



## COMM 1 – Introduction to Public Speaking

F, 9:00 AM – 12:30 PM, Fall 2018

Professor John D. Perez,

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### Important information:

Last day to drop with a *W* – 11/29

**Text:** Rothwell, J. D. (2017) *Practically Speaking* (2<sup>nd</sup> edition). New York, NY: Oxford Publishing.  
ISBN: 978-0-19-045732-7

**Course Catalog Description:** This course provides training for effective public speaking in vocational, professional, and other organizational settings. Additionally, students will be trained to critically evaluate various forms of communication. In addition to learning fundamentals about the communication process, students will be given the opportunity to prepare, outline, and deliver various types of speeches in a classroom setting. By focusing on invention, research, organization, critical thinking, style, and delivery, students will be given the opportunity to prepare and deliver speeches that reflect their personal potential.

### Student Learning Outcomes(SLO's):

1. Effectively prepare and present public speeches to a live audience using contemporary technology when appropriate (applies to all course objectives);
2. Demonstrate active listening skills (applies to all course objectives);
3. Critically *evaluate various forms of communication (applies to all course objectives)*.

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

1. Identify the elements of a communication situation.
2. Conduct audience analysis.
3. Select appropriate subject matter.
4. Gather and select appropriate materials.
5. Organize material into effective structural patterns for oral presentations.
6. Choose appropriate verbal and nonverbal messages.
7. Rehearse the oral presentation of speeches.
8. Present speeches in person to a live audience.
9. Actively listen to and evaluate oral presentations.
10. Incorporate presentational aids into a speech.
11. Exhibit an understanding of the use of modern presentation technology.
12. Manage nervousness related to public speaking.
13. Recognize persuasive appeals.
14. Demonstrate basic understanding of terminology, concepts, and theories of communication.

**Instructional Philosophy:** This course will be highly interactive and you will be exposed to many different opinions with which you may or may not agree. We will learn from our commonalities as well as our differences. I invite you to learn together in a safe environment that respects other people's ideas, beliefs, values, and experiences. Let's expect the unexpected and enjoy the possibilities.

**Office Hours:** I am here to help you be a better speaker, and ultimately a better student. If you feel you are not capturing any part of this course, please reach out to me. **Tuesday and Thursday from 6:00 – 7:00 PM, in PC-667. I am also available by appointment.**

**Let us be crystal clear:** If at any time during the semester, you are unclear on grading, assignments, tests, expectations, or anything else related to this course, I want you to ask me questions. I'm a communications instructor! It is my goal to be clear and helpful. Please communicate with me.

**Methods:** We will use a variety of tools to solicit feedback and measure performance; this will include lectures, group activity/discussions, guest speakers, rehearsals, demonstrations, peer-to-peer teaching, multiple oral presentations, and communication activities. Therefore, it is important to stay current on the weekly readings as well as attend class.

**Participation:** It is important to be an active participant throughout this course. During speeches, it is expected that all students will listen to the speech and be prepared to discuss topics, areas of improvement, as well as areas that worked well. This type of behavior will help you become a refined communicator. Points are awarded based on individual feedback and participation in class and group discussions. Merely being present during class is not the same as participating in class activities, discussions, and the learning process. Whispering, studying, texting, snoring, social media/facebooking, and/or blankly staring at me (and your classmates) will certainly result in losing points for the class. I will give you a warning, publicly or privately as the situation warrants, when your behavior becomes distracting and/or disengaged. Continued behavior will result in -3 points for each/every incident.

**Class Etiquette:** Be respectful of yourself and others by being polite. This means turning off cell phones, and other distracting devices prior to entering the class. **\*\*On speech days, any cell phone/electronic device or distraction for any reason will result in an F grade\*\***. Cell phones are not the only distractors, being disruptive includes, but not limited to: Talking during speeches, doing homework for other classes, not giving your full attention to the class speaker, etc. **IF YOU FEEL YOU CANNOT BE WITHOUT YOUR CELL PHONE FOR THE ENTIRE CLASS PERIOD, THIS IS NOT THE CLASS FOR YOU.**

**Attendance Policies:** Attendance is incredibly important as grades are based on speech delivery and audience participation, therefore, it is imperative that you are here to learn the principles, and participate as an audience member as well as a presenter. Therefore, attendance will be recorded at every class. Late arrivals and early departures will also affect your grade up to and including failure of the course. You may bring in a canned food donation item to “forgive” a tardy.

