LOS ANGELES MISSION COLLEGE
SUMMER SEMESTER – 2013
ORAL COMMMUNICATION 101 – PUBLIC SPEAKING
SECTION 0104 – 7:45 TO 10:15am – INSTRUCTIONAL BLDG. Room 1012

PROFESSOR: MARGIE LONG
OFFICE LOCATION: Instructional Bldg – Office #12
OFFICE HOURS: M,T,W,TH – 10:15 – 11:00am
CLASSROOM: Instructional Bldg.–Rm 1012

OFFICE PHONE: (818) 364-7682
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Use this email address when contacting me

Welcome to Public Speaking! This course provides you with an introduction to public speaking and will address the content accordingly. This is NOT an advanced speaking class. It is designed to provide each of you with the necessary foundational tools to effectively participate in public speaking situations you may encounter in daily life.

COURSE DESCRIPTION:

This introductory speech course emphasizes the techniques of Public Speaking including writing and delivery of speeches to inform and persuade. You will refine your critical thinking, research, organizational, and time management skills. You will learn how to adapt a message to any audience and occasion.

COURSE OBJECTIVES:

Upon completion of this course, students will be able to:

- Effectively research, organize, and develop informative, persuasive and special occasion speeches
- Students will also be competent in clearly organizing impromptu speeches
- Practice the basics of rhetorical criticism skills
- Actively listen and become a better consumer of public information
- Enhance the development of their critical thinking skills
- Orally present effective speeches, each with a logical progression of ideas clearly researched, orally cited, and documented

STUDENT LEARNING OUTCOMES:

At the end of the semester, students will know and/or be able to:

- Construct a speech mapping outline which includes an introduction, body, and conclusion with a Works Cited page attached.
- Demonstrate the ability to write and adapt the content of a speech to the target audience by conducting an audience analysis.
- Demonstrate the ability to deliver a well-structured speech to a target audience that includes the use of presentational aids.

Assessment for these Student Learning Outcomes will include a collection of outlines, in-class activities, in-class evaluation of speeches presented, in-class discussion and/or assignments.

REQUIRED TEXT: Fujishin, Randy (2012) T*HE NATURAL SPEAKER, 7TH EDITION)*.
Boston: Pearson/Allyn and Bacon.

REQUIRED SUPPLEMENTAL MATERIAL:

Students are REQUIRED to purchase a student workbook specifically designed for the public speaking classes I teach. It is entitled PUBLIC SPEAKING WORKBOOK by PROFESSOR MARGIE LONG. You must purchase this at our Eagles Landing College Bookstore today and bring it to every class. Additionally, you will also need one (1) 1" or 2" 3-ring binder, one (1) 9x12 manila envelope, one (1) stapler, two (2) 882-E scantrons, one (1) #2 lead pencil with an eraser, and one (1) package of 5x8 speaking cards. You are advised to keep all your paperwork from throughout the semester in your 3-ring binder. You are responsible to show proof of all work completed if requested by your professor.

OVERVIEW:

The emphasis in this class is on practical application and the pace is *rapid*. You are expected to keep up with the reading and speaking assignments listed for you on the schedule. Follow this schedule closely. Use it as your guideline in preparing for exams and speeches. You will find Fujishin extremely easy to read as he writes with great sensitivity and clarity. There will be five (5) speeches given in class so plan your time for research, writing, AND practice accordingly. Your detailed speaking assignments are given in the workbook.

PARTICIPATION AND TARDY POLICIES

- The Mission College Catalog states the following: "*Students who have pre-registered for a class and who do not attend the first meeting of the class forfeit their right to a place in the class.*" It continues with "*It is a student's responsibility to drop from the class.*"

- PARTICIPATION: Participation is mandatory. As stated under the heading ATTENDANCE in our Mission College Catalog, *"the student is expected to attend every meeting of all classes for which he or she is registered. A student absent from classes for emergency reasons must inform his or her instructor of the reason for that absence."* Documentation is required for all excused non-participation days. An email is NOT documentation. You must notify me IN ADVANCE of class and bring documentation for that absence to the next class period. *If you do not bring documentation to the next class, for each un-excused non-participation day 10 points will be deducted from your semester total earned points*. You may not bring in documentation late. If you miss more than three (3) unexcused class hours (that means 2 classes), on the next unexcused non-participation day your grade will be lowered one full letter (i.e. from an A to a B).

