



# *Los Angeles Mission College* *Syllabus...*

COMMUNICATION STUDIES 101 SECTION 3363 WEDNESDAYS 3:30 -6:40PM

PROFESSOR: CASAREZ, RODOLFO  
INST.2012

OFFICE HOURS: 3:00PM to 3:30PM WED  
VM: 818.364.7600 EXT.4152

COURSE LOCATION:

OFFICE: ADJUNCT OFFICE  
EMAIL: [rcma@mac.com](mailto:rcma@mac.com)

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.

Required Text: Fujishin, R. *The Natural Speaker* (7<sup>th</sup> Edition). Boston: Pearson.

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

1. Effectively research, organize, and develop informative, persuasive, and special occasion speeches. Students will also be competent in clearly organizing impromptu speeches.
2. Clearly organizing impromptu speeches.
3. Practice the basics of rhetorical criticism skills.
4. Actively listen and become a better consumer of public information.
5. Enhance the development of their critical thinking skills.
6. 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:

1. Construct a speech-mapping outline which includes an introduction, body, and conclusion with a Works Cited page attached.
2. Demonstrate the ability to write and adapt the content of a speech to the target audience by conducting an audience analysis.

3. Demonstrate the ability to deliver a well-structured speech to a target audience that includes the use of presentational aids.
4. 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.

Supplemental Materials: 1 blue book, Blue or black pen, 5x8 index cards for speeches, 3x5 index cards for research, 1 flash drive 2gigs or higher, 1 notebook for notes.

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 teacher to make special accommodations, please call our campus Special Services Director, at 818-364-7734 as soon as possible. He will help you arrange special accommodations for your classes.*

**EMERGENCY PROCEDURE:** *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.*

Attendance: Strict Attendance will be managed. Three (3) tardies will equal 1 Absence. Tardies are defined here as more than fifteen minutes after the scheduled start time of the section. Every unexcused absence after the first will count as a point deduction. Excused Absences are only those that have documented reason from a doctor, attorney, or immigration appointment. All other absences are Not Excused. Each Tardy will count as (.5) half a point against your attendance grade.

**IMPORTANT NOTICE:** Absolutely NO MAKE-UPS will be permitted. If you know your going to miss a class let me know ahead of time to schedule your speech BEFORE the due date. Announcing an absence the day of a speech via facebook, Email, Twitter, text (SMS), or phone call is NOT Acceptable!!

Methods of Instruction: Lecture is the primary method of delivering the needed instruction. Through my lectures you will be given examples, techniques, and supporting methods and materials for the

development of speech outlines and strategies. Critical thinking skills are assessed through topic selection, method and style of delivery, and the use of questioning.

Methods of Evaluation: I evaluate every speech at the moment of its delivery paying close attention to gesture, facial expression, language, clarity of ideas, main points, supportive information, topic appropriateness, posture, dress, and a host of other evaluation assessments.

Grading Procedures: Speech is an Art. Therefore, the grading of an individual speech is subjective. A speaker can lose credibility in a public audience for a number of reasons, like lacking in information, to being found untrustworthy, or for being dressed in an inappropriate way for the audience. My promise is that I will grade you the very best I can to promote those techniques and strategies that give rise to the best of your speaking abilities without reservation to highlight those points that can be improved upon.

Grading Procedure:

Grade	Percentage	Points
A	90-100%	4
B	80-89%	3
C	70-79%	2
D	60-69%	1
F	0-59%	0

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

## *Spring 2014, Semester Class Calendar: (Subject to Change)*

Feb

- 12. Enrollment/ADDS/Drops/ Materials/Syllabus Review/Lec.
- 19 Lecture
- 26 Lecture

March.

- 05 Impromptu Speech
- 12 Impromptu Speech
- 19 Lecture
- 26 Lecture

April

- 2 Narrative Speech
- 9 Narrative Speech

16 Mid-Term Exam (Lec)  
 23 Informative Speech  
 30 Informative Speech  
 May  
 7 (Lec)  
 14 Persuasive Speech  
 21 Persuasive Speech  
 28 Persuasive Speech  
 June  
 4 Finals 5:30-7:30PM

Course Requirements:

Assignment	Grade Received	Grades Possible	Tentative Due Date
Impromptu Speech		A, B, C, D, F	
Mid-Term		A, B, C, D, F	
Narrative Speech		A, B, C, D, F	
Narrative Outline		A, B, C, D, F	
Informative Speech		A, B, C, D, F	
Informative Outline		A, B, C, D, F	
Persuasive Speech		A, B, C, D, F	
Persuasive Outline		A, B, C, D, F	
ATTENDANCE		A, B, C, D, F	

\*Use this to keep track of your grade.  
Possible

Total:

36