

**Santa Rosa Junior College**  
**COMM 1: Introduction to Public Speaking**  
**Spring 2019**

**Section:** 4481                      **Class Meetings:** T 7:00- 10:00 p.m.                      **Location:** Analy 681  
**Instructor:** Julia McDermott                      **Office:** Analy 686                      **Hours:** TTh 6:30 – 7:00 p.m.  
and by appointment

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**Web:** <http://online.santarosa.edu/homepage/jmcdermottswanson/>

**Required Text:** *Public Speaking: The Virtual Text*

<http://www.publicspeakingproject.org/psvirtualtext.html> is a free Open Source textbook from The Public Speaking Project. The text is in PDF form and may be downloaded in black and white or color.

**Course Description:** The study of public speaking. Improves the student's ability to prepare and deliver a public speech. Improves the student's ability to critically evaluate various forms of communication.

**Student Learning Outcomes:**

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

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

**Course Requirements**

Chapter Quizzes: short multiple-choice quizzes in Canvas on assigned reading; due before the class for which the reading is assigned. Late quizzes will only receive half credit.

Written Exam: a cumulative multiple-choice exam during the final exam period assigned by the college.

Speeches: five speeches, of varying lengths and types. Three written sentence outlines are due in advance using TurnItIn.com; those speeches are delivered extemporaneously from key-word outlines. One speech requires the use of presentation technology. One speech is prepared and delivered in a single class (impromptu).

Self Observations: all speeches are video recorded; students critique their own performance on each video in a short essay.

In-Class Exercises and Participation: Students participate in feedback sessions for all speeches performed in class, critique video-recorded speeches shown in class, and engage in other exercises related to course content.

Optional Credit: Students may earn up to 50 points by attending speech events on campus or in the community and evaluating them by course standards. Video-recorded options are available.

## Course Policies

### Attendance:

- This is a participation-oriented class. You are expected to attend all class meetings, and to contact me if something prevents you from attending.
- If you miss more than four classes, then in accordance with district policy, I may drop you.
- In-class activities earn points. Most in-class activities cannot be made up.
- If you know in advance that you will be absent, or if illness or another personal situation causes you to be absent for more than one class, you need to contact me. I will try to arrange for you to complete the work, but it may not be possible.
- **You should never be absent when you are scheduled to give a speech, as there may not be time for you to make it up.** If you cannot avoid being absent on a day when you are scheduled to speak, you will only be able to give your speech if there is extra time, and if you are present and prepared when the opportunity arrives. Speeches delivered late may be assessed a penalty and there is no guarantee that you will have the opportunity to give a late speech.
- Tardy arrival or early departure count as partial absences.

### Communication:

- I will send communication outside of class time using the college's Portal email system and/or the Canvas messaging system.
- It is your responsibility to be sure that the college has an up-to-date email address on file, so that you will receive these messages.
- You can contact me through Canvas or use my email address:  
[jmcdermottswanson@santarosa.edu](mailto:jmcdermottswanson@santarosa.edu)
- If you use email, be sure that your name and section number are clearly visible in the address and/or subject line of your message, and use the subject line to indicate what your message is in regard to. Follow up with me if you do not receive a reply to a message you sent, and save copies of all sent messages until you are sure they are received. In the event of an error, you can provide a copy with the correct date and time you originally sent the message.
- Please do not email questions that you could have answered yourself with due diligence. If the answer to your question is readily available in the syllabus or in Canvas, I will refer you there.

### Class Conduct:

- We strive for an environment of respect and encouragement. This includes offering constructive feedback, listening and talking when it is appropriate, offering honest but respectful opinions, and respecting the opinions of others.
- Please leave all electronic devices silenced and put away during class time; if you need a special exception to this policy, see me. If you use an electronic device for note-taking, please silence it, sit in the front of the classroom, and do not use it on speech days.
- This class emphasizes the practice of ethical public speaking. High standards are applied in the preparation and delivery of speeches in regard to the sources of information used and the way in which they are credited. Violation of these standards will impact your grade and may also result in an academic dishonesty incident report filed with the college.
- I expect all students to be familiar with and to comply with the college's expectations regarding student conduct. You can find the details here: <http://studentlife.santarosa.edu/rights-and-responsibilities>

## Emergency Evacuation Plan

In the event of an emergency during class that requires us to leave the building, please leave in a quick, calm, orderly fashion. Our exit is down the main stairs, or down the side stairs if the main stairs are not safe. We will assemble in Rotary Plaza and take attendance to confirm that everyone left the building safely and to await further instructions from the proper authorities. Students with disabilities who feel that they need a separate evacuation plan should see me privately. In the event of an emergency that requires us to remain in the classroom (“shelter in place”), please remain calm and follow instructions from me or from emergency personnel.

## Accommodations for Students with Disabilities

If you need disability related accommodations for this class, such as a note taker, test taking services, special furniture, etc., please provide me with a copy of your Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) as soon as possible. You may also speak with me privately during office hours about your accommodations. If you have not received authorization from DRD, I recommend that you contact them directly. DRD is located Bertolini Hall on the Santa Rosa campus, and Jacobs Hall on the Petaluma Campus.

## Grading:

This class uses a positive points grading system. Your grade will be based on the points you earn, using the tables below.

900 points or more	<b>A</b>
800 – 899 points	<b>B</b>
700-799 points	<b>C</b>
600-699 points	<b>D</b>
Below 600 points	<b>F</b>

Reading Quizzes	100 points
Narrative Speech	50 points
Informative Speech	100 points
Informative Speech with Visual Aids	150 points
Impromptu Speech	50 points
Persuasive Speech	200 points
Self-Observation Essays	200 points (5 @ 40 points)
Written Final Exam	50 points
In-class Participation	100 points
<b>Total</b>	<b>1000 points</b>