

Communication I – Introduction to Public Speaking
Spring 2019: Karen Cornwell Instructor
Tuesday & Thursday 9am – 10:20am

Instructor: Karen Cornwell

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Required Text: The Concise Public Speaking Handbook: Beebe & Beebe

Office Hours: TTH 8:30-9am in our classroom, or by prior arrangement

Course Objective: In Communication I you will have the opportunity to gain the knowledge, skills and practice necessary to improve your public speaking and communication skills. After successfully completing this course you will be able to compose and present engaging, concise, well organized, technologically savvy, audience-centered speeches using effective verbal and nonverbal communication. We will also focus on improving listening skills, research techniques and critical thinking.

ATTENDANCE & PARTICIPATION

You are both audience and speaker in this class, so attendance is mandatory and weighed in both attendance and participation points. I enforce SRJC and California State attendance policies to ensure fairness to all students and take roll every class. Please carefully consider the policies below, especially if you tend to have attendance issues or have difficulty being on time.

If you are not in class, you are ABSENT. If you arrive 10 minutes after class begins, you are ABSENT. If you leave 10 or more minutes prior to class ending, you are ABSENT. If you leave before we complete class, you are ABSENT. If you are not here when class starts, you are LATE. If you leave during class for any reason it is noted, and if it happens more than once or twice during the semester, you will lose participation points. Details below.

ATTENDANCE: THE SRJC ATTENDANCE POLICY, section 3.1 states that “no instructor shall be required to make a distinction between excused and unexcused absences.” Put simply, an absence is an absence. If there are ever extenuating circumstances, especially those that can be DOCUMENTED, please communicate with me as quickly as possible, but this does not mean an ‘excused’ absence. It’s often not possible to make up work, even in the case of emergencies, so please be mindful of this as it’s easy to fall behind and miss vital material. Attendance and Participation are worth 100 points for the semester. You will receive 100% of these points if you show up on time, follow the rules of conduct, and are a positive participant in class.

Point deductions for absences are, at BEST, below:

0 absences: 110 points (10 point bonus)

1 absence: 100/100 participation points MAX (no penalty)

2 absences: 85/100 participation points MAX

3 absences: 50/100 participation points MAX

4 absences: 0/100 (more than 10% hours missed)

5 absences: You will be DROPPED.

IF ABSENT: If you are not in class, you are absent. ‘Excused’ absences are rare, so even notes or good reasons are not ‘excused.’

- It is YOUR RESPONSIBILITY to complete any tasks or assignments missed, including calendar change information, speech day sign-ups, audience analysis, EVERYTHING. Often lecture material describing key concepts and practices differs from that of the text. You will be responsible for this and all information, absent or not.

- SPEECH DAY SIGN-UPS occur in class only. If you are not present on a sign-up day you will get what is left, which is often the first day. You must be ready to speak ON DAY 1 if this occurs. Consequences for being absent on your assigned speech are described in detail in the “Speech” section of this syllabus.

- If an assignment is due and you are absent, you will not receive points for it.

IF LATE: Being late is disruptive and unacceptable. Please be in class ready to begin at our scheduled class time.

- 3 late marks will be the equivalent of an absence, every ONE after that, another absence.

- If you arrive 10 minutes after class has started, you are not ‘late’ but absent, even if you choose to stay in class.

- If late on a SPEECH DAY wait outside the door until you hear applause for the performer. If the speech causes you to have to enter the classroom after 10 minutes, you will be marked absent whether you decide to stay or not.

IF YOU LEAVE: Take care of personal business before or after class, not during. You will lose points for leaving if it’s for an unreasonable amount of time or is frequent. If you leave 10 minutes prior to the end of class, you’re marked absent.

PARTICIPATION: You are expected to be fully present and a positive participant in all class assignments, exercises, discussions and activities. Breaking the rules of conduct will result in significant point deductions and/or dismissal from the class.

RULES of CONDUCT

NO PHONES or DEVICES ALLOWED DURING CLASS: Phones and devices are not allowed during class AT ALL. This means you are not to have your device accessible or engage with it in any way unless given explicit, clear permission by me. If I believe you are violating this rule the following consequences will be enforced.

