

**Santa Rosa Junior College**  
**COMM 1: INTRODUCTION TO PUBLIC SPEAKING | Section Number: 3756**  
**Fall 2023**  
**August 14 - December 6, 2023**

**Course Syllabus**

**Basic Course Information:**

**Class Time:** M/W from 4:30 - 6:00 PM

**Instructor:** Prof. Seleena Harkness-Lee

**Email:** [SHarknessLee@SantaRosa.edu](mailto:SHarknessLee@SantaRosa.edu)

**Class Zoom Meeting Location:**

<https://santarosa-edu.zoom.us/j/85677790499>

Meeting ID: 856 7779 0499

Passcode: aloha

**Zoom Class Meetings Instructions:**

Please join Zoom class meetings using your full name as listed in the course roster to gain admittance.

If you have any difficulties joining our class meeting on Zoom, please email

[SHarknessLee@SantaRosa.edu](mailto:SHarknessLee@SantaRosa.edu).

**Student Zoom Hours:** By Appointment

*Student (office) hours are times that I set aside each week to be available to meet with you, answer questions, help you in any way, or just to chat. If you would like to meet during student hours to ask questions, practice speeches, or just to chat, you can book an appointment using my [Calendly link](#).*

**Preferred Communication Method:**

If you find that you have questions or need clarification on anything, the best way to get ahold of me is through email at [SHarknessLee@SantaRosa.edu](mailto:SHarknessLee@SantaRosa.edu). I will respond to your email as soon as possible, and usually within 48 hours except on weekends.

**Required Textbook:**



*Stand up, Speak out: The Practice and Ethics of Public Speaking*. 1st ed. University of Minnesota Libraries Publishing. 2016.

This semester, we will be using an exciting, free, online textbook that offers great advice, examples and practice in the principles of public speaking. The textbook is called *Stand Up, Speak Out: The Practice and Ethics of Public Speaking*. You can download the textbook here:

<https://open.lib.umn.edu/publicspeaking/>

**Catalog Description:**

This is an introductory public speaking course which is designed to improve a person's ability to prepare and deliver speeches to an audience and critically evaluate various forms of communication.

**Recommended Preparation:**

Eligibility for ENGL 1A

**Course Description:**

This is an introductory public speaking course which is designed to improve a person's ability to prepare and deliver speeches to an audience and critically evaluate various forms of communication.

(Grade or P/NP)

Transfer Credit: CSU; UC

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

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

## **Objectives:**

At the conclusion of this course, the student should be able to:

1. Demonstrate an understanding of the basic terminology, concepts, and theories of communication.
2. Conduct audience analysis.
3. Select appropriate subject matter.
4. Gather, select and orally cite qualified supporting materials.
5. Organize material into effective structural patterns for oral presentations.
6. Choose appropriate verbal and nonverbal messages.
7. Use sound reasoning, scientific theories, expert testimony, empirical studies and verified facts.
8. Rehearse the oral presentation of speeches.
9. Present public speeches to an audience.
10. Actively listen to and evaluate oral presentations.
11. Incorporate presentational aids into a speech.
12. Exhibit an understanding of the use of modern presentation technology.
13. Manage nervousness related to public speaking.
14. Recognize and avoid fallacious appeals, unsubstantiated claims, deceptive persuasive appeals, unscientifically gathered statistics and polarizing views.
15. Critically listen to, analyze and incorporate into future presentations written and oral feedback provided by the instructor and fellow students.

**Academic Integrity & Conduct:** Students are responsible for understanding and adhering to SRJC policies regarding academic honesty, as specified in the current SRJC Catalog and Schedule of Classes, and online at <https://rightsresponsibilities.santarosa.edu/academic-integrity>. Cheating in any form, or plagiarizing any part or parts of oral or written work from AI, is automatic grounds for receiving a failing grade. 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 current standards in the SRJC Catalog and Schedule of Classes, or [online at https://student-conduct.santarosa.edu/](https://student-conduct.santarosa.edu/).

**Assigned Reading:** The reading assignments are meant to get you ready to participate in class. This means that the reading assignments that are listed on the course schedule are due the day they are listed. So, I know how much everyone hates reading assignments, but they are a necessary evil. Please do the reading for the day they are assigned and come to class ready to discuss or contribute to class discussion. If it seems like reading is becoming a problem, there will be reading pop-quizzes.

