

# COMM 1: Introduction to Public Speaking

Fall 2020

**Section:** 1706

**Class Meetings:** TTh 9:00 - 10:30 a.m. **Instructor:** Julia

McDermott

**Office Hours:** TTh 10:30 – Noon and by appointment

Email: [jmcdermott@santarosa.edu](mailto:jmcdermott@santarosa.edu)

**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 read online or 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.

**Speeches:** five speeches, of varying lengths and types. Four written sentence outlines are due in advance using TurnItIn.com; those speeches are delivered extemporaneously from keyword outlines. One speech requires the use of presentation technology.

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

**Feedback and Critique:** Students participate in feedback sessions for all speeches performed in class and engage in various activities to build their active listening and critical evaluation capability.

## **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. While some activities are done outside of class time (asynchronously), most of the class still takes place synchronously, although not in person.
- If you miss more than four classes, then in accordance with district policy, I may drop you. I will be taking attendance at all Zoom sessions. I know that it is more difficult for many students to feel motivated to attend and participate in a class that meets online, but this class is designed to try to replicate the in-person classroom experience as much as possible. Class sessions will be recorded for students who cannot attend a particular class meeting, but you will not succeed in this class without regular attendance.

- 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. I understand that some absences are unavoidable, particularly those due to illness. Prompt and effective communication is the key to making sure that unavoidable absences do not prevent you from succeeding in this class.
- 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 the speech late if there is time in our schedule. Otherwise you will need to deliver your speech outside of class for partial credit.

### Communication:

- I will send communication outside of class time using 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:  
[jmcdermott@santarosa.edu](mailto:jmcdermott@santarosa.edu)
- 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.
- Please do not send 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](#).

### 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.

Total Points	Letter Grade
900 points or more	A
800 – 899 points	B
700-799 points	C
600-699 points	D
Below 600 points	F

Assignment	Points Possible
Reading Quizzes	100 points
Narrative Speech	50 points
Informative Speech	100 points
Informative Speech with Visual Aids	150 points
Issue Awareness Speech	50 points
Persuasive Speech	200 points
Self-Observation Essays	200 points (5 @ 40 points)
Final Exam	50 points
Feedback and Critique	100 points
Total	1000 points