1. FIRST VIOLATION: You will lose your participation points for the entire semester.

2. LAST VIOLATION: You will be asked to drop the class.

The additional rules of conduct can be found at the end of this syllabus.

CLASS ASSIGNMENTS

Speeches make up most of your grade and are graded in two parts: 1. the **Final Draft Outline** turned in the day of your speech is worth 50% and 2. your **Performance** the other 50%. **Rough Draft** Outlines are due well before each speech. Written **Partner Evaluations** are written on the form that you will print on Canvas and turned in after each of your partner's speeches. **Oral Evaluations** of your partner are part of the participation points. There are 2 exams during the semester, a **Midterm** and a **Final Exam**. In total, your grade consists of points for speeches, rough draft and final outlines, written critiques, exams, attendance and participation.

SPEECHES!

Each speech assignment focuses on a specific skill set and builds on the last. Requirements are reviewed extensively before you deliver your speech and you are responsible for allowing enough time for adequate preparation and practice. Speech Assignment details below are for your reference. All speeches are to be delivered EXTEMPORANEOUSLY, which means naturally, from limited notes; NOT read word for word from a script or performed 'off the cuff' or impromptu. You will be given extensive instruction about how to present an effective extemporaneous speech. **Due to SRJC policy, failure to complete ANY of the following speaking assignments will result in a failing grade for the course.**

INTRODUCTION SPEECH: In 2-3 minutes you will introduce a classmate using the information gathered from your partner during the in-class interviews. Focus on a few key things using detail and description instead of listing. Begin with something other than 'OKAY!' and end with something other than "THAT'S IT!" – get creative! You may use notes but PLEASE DO NOT write out or read a script and DO NOT memorize your speech. The goal is to be conversational and to speak extemporaneously, so you may have Key Word NOTES on limited notecards for reference ONLY. Nothing is turned in for this speech.

Not Graded, but required

NARRATIVE SPEECH: In 3-5 minutes share a true, significant life experience using the assigned organizational format and effective delivery techniques. Focus on a SPECIFIC event not a general 'life philosophy'. Include a relevant quote, adage, line/s from poetry, music, prose, etc., that you will cite during your speech by verbally crediting the author or source. A printed, final draft outline prepared according to the assigned outline format, must be turned in BEFORE you speak.

Rough Draft Outline and FINAL DRAFT OUTLINE to be turned in at the beginning of class on YOUR speech day.

50 points Possible

DEMONSTRATION SPEECH: In 4-6 minutes demonstrate how to perform a task or process using concrete steps and 3 Dimensional presentational aids. You are required to integrate at least one object, model or person by using it to actively DEMONSTRATE a part or parts of the process. At least one relevant outside source is to be used and verbally cited within the speech, noted in correct MLA or APA format at the end of the outline. Your final draft outline and Audience Analysis are to be turned in before you speak. Topics are cleared in advance; first come first serve with like topics. No cooking or food demos allowed except in special circumstances.

Rough Draft Outline, FINAL OUTLINE and Audience Analysis to be turned in on speech day.

75 points possible

INFORMATIVE SPEECH: In 5-7 minutes inform us about an interesting, sophisticated topic presented in an unbiased, non-persuasive fashion. This is a research-intensive speech and **not a 'how to'**. Include at least 3 reputable, citable sources, at least one prepared presentational aid (presentation software, projected media or poster-board), a final draft outline with a reference or works cited page noted in MLA or APA format and your Audience Analysis. Topics are cleared in advance.

Rough Draft Outline, FINAL OUTLINE and Audience Analysis to be turned in on speech day

100 points possible

PERSUASIVE SPEECH: In 7-9 minutes use research and skillful argumentation to persuade the audience to support your proposition of fact, value or policy pertaining to a current, controversial topic. Use a Problem/Solution format and present specific, realistic action steps for the audience to take should they support your proposition at the end of your speech. YOUR PERSUASIVE TOPIC MUST BE CONTROVERSIAL, CURRENT and WORTHWHILE! At least 5 verbally cited sources are required, noted also in a Works Cited page.