### **Submitting Assignments:**

Under no circumstances are emailed assignments accepted. In this course, we will be using Canvas as our course management system, so you will be required to submit assignments to our course Canvas site. Assignments will be due on Canvas **by 11:59 pm on the assigned due date.**

If you need help learning how to use Canvas, please visit the [SRJC Library](#) and schedule a session with [SRJC's Free Tutoring Services](#). It is **strongly** recommended that you become familiar with Canvas and refer to the calendar embedded in it to make sure you know the correct due dates of all assignments. Please be aware that your speech grades and written comments will also be made available on Canvas.

### **Late Work:**

If you miss class, you may miss in-class assignments or quizzes, which can't be made up unless cleared by me beforehand. Assignments will be due on Canvas **by 11:59 pm on the assigned due date.** All work must be turned in *ON OR BEFORE* the due date to avoid daily point deductions for late work. You are permitted to submit late or missing work within seven days *after* the due date. Submissions more than seven days late will not be accepted.

### **Tardiness:**

Tardiness is not only rude but also disruptive, especially in this type of class. Any time you are more than 10 minutes late to class you will be considered tardy. Being **tardy twice will result in one unexcused absence.**

### **Attendance:**

You are allowed to miss two classes. After two absences, your attendance grade will be negatively affected.

### **Missed Speeches:**

If you are in class for the day you are scheduled to deliver your speech, you will be able to make up your speech during the scheduled final exam period. Please note that you are only permitted to make-up **ONE** speech this semester. Subsequent missed speeches will automatically receive a "zero" grade.

## Grading Standards:

When thinking about the learning process, I believe there are three important aspects:

- Community Building** (We're all in this together, so let's support each other!)  
 Since the focus of these activities is to build community, we will work together to determine the values we agree are most important in building and maintaining a strong, supportive, and safe learning community. In other words, we show up for each other, we share ideas, we ask questions, we help when we can, etc. These values will become the "standards" on a grading rubric I will use for the activities in this section of the course. Think of it as a regular pulse on how we are doing in humanizing the learning experience for everyone.
- Practice & Reflection** (Don't worry about being perfect, so let's just focus on growth.)  
 Since the focus of these activities is feedback, continuous improvement, and growth, they will be scored as "complete/incomplete", but these activities will include lots of individualized feedback. Think of them as a way to track improvement in ourselves by the end of the course.
- Applying & Assessing** (Show me your skills.)  
 Since the focus of these activities is on delivering assigned speeches, each of these will be graded with an appropriate speech rubric.

As such, I have grouped our class activities into these three categories to demonstrate how we will work throughout the semester to build on these three areas:

<b>Community Building</b>	<b>Practice &amp; Reflection</b>	<b>Application &amp; Assessment</b>
Possible 130 pts	Complete/Incomplete	Possible 250 pts
Class Attendance 30 pts	Informative Prep Activities (3)	My Best Moment Speech: 20 pts
Introduction Speech: 15 pts	Informative Practice Speech	Informative Speech: 60 pts
Discussion Assignments (10): 100 pts	Persuasive Prep Activities (3)	Informative Speech Outline: 10 pts
	Persuasive Practice Speech	Persuasive Speech: 100 pts
	Reflection Journal (4)	Persuasive Speech Outline: 15 pts
	Writing Assignment (1)	Special Occasion Speech: 20 pts
		Special Occasion Speech Outline: 10 pts
		Peer-Evaluations: (2) 20 pts

## Overall Course Grading Scale:

<b>A</b>	<b>A-</b>	<b>B+</b>	<b>B</b>	<b>B-</b>	<b>C+</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>94 - 100%</b>	<b>90 - 93%</b>	<b>87 - 89%</b>	<b>83 - 86%</b>	<b>80 - 82%</b>	<b>76 - 79%</b>	<b>70 - 75%</b>	<b>60 - 69%</b>	<b>50%</b>

## Assignment Descriptions:

### COMMUNITY BUILDING ACTIVITIES

#### Introduction Speech: Worth a total of 15 Points

In order for you to get to know your classmates better, I am asking you to introduce a classmate. Your introduction may include information like your preferred name, preferred pronoun, major, favorite movies or shows, what you do in your spare time, and anything connected to the assignment description posted in Canvas. Please submit your notes to Canvas and be prepared to deliver your speech in front of the class.

