

Comm 1, Intro to Public Speaking

Section 5933 - Course Syllabus

Course Description

The objective of this class is to increase the student's public speaking skills. This is a performance-oriented class. Students will be expected to get involved in all exercises, either as speakers or audience members. [See [Course Information Page](#) for details.] You will die eventually but not in this class while giving a speech. If you expire in this class, it will be during a lecture.

Student Learning Outcomes

See [Course Outline of Record](#) for the Student Learning Outcomes.

Class Meetings

We have synchronous meetings which are required at the times and dates as specified in the Schedule of Classes. Most material and activities will not be offered asynchronously, meaning students cannot access them anytime. If you miss a class, get notes from a class mate.

Zoom Meetings

You are invited to a Zoom meeting. When: Jan 19, 2022 12:00 PM Pacific Time (US and Canada)

Register in advance for this meeting:

<https://santarosa-edu.zoom.us/meeting/register/tJYkfuGprjwoG93wzUouzoBTyR-spsCexe5K>

After registering, you will receive a confirmation email containing information about joining the meeting.

Instructor Contact

Michael Ahern

Email: mahern@santarosa.edu

Phone: (707) 217-9791

Office Hours: M/W, 2:00 to 2:30 and by appointment through Zoom or phone.

I usually respond to emails with 48 hours.

Course Web Site

Students will use the Canvas course web site for assignment instructions, submitting assignments, viewing classmate's work, sharing resources, and/or viewing grades.

Announcements

I use Canvas Announcements for urgent and important messages, so I strongly suggest that you set your Canvas notification preferences for Announcement to “Notify me right away.” See these Canvas help resources:

- [Notification Preferences \(Video\)](#)
- [How do I add contact methods to receive Canvas notifications as a student?](#)
- [How do I set my Canvas notification preferences as a student?](#)

Textbook

We will be using an open source text book as follows:

[Exploring Public Speaking: The Open Educational Resource College Public Speaking Textbook Version 4.1 \(2020\)](#)

You can download it to your favored device.

Required Software

You will need the following software for this course in addition to access to Zoom:

- [Adobe Reader](#)
- [Open Office](#), Microsoft Word or Word Perfect

Important Dates

Day Class Begins: Wednesday, January 19, 2022

Day Class Ends: Wednesday, May 18, 2022

Last Day to Add without instructor's approval: Tuesday, January 25, 2022

Last Day to Add with instructor's approval: Sunday, February 6, 2022

Last Day to Drop with refund: Sunday, January 30, 2022

Last Day to Drop without a 'W' symbol: Sunday, February 6, 2022

Last Day to Opt for Pass/No Pass: Sunday, February 27, 2022

Last Day to Drop with a 'W' symbol: Sunday, April 24, 2022

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it to avoid getting no refund (after 10% of course length), a W symbol (after 20%), or a grade (after 60%). Also, for several consecutive, unexplained absences, I may drop a student.

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 **Sunday, February 27, 2022**. 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.

Attendance

Students who do not log-in to an online class before the end of the first the week will be dropped from the class. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact me to avoid being dropped from the class. As a note, SRJC policy now allows me to drop any student who misses more than 10% of the class. Students that do not attend the 2nd class meeting will be dropped from the class roster unless they notify me that they want remain in class prior to the 2nd class meeting.

Class participation is essential to really grasp the material (repetition is the key to education). Students receive one H for every role call made for a total of 32Hs for attendance. Students can log on late for a tardy but must notify me before the end of the class to get the absence changed to a tardy. Tardies are worth .5Hs. Students begin with three extra credit/participation H's to allow for missing a class (class assignments are still due if absent). I'm likely to drop a student missing too many classes but it is an individual student's responsibility to drop. Students who know that they cannot attend any particular class, should make sure that they do not sign up for speeches on that day. Students may arrange to give their speeches on the class before or following the normal speech day, depending on the schedule and subject to my (possibly unreasonable) discretion. In addition, class participation will help the "bubble" students (students almost getting a grade but being one H short). I grade class participation on a purely subjective basis. If you attend all classes and participate in discussions, ask questions or otherwise help the class to progress, I will help you over the bubble. I also give "bubble" credit for improvement. Get better and you may be helped over a bubble. Bottom line, attending class is good.