Rough Draft Outline, FINAL OUTLINE and Audience Analysis to be turned in on speech day

125 points possible

TRIBUTE SPEECH: Pay tribute to your semester partner in a 2-4 minute speech dedicating a creative, sincere or humorous award of your choosing. Think of this as a roast or a toast. YOU MUST BRING AND PRESENT A PHYSICAL AWARD and a typed outline. You MUST be present and perform this speech on our scheduled final day during finals week to complete and pass this course.

FINAL OUTLINE turned in on speech day and 'award' to be given to your partner on speech day.

25 points possible

WRITTEN ASSIGNMENTS

OUTLINES: All outlines, final and rough, must be typed and printed, turned in as a PHYSICAL, hard copy, formatted as assigned, and should be COLLEGE level work to receive full points. You are expected to use correct grammar, spelling, punctuation, formatting as assigned and referencing. I do NOT accept UNTYPED, LATE or ELECTRONICALLY SUBMITTED outlines, even rough drafts, and will NEVER accept final draft outlines without a correct and comprehensive Works Cited or Reference page when required.

Rough Draft Outlines: Typed, physical, hard-copy, rough draft outlines, including ALL of the format elements assigned, MUST be turned in on the due dates indicated on your course calendar and are worth 10 points each. Rough drafts are to be as comprehensive and complete as possible, so partial or skimpy rough drafts will be given half points at best.

Final Outlines: Final draft outlines are to be completed according to the organizational format assigned, include all required elements and be free of errors. **The required outline format is extremely detailed, specific and increases in complexity for each assignment.** Outlines must be typed, correctly formatted and include works cited or references when required. Final drafts are always collected BEFORE speeches begin on your assigned speech day. No outline, no speech.

Partner Evaluations: Written Partner evaluations are submitted on the form provided on Canvas which you will print, bring to class, and fill out completely and turn in to me every time your partner speaks. You will kindly communicate what was done well, what can be improved, and will write specific suggestions on the back. **You may not make-up critiques.**

Audience Analysis For the Demonstration, Informative and Persuasive speeches you will conduct an audience analysis that will be recorded and turned in on your speech day. You may handwrite these. If you miss an Audience Analysis day, **YOU MUST STILL CONDUCT AND TURN IN AN AUDIENCE ANALYSIS** according to requirements or receive a 10 point deduction on your speech.

Exams: There will be 2 exams, a midterm and a final. Exam material is taken from the text, lecture, classroom exercises and activities. I do not lecture directly from the text; however, you are responsible for ALL ASSIGNED TEXT MATERIAL.

Various Writing Assignments: We will often have either in class or at-home writing assignments, mostly topic brainstorm related to speech preparation. NO BUSYWORK! I will collect and/or check these off when they are assigned.

SPEECH DAY PROCEDURES

SIGN UPS You will sign-up for one of the specific, scheduled speech days in advance and in class ONLY. Generally, you will not speak on the same day as your partner (except for the Introduction Speech). **IF YOU ARE ABSENT ON A SIGN-UP DAY YOU WILL GET WHATEVER SPOT IS LEFT which is often day 1.** It is YOUR responsibility to get signed up if you miss a sign-up day. Keep track of your assigned speech day and be prepared on that day.

ON ALL Speech Days Be an engaged, supportive and positive audience member at ALL times. You are responsible for monitoring your verbal and nonverbal behavior to eliminate distractions. Please arrive ON TIME, PHONE OFF, with NO DISTRACTING MATERIALS out or on your desk. If your partner is speaking, you will give an oral and written critique.

DO NOT ENTER while someone is speaking! We start ON TIME on speech days. If you are late, wait outside quietly, then enter after you hear applause. If you are more than 9 minutes late, you will be marked absent.

On YOUR Speech Day

1. Sign-up on the board to determine order (first come, first serve).
2. Turn in ALL required materials before speeches begin (Final draft outline, audience analysis when required, rough draft).
3. When it is your turn come to the front and set up calmly and completely. I will start the timer as soon as you start talking, so avoid unnecessary chatter prior to beginning your speech.
5. **SPEAK!** Be awesome and have fun!
6. When finished, remain at the front of the class to receive oral feedback from your partner and me. Please only listen to the feedback given, do not respond verbally.
7. Return to your seat and focus on what you have accomplished!