**Electronic Recording Devices:** Students are not permitted to make recordings in class or in any campus meetings without the approval of the instructors involved. Exceptions shall be made for students with disabilities who have permission from the Disabled Student Programs and Services.

**Electronic resources:** It is imperative that you have access to reliable high-speed internet access and a laptop or computer. All assignments must be submitted online and you need access for research.

**Missed/Late Assignments, Quizzes and Presentations:** I do not accept late assignments, quizzes or presentations. Be proactive, plan ahead, and **communicate** problems you foresee.

**Dropping the Class:** If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.

**Pass-NoPass (P/NP):** You may take this class P/NP. You must decide before the deadline, and add the option online with TLC or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P.

You must file for the P/NP option by [date]. Once you decide to go for P/NP, you cannot change back to a letter grade. If you are taking this course as part of a certificate program, you can probably still take the class P/NP. Check with a counselor to be sure.

**Free Speech:** Procedures regarding time, place and manner shall govern the exercise of free speech and related activities on the campus. The responsibility for maintaining conduct within the bounds of the law and compliance with the policies of the Board of Trustees shall be assumed by individuals, organizations, and the sponsoring organization's officers and student organizations, advisors and all organizational members. Restrictions on speech content shall extend no further than to restrain speech that is obscene, libelous, or presents a clear and present danger. To maintain a safe environment for all, some topics will not be permitted for speech delivery.

**Instructor Announcements on Canvas:** The instructor will post announcements on the "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences. Please ask questions in class, during office hours, or on email.

**Plagiarism:** Students at Santa Rosa Junior College are working towards completion of individual courses or of course work leading to earned degrees. Grades and degrees are earned as a result of a student's work. Students are expected to complete their own course work. Cheating and plagiarism are the unethical use of another person's work as one's own.

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. Students are encouraged to share information and ideas, but not their work. See these links on Plagiarism:

- SRJC Writing Center Lessons on avoiding plagiarism (Links to an external site.)Links to an external site. (Links to an external site.)Links to an external site.
- SRJC's statement on Academic Integrity

**Student Code of Conduct:** Students are responsible for following the policies of the college. The Student Code of Conduct can be found on the college website at the following address: <https://student-conduct.santarosa.edu/>

**Writing:** In this course there will be a fair amount of writing involved. In order to develop a speech, an outline is required, followed by a written draft of your speech. The outline varies by speech type, and we will discuss in class when and how to use. Prior to performing any speech, you are required to submit your written outline and final draft of your speech. All submitted paper work **MUST** be typed, written in 12 point Arial font. There is no written outline or paper required for the impromptu speeches. In the rare case something is submitted by hand, make sure multiple pages are stapled together. Papers without staples will not be accepted. **IN ORDER TO PERFORM YOUR SPEECH, YOU MUST SUBMIT A FINAL DRAFT BEFORE YOU SPEAK.**

**Citations:** In this section we will use APA format for all references and citations. This will be discussed in class, along with expectations and resources. Failure to submit documents without the required references and format will yield a failing grade.

**Research:** In order to build your credibility, your speeches must be researched utilizing academic articles along with credible news sources. **I do not accept Wikipedia** as a source for speeches. Together we will examine the components of different speech types, and review how to support your thoughts and arguments through research.

**Speech Anxiety:** Many students enter this class with high levels of Speech Anxiety. We will explore the types of reactions, how to manage this anxiety, and what to look for when identifying stressors. At the end of this course, you will have learned several techniques to help manage this anxiety and make you a better speaker. The key to being successful in this area is to try, push yourself, and not give up. It may be a bit uncomfortable, but you will get through it.

**Peer Review:** To be a great speaker, you have to be able to identify areas of opportunity, and therefore, you will be required to critique a peer speech. These critiques will serve as an opportunity to offer ways to improve the speech and delivery, and should not be attacking the presenter.