I also grade for "Zoom Professionalism." This means that you must be present during the zoom class, with your live image visible at all times. You must also not be focusing on other media, children, pets etc. We will be in a online environment even after the pandemic eases. You need to be prepared. I give 10Hs for this activity with two freebies.

Rather than long lectures, I discuss the material quickly and critique your practice and graded speeches to apply the theory to what we just watched. Thus, you **must** read the text and **listen** to me for the directions of what I want you to accomplish in your speeches. Note that the class is substantially front loaded on theory; the bulk of the reading is due before the 10th week of class. Plan accordingly!

Late Policy

All speech outlines with the final bibliographies are due during or before class on the date assigned for each student's speech. "Initial Bibliographies" are due before class on the due date below. I make no distinction between excused and unexcused absences except as required by law. Late speeches will receive a reduction in grading equal to the organization grade for the speech. Late speeches may have to be scheduled outside of class without an audience.

Exams

There will be eight out of class quizzes. The material comes from the textbook, class lectures and supplemental materials. Any missed quiz **cannot be made up**.

Grading Policy

Visit the “Grades” in Canvas to keep track of your grades. I try to grade once a week and post grades and comments on the online Canvas grade book.

Grades will be assigned as follows:

Grading

A	90% 90 points or more
B	80% 80 to 89 points
C	70% 70 to 79 points
D	60% 60 to 69 points

If taking Pass/No Pass you need at least 70% of the total class points and complete two Module Quizzes and all five speeches to pass the class.

I have done away with the point scheme that you might have encountered in my prior classes or you might encounter in other classes. Essentially, there are numerous assignments due during the course of the semester, each with a certain number of slots available. Notes on "H" grading [explained more in class on the first day]: Speeches are graded as follows except as explained in the rubrics.

H: A single H is given if students demonstrate a basic understanding of the material and some effort toward the exercise, organize their material, provide evidence when relevant or be confident.

HH: To receive an HH, a student must demonstrate a clear understanding and application of one concept [do something really well; not doing other issues “really well” does not impair the HH but you must demonstrate a basic understanding]. This is a relatively easy grade to accomplish.

HHH: To receive an HHH, a student must demonstrate a clear understanding and application of two concepts [do something really well; not doing other issues “really well” does not impair the HHH but you must demonstrate a basic understanding]. This is a relatively easy grade to accomplish.

HHHH: To receive a HHHH, a student must demonstrate a clear understanding and application of all the issues, [i.e., the student cannot miss any other material issue]. [HHHH for getting everything correct and/or for real insight or compelling info.]

Speeches 4 and 5, during the last three weeks of class, cannot be made up as there is no time.

I will explain how this works on speech assignments on the first day of class. My grading scheme makes it easy to receive a semester grade of C but difficult to get an A. Note that students may obtain extra credit from time to time, in addition to the 3Hs I give for attendance.

Schedule

Look below at Course Summary below or the Canvas Calendar for dates of assignment and activities. If any changes are made to the class schedule during the semester, I will amend the Course Summary and/or Calendar and post an Instructor Announcement on Canvas.

The speech assignments are as follows:

1st SPEECH: The first speech is a 4 to 6 minute presentation from any textbook the student has used or is using or any scholarly work approved by me; must have three points.

2nd SPEECH: The second speech is a 5 to 7 minute presentation that informs the class about a process, history, etc. It does not expressly or implicitly Persuade or argue a position; must have three points.

3rd SPEECH: The third speech is a 5 to 7 minute presentation that argues a specific position on any topic not identified in class as taboo; must have three points.

4th SPEECH: The fourth speech is a 6 to 9 minute presentation that attempts to persuade this audience, (i.e., our class) to take an action, change their view etc., [can be on the subject of the 3rd speech].

5th SPEECH: The fifth speech is an impromptu speech (essentially a performance exam). Speakers will select a topic from a short list and be given 5 to 7 minutes to prepare for a 2 to 5 minute speech; must have three points.

The writing assignments are as follows:

Outlines: Except for the impromptu, each speech must be an “extemporaneous” presentation from an outline [see text/lecture]. All outlines must be typed as if on 5" by 8" inch cards and can number no more than five cards [specific format below]. Outlines must have Final Bibliographies attached at the end of the outline.

