else.

The **GOOD NEWS**: if a student has given all of their speeches on time, consider this a free day – take the time to study for the final or sleep in, or even go to the beach (Reedley Beach??).

Just a Note Regarding My Teaching Philosophy

When absent do not approach me to ask "what did we do when I was gone?" Each student must assume full responsibility for all notes, assignments or announcements made during class. I cannot and will not re-teach a lesson in my office or in the hallway before or after a class. My power point presentations are for students who come to class – students who are not in class will have to rely on the book or notes from a friend. When a student misses class and an assignment is due or given out the absence does not excuse or extend the due date. When in class it is expected that students are "present" – students who are on their cell phones or sleepy or engaged in private conversations may be told to leave.