

Communication Studies 101 Syllabus, Public Speaking, Fall 2013, LA Mission

Section, Time and Location: Section 3314, 3:30-6:40 PM, Monday, Room INST 1012

Instructor: Juliet Wallace

Messages: (909) 941-4866 from 9 AM to 9 PM (speak slowly and clearly)

Office Hours: 2:50-3:30 PM, Monday, Classroom (if available) or Library 2nd Floor Periodicals

Emergency Procedures: If a campus emergency that poses risk to students occurs, please be prepared to immediately follow the instructions of your Professor or 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.

Accommodations: Students with special needs, please, advise me at the beginning of the course as to any accommodations we can effect to make you comfortable in class. For more information you may also contact the director of the Disabled Students Programs and Services. (DSPS)

Materials: A **highlighter** for the second meeting of class (required); one **package of 3x5** inch white "quotation" cards (required); a **large "blue" or "green" examination book** (required); a soft **report folder** with a clear plastic front cover (required); a 3x4 foot poster board for visual aids (optional); adhesive tape (optional)

Course COMM 101 Oral Communication I transferable to UC:CSU 3 Units

Description: Prerequisite: none.

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

Objectives:

- 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.

Text: The Natural Speaker, Randy Fujishin 7th edition
The MLA Guide for Writers of Research Papers, Joseph Gibaldi (any edition or facsimile in hardcopy, required for 2nd class meeting)

Participation: While we do not grade on attendance, we do grade on participation and you cannot participate if you are not in attendance. Attendance in a performance class is essential as each student must be both speaker and audience for his or her classmates. If you are late or leave early you will lose 5 points. For each absence you will lose ten points and after two absences you may be dropped from the course. Roll will be taken at the beginning of each class session and may be taken at the end of each class session as well. **It is your responsibility, however, to officially drop the class if you are no longer attending.**

Cheating: Plagiarism and/or cheating is/are unacceptable behavior(s) which will result in expulsion from the class and may result in expulsion from the college. Examples include but are not limited to: a) submitting the work of another as one's own; b) using notes when directed that they are not permitted; c) using someone else's social security number as one's own; d) taking material from electronic databases without giving credit to the author; and, e) taking any electronic device into the final exam, *etc.*

Examination: The final examination will be on **Monday, December 9th** and will consist of materials from lecture/text, hand-outs, and student speeches. Please do not schedule a vacation on the final examination day, as your attendance is compulsory. The exam will take 2 hours: anyone leaving prior to that time will be required to submit his/her exam in its current state of completion. To take the examination you are required to bring a **large, unmarked "blue book" or "green book"**. It may be purchased at the college bookstore (approximate cost 50 cents).

Portfolio: An 8 ½" X 11" report folder with a clear, soft cover must be kept which includes the following items: a title page, all outlines, all works cited pages, and the "rhetor" speech excerpt. The title page requires your name, the section number, course name, time and place of class, your student ID number, the date, and my name. This class folder must be presented in person (not by proxy nor by mail) on **Monday, December 2nd**. You will be turning in **original copies** of your work with their corrections. If you want a copy of any of these materials for yourself, make a copy prior to turning in the originals as **this portfolio will not be returned**. Incomplete class folders will lose 20 points per item, so please keep your materials in a safe manner. **Failure to turn in your entire portfolio will result in a 150 point deduction.**

The Buddy System: As strongly as possible, I encourage you to find someone with whom you are simpatico and are able to share telephone numbers. This person may be able to help you should you miss class.

Note taking: Since communication is a skill combining **thinking, listening, and speaking**, it is of the utmost importance that **only handwritten** notes on lectures and speeches are carefully taken throughout the semester. **Do not interrupt this process by conversing or using electronic equipment causing you to be dismissed from the class.**

- Forms:** All outlines and works cited pages must be **typed and stapled together**. Works Cited pages require the **exclusive use of the Modern Language Association format (MLA)**, as found on their Website, or in an English 101 grammar hand book, or at the library kiosk hand-out, or in the MLA Guide for Writers of Research Papers by Joseph Gibaldi.
- Prerequisite:** Demonstrated proficiency in spoken and written English approximating that of the English 60's series is required for the student hoping to complete this course with a satisfactory grade. ESL students should be enrolled in Speech 113.
- Holidays:** **Labor Day, Monday, September 2nd**
Veterans Day, Monday, November 11th
- Dress:** No caps, heavy coats, dark glasses (unless prescription), or clothing with obscene writing or pornographic images may be worn during presentation. The appropriateness of the dress is important to one's audience **image and grade**.
- Behavior:** The student will conduct himself or herself with decorum. Any breach in acceptable classroom behavior, like conversing during a lecture or while a classmate is giving a speech, will result in your dismissal for the remainder of the evening and the loss of 10 points. **You must never walk in during a student presentation. No cell phones may ring during class. Absolutely no text messaging. Anyone doing so will lose 10 points.** As facilitators, we are concerned about interpersonal communication, not telecommunication nor extraterrestrial communication! Please, remember the **Golden Rule** and try to make your classmates comfortable during their presentations. Anyone using obscene language will be summarily dismissed from the course. The use of obscene or vulgar language will not be tolerated in speeches or the classroom.
- Responsibility:** It is my hope, along with good time management, organization, critical thinking skills, and all the other academic concepts you will take from his college, that foremost you will pride yourself in having developed a sense of **personal responsibility**. I think I speak for most teachers when I say that we do not want to hear, "My dog ate my homework."
- Visitors:** Visitors are permitted only with my **prior approval**.
- Course Review:** Lecture material will be reviewed but student speeches will not be reviewed, so always take good notes.
- Speech Materials:** Materials for submission (outlines and works cited) **must be stapled and ready upon entering the class on your speech day**. Last minute preparations are considered poor time management and will lose points.

Note bien: Learn the first names of your classmates.

**Good Luck,
Buena Suerte,
Zhu ni haoyun,
Chuc may man**

CLASS PRESENTATIONS
MARK YOUR CALENDAR
For the following dates and themes

- 1) September 9th A-J Informative speech on an indigenous culture (4 minutes)
 September 16th K-Z
- 2) September 23th A-J Expository review of an American Presidential personage and his speaking
 September 30th K-Z (5 minutes)
- 3) October 14th A-J “This is How it’s Done”
 October 21st K-Z Speaking to Demonstrate (6-7 minutes) hands-on demo’s only
- 4) November 4th A-J “From Sea to Shining Sea”
 November 18th K-Z Speaking to Convince (7-8 minutes)
- 5) November 25th A-J “America Has a Rendezvous with Destiny”
 December 2nd K-Z Speaking to Persuade (9-10 minutes)
 An issue the U.S. has with another country or another region of the world

All speeches must be accompanied by a full sentence outline (as described on a separate page) and an MLA works cited page. No speech shall be given nor any credit accrued thereof without these documents.

GRADING

“Culture”	Informative Outline/works cited	100 points
“Rhetor”	Expository review of an American Presidential rhetor or contender rhetor Outline/works cited	150 points
“How it’s Done”	A hands-on demonstration Outline/works cited	150 points
“Shining Sea”	Convincing that a national problem exists Outline/works cited	150 points
“Rendezvous”	Offering a plan of solution to a US/International problem Outline/works cited	250 points
Final Exam		<u>200 points</u> *1000 total points

SCALE

- 900 - 1000 A**
800 - 899 B
700 - 799 C
600 - 699 D
Below 600 Try Again