- TARDIES: Tardies carry a 5 point deduction each. If you are more than 15 minutes late, the day will be considered a non-participation day and thus 10 points will be deducted from your earned point total at the end of the semester.

- NO side conversations when a classmate is giving a presentation. In turn, you will receive that same courtesy from your fellow classmates.

CLASSROOM CONDUCT

- ALL ELECTRONIC DEVICES MUST BE TURNED OFF AND PUT AWAY DURING CLASS. You will be asked to leave class for the day if you "text" at any time.
- NO HATS are worn in the classroom at any time. No outside jackets, zip-up sweatshirts, and hoodies will be worn when giving a speech. Swearing, profanity, drugs, illegal beverages, or weapons of any kind will NOT be allowed for any reason. All piercing decoration (lips, eyes, and nose) must be removed when presenting your speeches
- College level behavior that demonstrates respect for the classroom situation is expected in order to maintain a positive learning environment for all members of the class. Treat others with the respect you would like to receive. It works!! ☺ ☺ ☺

ASSIGNED SPEECH DAYS

NO EXCEPTIONS…YOU ARE REQURIED TO SPEAK ON YOUR ASSIGNED DAYS *WHEN YOUR NAME IS CALLED*. If you are late to class and your name has already been called, YOU MISS YOUR OPPORTUNITY TO SPEAK. It is to your benefit to prepare all speeches as early as possible to provide yourself with the time to practice your delivery. DELIVERY AND CONTENT MUST WORK TOGETHER. Never sell yourself short!! YOU are in control here.

THE WORK YOU DEMONSTRATE IN PRESENTING YOUR SPEECHES *IN CLASS* DETERMINES THE GRADE YOU EARN. You MUST use *strong eye contact* and *effective vocal variety*. The famous Greek dramatist Sophocles said it best "To speak much is one thing, to speak well is another." PRACTICE, PRACTICE, PRACTICE!!! ☺ ☺

SPEECH ASSIGNMENTS AND GRADING CRITERIA

1. SPEECH ASSIGNMENTS Deliver FIVE prepared and practiced speeches.....260 Points

SPEECH		POINTS	WKBK PAGE	EVALUATION
#1	Introductory	10		Pass/No Pass
#2	Informative	65		Grade
#3	Persuasive	95		Grade
#4	Special Occasion	60		Grade
#5	Cultural Uniqueness	30		Grade

(PART #1 - Oral Final)

Your cumulative earned points will be applied toward your final course grade ONLY if you complete the oral final on our scheduled days AND COMPLETE Exam #2 (Part #2 - Written Final) on our scheduled final exam day and time.

IMPORTANT -- You must use 5x8 speaking cards only. *No full sentences* are to be written out on your cards. You are to use key concepts only. All cards are handed in to me after you speak.
Speech 1 – Use 1 speaking card
Speech 2 – Use 5 speaking cards
Speech 3 – Use 5 speaking cards
Speech 4 – Use a manuscript. (See instructions for a manuscript in our workbook on pg.)
Speech 5 – Use 3 speaking cards

2. SPEECH GRADING CRITERIA: The guidelines used to grade EACH required speech assignment and the quality of work you demonstrate in class are given in your Student Workbook. You have separate grade sheets for each specific assignment. Each speaking assignment builds from the preceding one and incorporates your mastery of the material covered. Please see Speech Assessment Grade Sheet in your workbook for each assignment.