## Course Assignments and Descriptions:

**All four core speeches must be complete of you will receive an Incomplete for this course.**

Impromptu speeches- are short preparation speeches designed to prepare you to think quickly and organize thoughts and concepts into a formal speech. Impromptu speeches are structured and we will learn how to present evidence in these types of speeches. Topics may be based on quotations, objects, proverbs, nouns, etc. We will practice these in class and develop this skill.

Informative speeches- are well-researched speeches designed to educate an audience on a topic or subject with interesting information. These types of speeches should “teach rather than influence” the audience and are supported through evidence and organized in a logical manner. Topics may include information about issues, objects, people, places, concepts, etc.

Persuasive speeches- are well-researched speeches designed to influence or change the perception an audience member may have about an issue or topic. Persuasive speaking is an art, which encompasses understanding motivation, and designing appeals to persuade or influence the audience member. These types of speeches are commonly found in politics, sales, and advertising. We will discuss the different types of persuasive speeches and prepare topics based on your interest areas.

Oral interpretation speeches- are often referred to as interpretive reading or dramatic interpretation of literature. These types of speeches may include poetry readings, prose, original writings, as well as a combination of literature from multiple areas. These types of speeches require organization and practice to master character voice, delivery and non-verbal movements.

Occasionally, there will be group work involved, and groups are always randomized. There will be in class practice speeches prior to delivering your formal graded speeches. These speeches will prepare you to think quickly and organize your thoughts. While they are not graded, you are assigned credit/no credit for these speeches. Failure to participate will jeopardize your ability to pass the overall course.

**Grading:** Your final grade will be determined by using the following percentage breakdown:

| Letter Grade | Point Total | Percentage Total |
|--------------|-------------|------------------|
| A            | 630-700     | 90-100%          |
| B            | 560-629     | 80-89%           |
| C            | 490-559     | 70-79%           |
| D            | 350-489     | 60-69%           |
| F            | > 349       | 0-59%            |

You are responsible for your own grades and tracking, I use Canvas to track your grades and progress. You have access to these same grades, and you should be monitoring weekly to ensure accuracy. Mistakes happen, and can be corrected. However, if you approach me within the last two weeks of the semester for incorrect grades that occurred in weeks 1 – 15, no changes will be made. Email me as soon as you notice a grade problem, I

try to respond to grade concerns as they occur. Performance grades are final, if you receive a grade you do not like, review the feedback, and make adjustments for the next speech. The easiest way to prevent performance deductions is to practice your speech!

**Speech nights/misc. items:** Topics: there will be a few topics that we will avoid for your speech delivery. Your text goes into detail over some of these topics. Generally, I encourage free speech, and your right to select your own topics. However, with that said, any topic that I find inappropriate for our section will not be permitted for delivery. Therefore, it is essential that all topics are submitted on time, and included in your outline(s). For your speeches, you are encouraged to be creative with supplemental items to support your message. With that said, you may not bring in live animals, illegal items, items that are deemed illegal under California State law. Items that do not violate the college’s policies are acceptable; please refer to the student code of conduct located on the college website. Topics that are off limits: **Abortion, Gun Control, Political Candidate endorsements** (for any election).

**Point breakdown:**

| Project   | Points     |
|---|------------|
| <b>Impromptu speech</b>                         | 25         |
| Impromptu topics (5)                            |            |
| Speech performance (20)                         |            |
| <b>Informative speech</b>                       | 70         |
| Topic (5)                                       |            |
| Outline (5)                                     |            |
| Draft #1 (5)                                    |            |
| Draft #2 (0)                                    |            |
| Final Draft (5)                                 |            |
| Speech performance (50)                         |            |
| <b>Persuasive speech with a Visual Aid (VA)</b> | 95         |
| Topic (5)                                       |            |
| Outline (5)                                     |            |
| Draft #1 (5)                                    |            |
| Draft #2 (0)                                    |            |
| Final Draft (5)                                 |            |
| Speech performance (75)                         |            |
| <b>Oral interpretation</b>                      | 160        |
| Topic (5)                                       |            |
| Outline (5)                                     |            |
| Draft #1 (0)                                    |            |
| Draft #2 (0)                                    |            |
| Final Draft (0)                                 |            |
| Speech performance (150)                        |            |
| Participation/Attendance (Includes Canvas)      | 100        |
| Documenting Library Research assignment         | 10         |
| APA assignment                                  | 10         |
| Misc. assignments                               | 30         |
| Chapter check-in quizzes                        | 50         |
| Midterm quiz                                    | 50         |
| Final quiz                                      | 125        |
| <b>Total</b>                                    | <b>700</b> |