On YOUR SPEECH DAY BRING...

Outlines

Final Outline: Your final draft outline will be turned in to me BEFORE you speak on your scheduled speaking day. This should be clean and corrected from the rough draft review to ensure no errors. **IF YOU DO NOT TURN IN YOUR FINAL OUTLINE when class begins, YOU WILL NOT SPEAK, YOUR SPEECH WILL BE 'LATE,' SUBJECT TO 'LATE' PENALTIES, and will have to be rescheduled for another day IF possible.**

Rough Draft Outline: Turning in your rough draft will help me to see where you may still be unclear and helps me help you. Also, if I miss a mistake on your rough draft, I will often not take points off of the final draft if it's incorrect since I didn't catch it.

Speaking Notes You will be allowed minimal notes on note cards ONLY, no full-size papers and NEVER written out, word for word scripts. **READING DIRECTLY FROM NOTES IS UNACCEPTABLE** and will result in a low grade. You will receive EXTENSIVE instruction on how to prepare and present an extemporaneous speech prior to graded assignments, so don't worry. I may collect your notes if I see issues but, generally, you will not turn in your note cards.

Presentational Aids When required you must bring your PAs the day of your speech (obviously). If you forget them, you will not receive points for them (obviously). Practice with the technology you are using to ensure minimal set up time and smooth presentation.

Audience Analysis (when required) MUST be turned in on your speech day or you will receive a 10 point deduction.

Partner Evaluation Forms will be printed out BY YOU and used to provide written feedback to your partner on their speech days. A more extensive explanation of the requirements of the critiques is in 'written assignments' above. Evaluations MUST be turned in on the day of your partner's speech to receive full credit.

Time Penalties & Make-Ups

Time Penalties: Every speech is timed. I will give you signals indicating the last 2 minutes of your speech. Adequate preparation will keep you within time limits, but if you do go overtime OR under time, penalties are as follows: **For the first minute over the assigned time your grade will be reduced at least a half a grade, up to a full grade. If you go OVER a minute overtime, you cannot receive better than a C grade. If you go 2 minutes past the time limit you will receive ½ points for the assignment maximum. At 10 seconds over your speech is subject to penalization, or if more than 10 seconds short.**

MAKE-UPS: Even if you have an emergency a make-up is never guaranteed due to time constraints. If you miss your speech day for any reason **it is your responsibility to ATTEMPT to make up the speech and come prepared to speak the next speaking day**, even though a make-up is not assured. If time does not allow for a make-up you will have to wait until the next speaking day and penalties will accrue. It is YOUR responsibility to be signed up on the board below the scheduled speakers, and ready to speak with all materials to be turned in. Your grade is lowered at least another full grade for each day delayed. Please speak to me if this occurs.

ANY MAKE-UP, VERIFIED OR NOT, WILL AUTOMATICALLY BE GIVEN A 'C' grade as a starting point. If you are delayed until the next round of speeches, or more than 2 speaking days, you will receive a 0 for the assignment but are still required to complete it if you wish to complete the class.

No Second Chance for Make up Speeches! If you DO get the chance to make up a speech, it will be your ONLY chance to do so. If you have a 2nd need to make up a speech during the semester, you will be dropped from the class.

General Class Guidelines

Courteousness: A comfortable environment is vital, and you are responsible for creating it. Please be the audience that you would like to have at all times. Please do not engage in distracting behavior of any sort while others are speaking, during class, or during lectures and discussions. You are to be mindful of both your verbal and nonverbal behavior in this class.

Teaching Philosophy: I am casual in my teaching style, but do not mistake this for being passive when it comes to expectations and enforcement of all SRJC rules and standards. I am strict about class policies to ensure fairness to all students. However, I am also empathetic and am eager to help, when I can, with sincere challenges. If you have any issues or concerns, please talk to me.

Keep your Speeches and Assignments: Keep all of your returned assignments until the end of the semester. Mistakes happen (crashes, losses, etc.) so keeping feedback and grades is mandatory.