3. REQUIRED: YOU MUST SUBMIT A TYPED MAPPING OUTLINE FOR YOUR INFORMATIVE SPEECH (#2) AND FOR YOUR PERSUASIVE SPEECH (#3). Informative and Persuasive outlines are to be handed in to me on day 1 of each speech assignment at the beginning of class. You may not take class time to print out your outline. It MUST be printed BEFORE you come to class. You MUST use headings, have boxes, and attach a separate Works Cited page written in MLA format. If no *typed* mapping outline is handed in on day 1, your speech assignment is incomplete and you may not present your speech. There are no make-ups for any incomplete assignment. You will EARN a grade of zero. There are no extra points assigned for the outline. It is a required component of the Informative and Persuasive assignments. NO EXCEPTIONS...NO outline on day 1, NO speech. Always be prepared! ☺

4. ALL INCLASS CRITIQUES . . . . . 12 points
(Critiques in Student Workbook follow each speech assignment.)

5. PARTICIPATION - 2 IN-CLASS EXERCISES: *L.A Tour Guide* (8 Pts.); *Audience Analysis* (8 pts). . 16 points

6. TWO (2) EXAMS) Exams are 100 points each . . . . . .200 points
Exam 1 and Exam 2 = 100 points each for a total of 200 points The format will be T/F, multiple choice. You will need to bring a Scantron 882-E and a #2 lead pencil with an eraser for each exam. Exams will be from our required text and lectures.

EXAMS	READINGS	DATES
#1	Chapters 1, 2, 3, 7, 8	June 26
#2	Chapters 4, 5, 6, 9, 10	July 8

TOTAL POSSIBLE COURSE POINTS . . . . . .488 POINTS

COURSE GRADE

Letter grades will be assigned from the following point scale based on a straight percentage basis. Please note, you are not competing with each other. You each will receive the grade YOU EARN!! ☺ ☺ ☺ Be sure to attend all classes and do not be tardy. The point deductions made for unexcused non-participation days and lateness have a detrimental effect on your grade. You are forewarned….*be aware of your tardies and your non-participation days!!*

A = 488-439	B = 438-390	C = 389-342	D = 341-293	F = 292-0 . . . . . POINTS
100-90%	89-80%	79-70%	69-60%	59-0% . . . . . .PERCENTAGE

COURSE POLICIES (RECAPPED)

- Late papers, make-up speeches, or make-up exams will not be accepted. Documentation MUST be provided for any exceptions I deem acceptable.
- NO EXCEPTIONS. All ASSIGNMENTS are due on the date stated in the class schedule.
- You are REQUIRED to speak on the date your name is scheduled.
- Mapping outlines and manuscripts not typed will NOT be read. These are due at the *beginning of class* on day 1 of the Informative , Persuasive, and Special Occasion assignments.
- Tardies and continued lateness will adversely affect your grade.
- All work must be typed with the exception of your speaking cards.
- Speaking cards will have key concepts only. NO full sentences. Your grade will be dropped (1) ONE LETTER if you use full sentences.
- All excused absences must be documented.

STUDENTS WITH SPECIAL NEEDS

If you have any health impairments that require medication or any other disability that might affect your performance in class, and would like your professor or instructor make special accommodations, please call our campus Special Services Department at 818-364-7734 as soon as possible. The Special Services Department will help you arrange accommodations for your classes with your professor or instructor.

STANDARDS OF CONDUCT AND DISCIPLINARY ACTION

District Board Rule 9803.12 – *"Dishonesty: such as cheating or knowingly furnishing false information to colleges is subject to disciplinary action."* This board rule also includes plagiarism. Plagiarizing any part or parts of oral or written work will result in failure of that assignment. A report will be filed with the Vice President of Academic Affairs and Vice President of Student Services. Please be sure to orally cite your sources in all presentations and have a complete listing of Works Cited in MLA format attached to each of your two mapping outlines.