#### Discussion Assignments (11): Worth a total of 110 points

As we work through the course content, we will engage in online class discussions that get us thinking about a larger communication question—one in which you may provide your opinion or perspective. You are expected to engage with at least *two* of your classmates' ideas/perspectives by asking follow-up questions. You may respectfully agree, disagree, or possibly bring in outside resources for us to view in order to change our thinking about something!

Respectful Discussion Reminder: As in any communication setting, there is a level of vulnerability it takes to voice our thoughts and ideas—especially when we are just being introduced to a concept. To acknowledge the time, effort, brilliance, and bravery it takes to share, I will expect you to respond/engage via Canvas with at least two classmates to show your classmates that you care and validate that their ideas are important.

***Each Discussion Assignment is worth 10 points.***

### PRACTICE & REFLECTION

#### Informative Speech Prep Activities (3):

Before you present your informative speech, these three (3) different speech activities—given throughout the first half of the semester—are designed to offer you an opportunity to work, with me, through the process of writing your speech. These activities will involve [1] selecting a topic, [2] creating main ideas and a thesis, [3] conducting research, and [4] organizing the speech. Each prep assignment will be graded as complete/incomplete.

#### Persuasive Speech Prep Activities (3):

Before you present your final persuasive speech, these three (3) different speech activities—given towards the end of the semester—are designed to offer you an opportunity to work, with me, through the process of writing your final speech. These activities will involve [1] creating arguments, [2] selecting an organizational pattern, [3] conducting research and source citations, [4] developing persuasive appeals, and [5] outlining. Each prep assignment will be graded as complete/incomplete.

#### Practice Speeches (2):

To become a more confident public speaker, practice is needed. Thus, you will be completing two practice speeches—one informative and one persuasive. These speeches are graded complete/incomplete on your participation in the speech making process, and should be used to focus on improving various speaking skills.

#### Course Strategy & Growth Journal (4):

During the semester, you will be asked to constructively reflect on your progress in the speech-making process, verbal and nonverbal delivery aspects, and anxiety management. This will serve as a place for an ongoing conversation immediately following each speech assignment—between the two of us—to identify areas for growth and a strategy to support that growth.

## APPLICATION & ASSESSMENT

### **My Best Moment Speech:** *Worth a total of 20 Points*

This early speaking opportunity not only gives your classmates a chance to get to know you better, but also creates a baseline of your speaking skills with which we can set goals for growth. Basically, you will be asked to present a 2 - 3 minute speech on a moment from your life which you feel proud of or has helped define who you are.

### **Informative Speech & Outline:** *Worth a total of 70 points*

This speech is designed to showcase your understanding of how to report or explain, to an audience, the contributions of an “unsung hero.” Basically, you will choose an influential person who is not that well known, thoroughly research the person and their unnoticed contributions to society. Then, deliver a speech that informs the class about their lives. This informative speech is a 4-5 minute speech; it will need to include an informative organizational pattern and a minimum of three orally cited sources. *A full-sentence outline with an MLA-style “works cited” page must accompany the speech and is worth 10 points.*

### **Persuasive Speech & Outline:** *Worth a total of 115 points*

This speech is designed to “show me” your ability to get a person to behave in a certain way, or embrace a point of view related to values, attitudes, and beliefs, that he/she/they would not have done otherwise. This will be accomplished through researching, constructing arguments, organizing, outlining, citing, presenting, and applying persuasive appeals. Bottom line, you should apply the skills you have learned and practiced over the semester in one final persuasive speech. This speech is 5-6 minutes. It must include a minimum of three orally cited sources with a full-sentence outline that includes an *MLA-style “works cited” page* worth 15 points. The speech itself is worth 100 points.

### **Peer-Evaluations (1):** *Worth a total of 20 Points*

During speeches, you will be asked to provide constructive feedback to one of your fellow classmates in order to analyze the credibility of his/her/their content, determine the effectiveness of his/her/their delivery and mentor him/her/them through the speech-making process. Each peer evaluation is worth 10 points. (For extra credit you may complete up to two additional peer evaluations for your fellow classmates.)

### **Special Occasion Speech & Outline:** *Worth a total of 30 points*

This speech is designed to commemorate, celebrate, toast, honor, or memorialize for special occasions including graduations, weddings, funerals or memorial services, and ceremonies. This 3-4 minute speech will include outlines and practice sessions. Best of all, this speech will be the final speech of the semester.

### **Rhetorical Analysis Essay:** *Worth a total of 30 points*

This speech is designed to commemorate, celebrate, toast, honor, or memorialize for special occasions including graduations, weddings, funerals or memorial services, and ceremonies. This 3-4 minute speech will include outlines and practice sessions. Best of all, this speech will be the final speech of the semester.