Cultural Sensitivity and Language Use: Audience-centeredness and sensitivity is crucial to your success in this class and is used as a major factor in evaluating your speeches and conduct. While a specific communication behavior or type of language may not be 'bad,' it can be hurtful or insensitive, and therefore effective or ineffective, based on your audience. So, can you use 'bad' language? My answer will always be; it depends. Your consideration of this issue is important in determining a balance between expressing yourself, and what might be considered inappropriate or uncomfortable for your audience.

PLAGIARISM

I enforce the SRJC policy regarding cheating and academic dishonesty to the furthest extent. I consider this to be a professional responsibility to ensure fairness to ethical students and maintain the integrity of my class. 'I didn't know that was cheating' is not a viable excuse since you are responsible for knowing what constitutes cheating, plagiarism specifically, as a student at SRJC. Review and understand the SRJC policy pertaining to academic dishonesty. To be certain you are aware of this policy I have included a small section at the end of this syllabus AND you will be responsible for understanding and respecting these rules.

Glad you are here!

Whether you are new to public speaking or have extensive past experience, you have something very useful to learn here. Though this class is challenging, demanding, and takes courage, it is also fun, builds confidence, self-understanding and a skill that will have lasting benefits to your educational, professional and personal life.

RULES of CONDUCT

1. Do not participate in side conversations or activities unrelated to class discussion, lecture or class exercises.
2. **Do not use or view electronic devices including computers, phones, tablets, etc., during class unless approved in advance. You will lose all participation points if this rule is ignored.**
3. Food should not be consumed in class. Beverages are okay but please clean up and recycle. You may not eat a meal here.
4. Once you are in class you must STAY in class. If you must leave you will lose participation points.
5. During class and especially on speech days please do not be in any way distracting to other students, especially speakers. **Do not read, shuffle through bags, do other work, YAWN, or cause distraction. Be aware of your nonverbal behavior, what it communicates, and BE THE AUDIENCE YOU WOULD LIKE TO HAVE AT ALL TIMES!**
6. Your communication should be, at all times, respectful to every member of this class, including me.
7. Any and all types of academic dishonesty are unacceptable and will be dealt with harshly. This is a big one. Engagement in PLAGIARISM and/or CHEATING, as defined by this institution, noted at the end of this syllabus, will be grounds for dismissal from and failure of this course.

PLAGIARISM

"Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purpose of defrauding, use of unauthorized aids or devices, falsifying attendance records, violation of testing protocol, inappropriate course assignment collaboration, and any other acts that are prohibited by the instructor of record. *

*Note: For this course I am the instructor of record so, to be clear, if there is any borrowing of former students' speeches OR topics, 'trading' between current or former students, purchasing or trading of speeches from the internet, or any direct lifting of statements, phrases, or information of ANY KIND without a cite of the source and proper use of direct quotation procedures according to MLA or APA style guides it will be considered cheating and therefore grounds for suspension and a failing grade. If I remotely suspect an issue, I will pursue it.

Grading Criteria for Speech Projects

A: Outstanding Speech. Meets ALL criteria established for that speech and is clearly and thoughtfully adapted to the audience. Delivery is charismatic, and the speech is creative and engaging. Clear and effective use of structure. Outline contains all required elements and is free of errors and omissions. Technical aspects, grammar, spelling, etc., are flawless.

B: Good to very good speech. A good job of meeting most or all established criteria for that speech. Good, clear use of structure throughout. Delivery is polished and indicates adequate time spent on preparation. Outline has all or most of the required elements. Not necessarily any errors, just not quite outstanding.

C: Satisfactory Speech. Reasonably clear goal, adequate support, apparent organization, but structure may not be clear to the entire audience. Some problems with wording or delivery or both. Some deficiencies in meeting the major criteria established for that speech.

D: A less than satisfactory speech. An unclear goal and/or serious deficiencies in some or all areas of content, organization, language and delivery and/or serious deficiencies in meeting major criteria established for that speech. Time issues or 'late' speech are often a factor here.

F: Unless you miss a speech day you will not receive an F on a speech.