EMERGENCY PROCEDURE: If a campus emergency that poses risk to students occurs, please be prepared to immediately follow the instructions of your Instructor. Do not exit the classroom until instructed to do so. If building evacuation is required, you will be asked to leave all of your non-essential personal belongings in the classroom and quickly, yet orderly and safely, exit the classroom and the building, preferably through the main doors on the north end of Building 29. Proceed to a safe location near the walkway intersection. As the last person to exit, I will lock the classroom door behind me and meet you outside of the building in order to account for your presence and safety.

IMPORTANT DATES

Last day to Add/Receive a Refund/Drop without a "W"	June 13, 2013
HOLIDAY – INDEPENDENCE DAY	July 4, 2013
Last day to drop with a "W"	July 6, 2013
Semester Classes End	July 11, 2013
Final Exam – Last Day of Class	July 11, 2013

CONCLUSION:
I look forward to working with each of you! If you have any questions, please feel free to contact me. I will be happy to assist you and answer any questions you might have about the assignments. I wish you much success!

GOOD LUCK!!! LET'S LEARN AND HAVE FUN!!!

PROFESSOR LONG ☺ ☺ ☺

SCHEDULE OF ASSIGNMENTS
Los Angeles Mission College - Summer Session 2013
Communication Studies 101 – Public Speaking –Room 1012 – M, T, W, Th
Section 0104, 7:45 – 10:15am

WK	DATE	ASSIGNMENTS / SCHEDULE
1	June 10	Course Overview-Go Over Syllabus; "Be prepared to Speak"; "Positive Adjective" Name Game
	11	Introduction to Text & Workbook; Select partners for Dyad Introductions; Interview and give Dyad presentations today.
	12	Introductory Assignment; Workbook Page 15, Mapping Outlines, Sample given in syllabus
	13	INTRODUCTORY SPEECHES (Whole Class) (3 MIN)
2	17	Explain Informative Speech Assignment, Workbook p.23; Mapping Outlines-in handout. Forms of support-Library - possible *MLA Workshop*
	18	Selecting a topic – Brainstorm for Topics; research at Library – *Research*
	19	Lecture - Structural Format (Introduction, Body, Conclusion) DO NOT MISS THIS CLASS!!
	20	In class exercise-LA Tour Guide Presentation. Sample Informative Speaking (student presentation video)
3	24	INFORMATIVE SPEECHES – (WHOLE CLASS) (ALL OUTLINES DUE TODAY) (5 MIN)
	25	INFORMATIVE SPEECHES – (WHOLE CLASS) (5 MIN)
	26	Exam #1 - Chapters 1, 2, 3, 7, 8 ; Lecture: Persuasive Speaking and Visual Aids, Sample Speeches on Video
	27	Clarify Special Occasion speaking assignment; explain Final Oral Exam – Oral Cultural sharing and significance to course. Complete persuasive work over weekend and write audience analysis questions.

4	July 1	Conduct In-Class Audience Analysis today. This is a required citation in your persuasive presentation.	
	2	PERSUASIVE SPEECHES (Visual Aid required) ALL OUTLINES DUE TODAY!!	(5 MIN)
	3	PERSUASIVE SPEECHES (Visual Aid required	(5 MIN)
	4	HOLIDAY -- INDEPENDENCE DAY -- HAPPY BIRTHDAY AMERICA!! NO CLASSES!!!	
5	8	Exam #2 – Chapters 4, 5, 6, 9, 10; Finish PERSUASIVE SPEECHES (if necessary); recap Special Occasion and Final Exam assignments.	
	9	SPECIAL OCCASION SPEECHES -ALL MANUSCRIPTS DUE TODAY	(3 MIN)
	10	If necessary, finish SPECIAL OCCASION SPEECHES and BEGIN FINAL EXAM –ORAL CULTURAL SHARING speeches, Whole Class – Be Ready today!!	(3 MIN)
	11	Finish ORAL CULTURAL SHARING SPEECHES.	(3 MIN)