

Public Speaking is an OPPORTUNITY to influence and change.



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Course: SPCH 101
Section #: 3319
Course Days: Thursdays

Office: INST 1012
Office Hours: Thursdays 6:20-6:50pm;
 10:00-10:15pm and by Appt.

Course Location: INST 1012
Course Time: Thursdays 6:50pm – 10:00pm
Website: <http://www.lamission.edu/~fup>

Course Description: This introductory speech course emphasizes techniques of Public Speaking including writing and delivery of speeches to inform and persuade. Students refine critical thinking, research, organizational, and time management skills. They learn 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 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 (2010) *THE NATURAL SPEAKER, (6th Edition)*. Boston: Pearson/Allyn and Bacon.
<http://eagleslanding.lamission.edu/>

Supplemental Materials: Available online at <http://www.lamission.edu/~fup>

Additional course materials and communications will be sent via email and additional online work will be required.

Grade Calculation:

To determine your grade, total up the total points received and divide it by the total points possible.

Pet Peeve Speech Example: You received 16 points, you divide it by 20 points possible. Your percentage is: 80% B.

Course Requirements:

Assignments/Exam	Points Received	Points Possible	Tentative Due Dates
Classroom Participation & Homework		50	Per Session/Assignment
Introductory (Pet Peeve) Speech		20	September 13 th
Portfolio (Interview) Speech		25	September 27 th
Exam (Chapters 1-9)		35	October 11 th
Informative Speech		60	October 18 th
Two Journals (10 points each)		20	To Be Announced
Persuasive Speech		60	November 29 th
Special Occasion Speech		30	December 13 th
<i>*Extra Credit</i>		10	December 13 th

*Use this to keep track of your grade.

Total: 300

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Grading Procedure:

Grade	Percentage	Points	How many points can I miss for a ___ grade?
A	90-100%	270-300 (-30)	You can only miss 30 points for an "A."
B	80-89%	240-269 (-60)	You can only miss 60 points for a "B."
C	70-79%	210 -239 (-90)	You can only miss 90 points for a "C." You need 210 to pass!
D	60-69%	180-209 (-120)	You can only miss 120 points for a "D."
F	0-59%	0-179	

*Your grade is determined on the number of points you accumulate.

My Teaching Philosophy:

My door is always open. **If you have questions, doubts, or concerns you can always contact me via email or phone. If you would like to meet in person, we can meet during my office hours or by appointment. If you don't ask for help I won't know that you need it! You can ask for help at any time but keep in mind, that the longer you wait, the more difficult it will be for me to help you get on track.** To me, teaching is a partnership. You do your part and I will do mine. **I am here if you need help. You just have to ask!**

Teachers open the door but you must enter by yourself.

- Chinese Proverb

Help me, help you.

- Jerry McGuire

I hear and I forget. I see and I remember. I do and I understand.

- Confucius



Student Feedback:

"Taking Speech 101 was something I've been putting off for a long time. If there is one thing I hate, its public speaking. Just the thought of having to talk in front of total strangers would make me cringe. (I didn't even like talking in front of people I already know.) But taking Speech 101 with Mrs. Park was honestly one of the most exciting classes at Mission. (You should know I'm telling the truth since I don't need any brownie points now that I passed the class.) Even though I was anxious on most of my speeches, the class helped with strengthening my speaking abilities and it definitely weakened my fears of public speaking. If there is one thing I can recommend, it's to ask for help when you need it! (I spent 30 minutes on the phone with Mrs. Park because she knew I needed the help!). Best of luck to all!"

- Paul Perales

"One of my greatest concerns was that the professor was going to throw us in front of the class to talk about some un-interesting pre-chosen subject and that I was going to tank. To my surprise we had a lively and passionate instructor who guided and supported us, Mrs. Park. During class we worked in groups and did fun exercises related to what was being taught. We had small but important homework projects that seemed to not fit in to what we were doing, but Ms. Park always had a reason for them. In the end we gained many skills that are now so helpful in job hunting, self presentation, and overall confidence. It might be nerve racking but stick through it because what you take away from this class will help you for the rest of your life."