**Potential extra credit:**

| Activity                                  | Points                             |
|---|------------------------------------|
| Dress (interview attire, law firm)        | 5 points per speech (20/semester)  |
| Visual Aid (Informative)                  | 2 points                           |
| Full APA                                  | 2 points per speech (max 6 points) |
| Binder (OI Speech)                        | 5 points                           |
| Attend speech event/Speech night          | 10 points (must be pre-approved)   |
| Speech event reflection paper             | 10 points (specific requirements)  |
| On campus speech tournament participation | 50 points                          |
| Google hangout session*                   | Equal to one missed class          |

**Canvas:** In this section of CMST1 grades and participation will be tracked online. To access your information, go to <https://santarosajc.instructure.com/> and enter your log-in and password. This will give you direct access to your assignments, discussion boards, as well as your cumulative grade for the semester. **ALL ASSIGNMENTS MUST BE SUBMITTED ONLINE.**

**Extra Credit:** There will be several opportunities for extra credit in this course. Extra credit assignments are not required, but encouraged.

**Schedule:** The next page contains tentative dates for upcoming projects and assignments. The schedule is subject to change based on class needs. Check Canvas for most up to date information. If you subscribe to notifications in Canvas, you will receive an email or text with any assignment updates.

**Submission details:** Generally, each assignment will have a detailed description of the expectations; follow these points to avoid point deductions. If something isn't clear in regards to submission details, here are some tips:

- All submitted assignments **MUST** be typed
- Modified APA or Full APA (extra credit for some assignments)
- Arial font, 12-point font only
- Proofread, grammar check
- Submitted only via Canvas only (any assignment sent via email receives a 0)
- Multiple submission for the same assignment will default to a 0 grade (this will not be reversed)

There is no submitted outline for the impromptu speech. Along with performing the four core speeches, you must complete the outlines and final drafts. **Failure to submit the final draft of a speech will yield a failing grade for the entire project.** In the rare case something is submitted by hand, make sure multiple pages are stapled together. Papers without staples will not be accepted. **Save trees, submit online!** Additional assignment details are located in Canvas and ordered by due date.

**Missing assignments:** Failure to submit an assignment will yield a negative grade, if you miss a core assignment, you will receive a -5. This will help track your progress and set you up for success.

**Schedule:** The schedule is subject to change based on class needs. **Check Canvas** for the most up to date information. If you subscribe to notifications in Canvas, you will receive an email or text with any assignment updates.

**Key dates: (subject to change)**

- Semester begins – August 20
- Last day to drop a course without a “W” – September 28
- Last day to drop with a “W” – November 29
- Holiday – NO CLASS – November 23 – 25
- Core Assignments:
  - Impromptu Speech – September 14
  - Informative Speech – October 19
  - Ted Talk – October 26
  - Midterm – October 26
  - Persuasive Speech – November 16
  - Final performance – December 14
  - Final exam – December 21, 9:00 AM – 12:00 PM
  - [https://classes.santarosa.edu/sites/classes.santarosa.edu/files/F18%20final%20exams\\_0.pdf](https://classes.santarosa.edu/sites/classes.santarosa.edu/files/F18%20final%20exams_0.pdf)
  - *Speech performances are subject to change based on class need*

**First Day Assignments:**

- Course understanding complete prior to next class (submission)
- Introductory video posted in Canvas by end of the week (submission) – Saturday
- Class life-line/contact for content (no submission) – due first night
- Topics for the impromptu speech (group project) (submission date discussed in class)
- News articles, need 5 to 10 per class (total of 40 by the impromptu speech, no submission)

**ALL ASSIGNMENTS MUST BE SUBMITTED ONLINE VIA CANVAS. NO EXCEPTIONS!**