Bibliographies: Except for the first speech, each speech must be preceded by a Initial Bibliography that contains at least six sources used by the speaker to prepare for the speech. The first speech bibliography need have only one source. Initial Bibliographies are due at the beginning of the class preceding the first speaking day in any speech cycle. Bibliographies must be formatted in compliance with MLA or APA standards (See [Library Web Page](#)). Bibliographies must contain at least three “scholarly” sources and one source that has been published within the last 180 days. The Initial Bibliography must also contain a thesis statement for the speech at the top along with your name. Outlines and Bibliographies must be typed. Note: The Final Bibliography does not have to relate to the Initial Bibliography. They perform separate functions. In order to get full credit for the Final Bibliography however, students must turn in an Initial Bibliography on time.

Self-evaluation: The self-evaluation assignment is simple. For the first two graded speeches, identify three behaviors in your speech that you either executed well or you need to improve upon. Explain the behavior, link it to a theory/issue discussed in class and what you think about it or how you might

improve. You only need to have three separate paragraphs; this is not an essay. Each paragraph is worth one H. Your first typo/grammar error is free, you lose an H on the second typo/grammar error and I stop counting.

Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#).

Collaborating is encouraged but copying of homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that assignment. Note, I encourage collaboration on quizzes but the short time limit and differing quizzes may limit the value of collaboration. I encourage students to share information and ideas. See these links on Plagiarism:

[SRJC Writing Center Lessons on avoiding plagiarism](#)

[SRJC's policy on Academic Integrity](#)

Special Needs

Students with disabilities who believe they need accommodations in

Course Summary:

Date	Details	Due
Wed Jan 19, 2022	Calendar Event Class Begins	12am
Mon Jan 24, 2022	Calendar Event Pet Peeve Practice Speech	12am
Tue Jan 25, 2022	Assignment 1st Quiz: Chapter 1 and Appendix C	due by 11:59pm
Wed Jan 26, 2022	Calendar Event Least Favorite Practice Speech	12am
Sat Jan 29, 2022	Assignment 2nd Quiz: Chapters 3 and 11	due by 11:59pm
Mon Jan 31, 2022	Calendar Event Favorite Media	12am
Wed Feb 2, 2022	Calendar Event Favorite Activity	12am

Date	Details	Due
Fri Feb 4, 2022	Assignment 3rd Quiz Chapters 6 and 8	due by 11:59pm
Mon Feb 7, 2022	Calendar Event Least Favorite Activity	12am
Wed Feb 9, 2022	Assignment 1st Initial Bibliography/Speaking Day Assignment	due by 11:59am
Fri Feb 11, 2022	Assignment 4th Quiz: Chapters 2 and 4	due by 11:59pm
Mon Feb 14, 2022	Assignment 1st Speech [Chapter]	due by 11:59pm
Fri Feb 25, 2022	Assignment 5th Quiz: Chapters 5, 7 and 12	due by 11:59pm
Fri Mar 4, 2022	Assignment 6th Quiz: Chapters 9 and 10	due by 11:59pm
	Assignment 1st Speech Evaluation	due by 11:59pm
Wed Mar 9, 2022	Assignment 2nd Initial Bibliography/Speaking Day Assignment	due by 8:45am
Mon Mar 14, 2022	Assignment 2nd Speech [Informative]	due by 11:59pm
Fri Apr 8, 2022	Assignment 7th Quiz: Chapters 14 and 15	due by 11:59pm
	Assignment 2nd Speech Evaluation	due by 11:59pm
Mon Apr 11, 2022	Assignment 3rd Initial Bibliography/Speaking Day Assignment	due by 11:45am
Wed Apr 13, 2022	Assignment 3rd Speech [Argumentative]	due by 11:59pm
Wed May 4, 2022	Assignment 4th Initial Bibliography/Speaking Day Assignment	due by 11:45am

Date	Details	Due
Mon May 9, 2022	Assignment 4th Speech [Persuasive]	due by 11:59pm
Fri May 20, 2022	Assignment 8th Quiz/Final Exam: Chapter 13, Appendices A and D, all Lectures	due by 11:59pm
Wed May 25, 2022	Assignment 5th Speech/Impromptu	due by 10am
	Assignment Attendance & Extra Credit	