- Sincerely, Brenda Ramirez

Method of Instruction:

Public speaking is a knowledge and skills-based course. Lecture and reading materials will supplement your knowledge while assignments and in-class activities will increase your public speaking skills. The goal of each class session is to provide you with information, the opportunity to apply the information and the chance to increase your skills. Active participation is required to learn and grow as a speaker. Failure to attend class and participate will severely affect your participation score and overall grade.

Make-up Policy:

There are no make-ups unless you have a documented and legitimate special circumstance. This is determined on a *case-by-case basis*. I must be notified **PRIOR** to you missing any classes, exams, assignments or speeches. Failure to do so will result in denied requests for make-up work.

Participation: (50 points)

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- To receive participation points, students must be on time, present in class, ready to engage in classroom discussion and activities.
- Absences and tardiness will result in lower participation points. **For each day you are late or absent you will lose 5 participation points. Note: If you exceed two absences or more you may be dropped.**
- **When you are absent it is YOUR RESPONSIBILITY to find out what you missed from a classmate. Be sure to get a classmate's contact information so you can do so.**
- To effectively engage in classroom discussion, students should complete homework assignments and course reading materials. Additional participation may be required by completing online assignments. Students who are not prepared and who do not actively engage in classroom discussion or activities will not receive full participation points.

LA Mission College Attendance Policy (p. 42):

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 the absence.

Students who have pre-registered for a class and who do not attend the first meeting of the class may forfeit their right to a place in the class. Students should call the instructor's office to inform the instructor of the circumstances related to the absence. The instructor will then decide if the reasons provided for the absence are appropriate for allowing the student to remain in class. Mitigating circumstances may be considered by the instructor. Whenever absences "in hours" exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

It is the student's responsibility to officially drop from any class he/she does not plan to continue to attend. Any drops or exclusions that occur between the end of the 4th week and the end of the 14th week will result in a "W" on the student's record. Drops are not permitted beyond the end of the 14th week. An evaluative grade ("A", "B", "C", "D", "F", "CR", or "NC") will be assigned to students who are enrolled past the end of the 14th week. After the last day of the 14th week (or 75% of the time the class is scheduled, whichever is less) the student may petition to withdraw from class demonstrating extenuating circumstances.

*Incompletes are only given when all requirements are met.

Speeches: (195 points)

You will have the opportunity to present five speeches to your classmates. Each speech will assist you in developing a strong foundation in public speaking. Each speech involves varying levels of difficulty and requirements. Assignment Specifications and Rubrics will be provided to you to assist you in identifying and completing speech requirements. Note: Missing speeches will drastically affect your grade.

Exam: (35 points)

There will be one exam worth 35 points. Exam questions will consist of multiple-choice and short answer explanations. See policy on make-ups.

Journals: (20 points)

You will be required to complete two journals reflecting on what you have learned throughout the semester. Each journal is worth up to 10 points. To be eligible for the full 20 points you will be required to turn in two journals. Each journal needs to be typed with 12 point font and two pages in length. You should end up with at minimum 4 pages total.

Extra Credit Opportunities: (10 points)

Extra credit is optional but highly recommended to anyone wanting to pass this course or to wanting to elevate his/her grade. Extra Credit Assignments will be offered throughout the course. Opportunities will be announced.

Standards of Student Conduct (p. 56-65):

Academic dishonesty and disobedience will not be tolerated. Any Violations of the Standards of Student Conduct will result in penalties to be determined by College Authorities. To learn more about the standards of student conduct review the Standards of Student Conduct and Disciplinary Action located on p. 56-65 of the [LA Mission College 2011-2012 Catalog](#). Additional classroom guidelines will be determined as a class.

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Students with Special Needs:

Students with a verified disability who may need authorized accommodation(s) for this class are encouraged to notify the instructor and the Office of Special Services or Disabled Students (818-364-7732 or visit <http://www.lamission.edu/dsps/>) as soon as possible, at least two weeks before any exam or quiz. All information will remain confidential.