**Academic Accommodation:** If you have special needs or a disability that may affect your participation in class, you will need to meet and work in coordination with SRJC’s [Disability Resources Department](#). In order to properly accommodate you, you will need to provide me with the Authorization for Academic Accommodation (AAA Letter) from the [Disability Resources Department](#) so that I can offer you appropriate accommodations and support.

**Student Services**

<a href="#">SRJC’s Student Psychological Services</a> <a href="#">Free Mental Health Support</a>	<a href="#">SRJC’s Online Writing Center Support</a> <a href="#">SRJC’s Free Tutoring Services</a>
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**COMM 1 Intro to Public Speaking  
Course Schedule**

Note: This schedule is subject to change

Week	Dates	Class Discussion Topic	Reading Due	Activity Due
1	Mon, 8/14 Wed, 8/16	Delayed Start		
2	Mon, 8/21  Wed, 8/23	Module 1- Introductory Speeches Why Study Public Speaking?  Speaking Confidently	Chapters 1.1 - 1.2  Chapters 3.1 - 3.5	M1 Introduce Yourself to Class! M1 Reading Reflection  M1 Discussion: Managing Anxiety
3	Mon, 8/28  Wed, 8/30	Chapters 1.1-1.2 and 3.1-3.5  Chapters 1.1-1.2 and 3.1-3.5		"One Great Moment" Speech & Notes  Ch. 1.1 - 1.2 Ch. 3.1-3.5
4	Mon, 9/4  Wed, 9/6	LABOR DAY HOLIDAY  Module 2 - Finding a Purpose Selecting a Topic	Chapter 6.1-6.5	"Unsung Hero" Informative Speech Topic Proposal
5	Mon, 9/11  Wed, 9/13	Informative Speaking  Speech Introductions	Chapter 16.1-16.2  Chapter 9.1-9.5	In-Class Activity Due  In-Class Activity
6	Mon, 9/18  Wed, 9/20	Creating the Body of the Speech  Continued	Chapter 10.1-10.5	In-Class Activity
7	Mon, 9/25  Wed, 9/27	Concluding with Power  Outlining	Chapter 11.1-11.4  Chapter	Informative Speech <i>Draft</i> Outline

			12.1-12.3	Due
8	Mon, 10/2	Outlining		
	Wed, 10/4	Supporting Ideas	Chapter 8.1-8.4	
9	Mon, 10/9	Module 3: Delivering Speeches	Chapter 14.1-14.4	
	Wed, 10/11	Speech Outline Workshop		Informative Speech <i>Final</i> Outline Due
10	Mon, 10/16	Practice Speech Session		
	Wed, 10/18	Practice Speech Session		
11	Mon, 10/23	“Unsung Hero” Informative Speech Presentations		“Unsung Hero” Informative Speech Presentations
	Wed, 10/25	Continued		Speech Reflection Due
12	Mon, 10/30	Module 4: Persuasive Speaking	Chapter 17.1-17.4	
	Wed, 11/1	Continued		Persuasive Speech Proposal Due
13	Mon, 11/6	Audience Analysis	Chapter 5.1-5.5	
	Wed, 11/8	Presentation Aids	Chapter 15.1-15.4	Persuasive Speech First Draft Outline Due
14	Mon, 11/13	Outline and Presentation Aid Workshop		
	Wed, 11/15	Persuasive Speech Practice Session		Persuasive Speech Final Outline Due
15	Mon, 11/20	Persuasive Speech In-Class Presentations		Persuasive Speech In-Class Presentations
	Wed, 11/22	Continued		Speech Reflection Due
16	Mon, 11/27	Speaking to Entertain	Chapter	

	Wed, 11/29	Special Occasion Speech Outline Workshop	18.1-18.3	Special Occasion Speech Outline Workshop
17	Mon, 12/4	Practice Speech Day		Special Occasion Speech Outline Due
	Wed, 12/6	Special Occasion Speech In-Class Presentations		Special Occasion Speech In-Class Presentations
18	Mon, 12/11	Final Exam Week		Rhetorical Analysis Essay Due  Final Exam Period: Monday, 12/11 from 4:30 - 6:00 PM

**Note:** *This course calendar may be subject to revision dependent on the instructor's assessment of class needs and progress. Any changes to the calendar will be announced in class.*