The Learning Center:

If you need help or feedback while you are working on your assignments, visit The Learning Center, located on the 1st floor of the Library building. Tutors there will assist you in many areas: writing, reading, research, and homework assignments. The Learning Center is FREE for all students. Call 818-364-7754 to make an appointment or visit the Information Desk.

Tentative Course Schedule

Note: Additional Homework Assignments will be announced or sent via email.

Date	In-Class Activity/Discussion	Assignments Homework to be announced – Check your email for details.
8/30	Introductions/ Introduction to Communication and Public Speaking/Dealing with Anxiety/ Review of Syllabus and Course Assignment and Requirements.	Read Chapters 1, 2 and 3. Check your email to review the homework assignment.
9/6	Class Discussion and Activities.	Read Chapters 4 & 5. Check your email to review the homework assignment.
9/13	#1 - Pet Peeve Speeches Due (20 points).	Read Chapters 6 & 7. Check your email to review the homework assignment.
9/20	Class Discussion and Activities.	Read Chapter 8 & 9. Check your email to review the homework assignment.
9/27	#2 - Portfolio (Interview) Speeches Due (25 points).	Check your email to review the homework assignment.
10/4	Class Discussion and Activities.	Check your email to review the homework assignment.
10/11	Exam on Chapters 1-9 (35 points). Class Discussion and Activities.	Check your email to review the homework assignment.
10/18	Class Discussion and Activities.	Check your email to review the homework assignment.
10/25	Class Discussion and Activities.	Check your email to review the homework assignment.
11/1	#3 - Informative Speeches Due (60 points).	Check your email to review the homework assignment.
11/8	Class Discussion and Activities.	Check your email to review the homework assignment.
11/15	Class Discussion and Activities.	Check your email to review the homework assignment.
11/22	Thanksgiving Break – No Class	Check your email to review the homework assignment.
11/29	#4 - Persuasive Policy Speeches Due (60points).	Check your email to review the homework assignment.
12/6	Class Discussion and Activities.	Check your email to review the homework assignment.
12/13	8:00-10:00 pm #5 - Special Occasion Speeches Due (30 points).	

Note: This schedule is subject to change and additional homework assignments to be announced.

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SPEECH ASSIGNMENT OVERVIEWS

The information below provides you with an overview. You will need to read the assignment sheets for a detailed description of the requirements. These will be provided online and via email.

Pet Peeve Speech (20 points) – Due: 9/13

The purpose of this speech is to:

- Assist you in getting comfortable with speaking in front of an audience.
- Give you experience informing and persuading your audience.
- Practice developing and presenting the key components of speech.

Requirements: Choose an appropriate pet peeve to share, inform the audience of your pet peeve and share with them ways to solve the pet peeve or tips to avoid the pet peeve. You will need a Speaking Outline for yourself and a Speaking Outline to turn into me prior to presenting.

Portfolio Speech (25 points) – Due: 9/27

The purpose of this speech is to:

- Help you understand how public speaking skills apply to a variety of situations.
- Assist you in developing a presentation about your skills and abilities in an organized and professional manner. (Specifically, helping you identify how to support your points with evidence).
- Assist you in developing and speaking about your career performance portfolio.
- Build your confidence in speaking with a potential employer.

Requirements: Conduct research on your career, find a job that you would like to practice interviewing for, submit a Rough Draft, develop a Career Performance Portfolio, bring a Speaking Outline for yourself, and submit a Speaking Outline to me prior to presenting.

Informative Speech (60 points) – Due: 10/18

- The purpose of this speech is to provide students with the knowledge and skills needed to effectively inform an audience. An Informative Speech defines, describes or explains a Person, Place, Object, Event, Process or Concept for the purpose of increasing the audience's understanding or skills.
- **Requirements:** Develop and submit an Audience Analysis Survey, choose an appropriate informative speech topic, conduct an extensive amount of research, submit a Rough Draft, bring a Speaking Outline for yourself, and submit a Speaking Outline to me prior to presenting.
 - **Note:** You will need to cite at least 5 sources of evidence during your speech and include a list of sources cited.
- **TIP:** Start researching topics immediately! Think about what information your audience is missing? What information would be beneficial to them?

Persuasive Policy Speech (60 points) – Due: 11/29

- The purpose of this speech is to provide students with the knowledge and skills needed to persuade an audience that a specific course of action should or should not be taken.
- **Requirements:** Develop and submit an Audience Analysis Survey, choose an appropriate policy speech topic, conduct an extensive amount of research, submit a Rough Draft, bring a Speaking Outline for yourself, and submit a Speaking Outline to me prior to presenting.
 - **Note:** You will need to cite at least 5 sources of evidence during your speech and include a list of sources cited.
- **TIP:** Start researching topics immediately! Think about what policies or programs you think should be put in place to help make the world a better place.

Special Occasion Speech (30 points) – Due: 12/13

- The purpose of this speech is to help students enhance their skills in developing and delivering a special occasion speech.
- **Requirements:** Choose the type of special occasion speech you want to deliver (commemorative or a eulogy), conduct research as needed, develop a memorable speech using ethos, logos and pathos, bring a Speaking Outline for yourself, and submit a Speaking Outline to me prior to presenting.

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Self-Reflection Worksheet

Name:

List your anxieties or fears about public speaking:

What are your strengths as a presenter?

What are some areas that you know you would like to work on as a presenter?

What areas would you like help with?

Topic Development Activity

Fill in the blanks:

- **The world would be a better place if...**

- **People would benefit if they only knew about...**

- **If the government did something about _____ we wouldn't have _____ (this issue).**

- **People would be motivated if they knew about _____ (this person/event).**

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Complete the following answers and be prepared to share them with your peers:

- If you were a World Wrestling Entertainment (WWE) wrestler, what would your name be?
- What is one adjective others would use to describe you?
- What do you want to be when you are done with school?
- What is one thing you think people should do or try in their lifetime?
- What is the first thing you would buy if you won \$5 million dollars after taxes?
- What would you be doing if you weren't a student right now?
- If you could have one super power, what would it be?
- What is the most fun or interesting job that you have ever had?
- If you could have experienced any historical event (e.g. Martin Luther King's Speech, 1997 World Series, birth of your daughter, etc.) what would it be?
- What movie or TV show character would you be?
- Where do you want to retire?
- What would you want your last meal to be?
- Name the best destination for a vacation or getaway.
- What is your all-time favorite TV show?
- What celebrity would you like to have a meet and greet with?
- What is one brand you cannot live without (e.g., Nike, Coke)?
- What is one essential that you absolutely cannot live without?
- Who is the most inspirational person in your life?

IMPORTANT DATES

Deadline to add full term classes (Faculty should also submit any online adds by this date).	September 07, 2012
Drop Deadline, no W w/refund	September 07, 2012 (in person)
Drop Deadline, no W w/refund	September 09, 2012 (Online/Internet)
Drop no W, incurring fees, or w/refund	September 10, 2012 (In person or Online/Internet)

IMPORTANT DATES

A new state policy in effect as of Summer 2012 limits students to *3 attempts per course*. Receiving a grade or "W" for a course counts as an attempt, *regardless of when the course was taken*. Withdrawal by September 9, 2012 (avoiding a "W") will not count as an attempt.

COLLEGE RESOURCES FOR STUDENTS

- **Admissions and Records:** Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: <http://www.lamission.edu/admissions/>
- **Assessment Center:** Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit <http://www.lamission.edu/assessment/>
- **Bookstore:** For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit <http://eagleslanding.lamission.edu/default.asp>
- **Counseling Department Office:** For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/>
- **Disabled Students Programs and Services (DSP&S):** For appointments, eligibility and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/>
- **Extended Opportunity Programs and Services (EOPS):** For appointments, eligibility and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>
- **Financial Aid:** For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>
- **Library:** For information on hours, resources, workshops, and other services contact 818-364-7106 or visit <http://www.lamission.edu/library/>
- **Tutoring Services in Learning Center:** Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter/