

# Communication I – Introduction to Public Speaking

Karen Cornwell

Spring 2023 - section 6953

**Class Meetings:** Fridays, Garcia Hall - 100

**Instructor Contact:** Please use **Canvas Inbox** for Communication - SRJC email will be checked less frequently for class business.

**Karen Cornwell** - [kcornwell@santarosa.edu](mailto:kcornwell@santarosa.edu) and 707.327.9434 (personal cell, texting okay, note I do NOT check messages on phone or email DURING class times)

**Office Hours:** Tuesdays & Thursdays from 10 am - 10:30 am, \*Fridays from 9:00am – 10:00 am, and by arrangement. Text if needed.

## **Required:**

- Ability to complete and submit assignments in person and in Canvas when required. A stable, consistent, internet connection should we need to meet via Zoom in special cases, and access to all SRJC Library, and online learning tools.

- **Required Text:** \*The Public Speaking Project. This is a free, OER text available online at [https://socialsci.libretexts.org/Bookshelves/Communication/Public\\_Speaking/Public\\_Speaking\\_\(The\\_Public\\_Speaking\\_Project\)/Links\\_to\\_an\\_external\\_site.](https://socialsci.libretexts.org/Bookshelves/Communication/Public_Speaking/Public_Speaking_(The_Public_Speaking_Project)/Links_to_an_external_site.)

\*Most PS Textbooks are relevant if published in the last 2-3 years, so if you prefer a physical copy talk to me. I do not give quizzes or exams based necessarily on 'text' material but you will be responsible for reading and applying principles in your speeches and outlines.

- An extensive list of other SRJC Resources can be found at the end of this syllabus and on the SRJC website.
- See also the 'Communication Studies Department Events' and information about our Class Share Board for updates on fun stuff.

**Course Objective:** After successfully completing this course you will be able to prepare and present engaging, concise, well organized, technologically supported, audience-centered speeches using effective verbal and nonverbal communication. You will improve listening skills, critical thinking, research techniques and analysis of our own and others' presentations. By learning efficient preparation techniques, practicing public speaking and improving overall communication skills in a positive, supportive environment, you will have the opportunity to significantly improve your educational, professional, interpersonal and personal lives.

COR Syllabus: [https://portal.santarosa.edu/SRWeb/SR\\_CourseOutlines.aspx?mode=1&CVID=48607&Semester=20193](https://portal.santarosa.edu/SRWeb/SR_CourseOutlines.aspx?mode=1&CVID=48607&Semester=20193)[Links to an external site.](#)

**Attendance and Participation:** **ATTENDANCE is REQUIRED.** This is an in-person class, so attendance is required. ALL assignments are interactive, and 'make up' work is unlikely due to time constraints, so you MUST be present to pass. During class there are opportunities to earn points that cannot be 'made up', we discuss vital information and requirements that are different than the text, make calendar and assignment changes, and take part in lecture and class activities and exercises designed to improve your communication skills and prepare you for upcoming assignments.

Things happen, but missing class should be a rare exception, not a common occurrence, especially for a class that meets only one day a week. If you tend to have attendance issues, this might not be the

class for you. I adhere to the SRJC Attendance policy noted below with a bit more wiggle room. If you miss a scheduled speaking day, there are specific consequences explained later in this syllabus.

The SRJC Attendance Policy <https://catalog.santarosa.edu/book/export/html/291> [Links to an external site.](#)

**Attendance Records:** I am very respectful of your time and require the same of you. You are expected to show up, be on time, stay the entire time, and participate fully for each scheduled class. I keep track of attendance but NOT on Canvas. (It does weird stuff to your grade). At the end of the semester, I give extra credit points to students with 0 (+ 15 points) absences and those who miss only 1 class (+ 5 points). If you miss 2 classes I will deduct 5 points (- 5), at 3 absences I will deduct 20 or more. \*At 4 absences, I will drop you. I also take note when someone is late, leaves frequently, etc., ESPECIALLY on speech days. \*This will be adapted for Friday classes/once a week.

**If ABSENT:** If you miss a class or a portion of it for any reason, it is your responsibility to stay on track with assignments, calendar changes, speech day sign-ups, audience analysis, etc. Being absent on a speech day is a bigger deal and discussed later in the syllabus. Students who don't show up fall behind, so please consider this if you tend to have attendance issues.

**If LATE:** Be in class ready to begin at our scheduled class time, please. Being late is disruptive, especially on a speech day and more than 10 minutes late is an absence. If you MUST be late please enter non-distractingly and if it's during a speech day please wait outside until the speaker is done. Remember, I keep track of this stuff.

**If you LEAVE EARLY:** Take care of personal business before or after class and avoid scheduling anything during class time. You're grown-ups so if you must leave, leave, but know it's noted.

**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. (Please refer to student conduct policies above or on SRJC website). You will receive full points for participation for being present at class meetings (this is intertwined with your Attendance points), for contributing to discussion when appropriate, posting on discussion boards, posting your topics and giving feedback. If there is EVER any inappropriate behavior displayed by a classmate, in person or online, talk to me immediately.

**PHONES and PERSONAL DEVICES SHOULD NEVER BE USED DURING CLASS TIME FOR ANY REASON.** If I see you checking your phone, I will ask you to leave, and it will be considered an absence.

### **ASSIGNMENTS: Speeches and Written Work**

**ALL** the following information about **SPEECHES, WRITTEN WORK, GRADING and Make-Ups** is to 'introduce' you to the type of work we do. Updated details of each assignment, including due dates, adjusted points when relevant, and other 'up to date' information specific to your class, will be accessible on Canvas under **Assignments**. You may skip to 'general class guidelines' to resume class information.

**Prepared Speeches** make up most of your grade and are graded in two parts: the **\*FINAL OUTLINE** and the **SPEECH PERFORMANCE**. \*Intro Speech does NOT require an outline, or anything written or submitted.

**ROUGH DRAFT OUTLINES** are submitted on Canvas and due well before each speech when required to give you a chance to receive feedback from me. **PARTNER FEEDBACK** for others' performances is given 'live' on speech days and cannot be made up. **TOPIC SIGN-UPS** and **AUDIENCE ANALYSIS** are required as Discussion Posts for the Demonstration, Informative and Persuasive Speeches.

**Class and Online Activities** I will assign DISCUSSION POSTS or ACTIVITIES throughout the semester.

**Exams** There are 2 EXAMS: a Midterm and a Final. These will be taken IN PERSON during class time.

In total, your grade consists of points for final outlines, speeches, rough draft outlines, discussion posts for topic sign ups and audience analysis, oral critiques, exams, attendance and participation, and class exercises.

DON'T WORRY! I walk you through ALL of this before each assignment and you will know well in advance exactly what to expect, do, etc.

### Speech Assignments

Each speech focuses on a specific skill set and builds on the last, so all speeches must be completed over the course of the semester. Requirements are reviewed in class well before each speech, so you know what to expect and even HOW to prepare. You are responsible for including ALL OF THE DETAILS and REQUIREMENTS for each Speech Assignment, and for allowing adequate preparation and practice time.

**Delivery:** All speeches are to be delivered **EXTEMPORANEOUSLY**, which means naturally, from limited notes. Speeches should NOT be fully written out and should NOT be read word for word from a script or teleprompter and should NOT be performed 'off the cuff' or impromptu. You will be given extensive instruction about how to prepare and present an effective, extemporaneous speech.

Below are descriptions of each Speech Assignment. More details including due dates and scheduled speech days can be found under the Speech and Assignment descriptions on Canvas in 'Assignments'.

**Some of the details here are inconsistent with the descriptions on Canvas. Please default to Canvas.**

**INTRODUCTION SPEECH:** In 2-3 minutes you will introduce yourself (or a classmate) to the class. Speak naturally and conversationally about a few key things and AVOID listing a bunch of little things. Begin with something other than 'OKAY!' and end with something other than "THAT'S IT!" and feel free to get creative! There is nothing to turn in for this speech. **10 points** - \*If you show up and say words out loud, you can't NOT get 10 points.

**NARRATIVE SPEECH:** In 3-5 minutes share a true, significant life experience using the assigned outline format and effective delivery techniques. Focus on a SPECIFIC event or occurrence, NOT a general 'life philosophy'. Include a relevant quote, adage, line/s from poetry, music, prose, etc., for which you will verbally credit the author or source. **Outline:** A rough draft outline, using the assigned format for the Narrative Speech, will be submitted BEFORE you speak on Canvas. Your final draft outline should be free of errors, and reflect editing based on RD feedback, must be submitted on Canvas BEFORE you speak. STAND UP to deliver this speech, so adjust camera as needed. **50 points: Speech - 25 Outline - 25**

**\*DEMONSTRATION SPEECH:** This is a recorded speech that takes place outside of class with NO editing. In 4-6 minutes demonstrate how to perform a task or process using concrete steps and at least one 3-Dimensional presentational aid (object, model, or person other than yourself). The goal for this speech is to actively DEMONSTRATE a part or parts of a process, think of it as a 'how to'. TOPIC SIGN UPS and 'APPROVAL' are REQUIRED, and since no similar topics are allowed, whomever posts it on the assigned discussion page first, gets it. You will also conduct an 'Audience Analysis' on this board and respond to others' posts as instructed. **No cooking or food demos allowed** except in special circumstances. **Outline:** Submit your full sentence, comprehensive outline (more complex than the Narrative) on Canvas before you speak. Include at least 2 sources of support, orally cited within the speech including the author, date, type and name of publication for each, and a reference or works

cited page using correct MLA or APA format at the end of your outline. **75 points: Speech - 50 Outline - 25**

**INFORMATIVE SPEECH:** In 6-8 minutes inform us about a unique sophisticated topic using research, support and prepared visual aids to teach us something interesting and novel or give us a new perspective on a more common subject. Seek to teach and promote understanding, rather than to advocate or persuade. Avoid controversy, but also stay away from 'how to's'. Using research (at least 3 orally cited, reputable sources) and presentational aids (at least 3 'prepared') present your speech in an organized, in-depth, and unbiased fashion. You will sign up for topics for approval, conduct an Audience Analysis and respond to others' posts on the Informative Topic Discussion Board (topic and post considerations same as those for Demonstration). Submit a final draft **Outline** with a reference or works cited page using MLA or APA format BEFORE your speech. **100 points: Speech - 75 Outline - 25**

**PERSUASIVE SPEECH:** In 7-9 minutes use research and skillful argumentation to persuade your audience to support your proposition of fact, value, or policy. **YOUR PERSUASIVE TOPIC MUST BE CONTROVERSIAL, CURRENT and WORTHWHILE!** Use the Problem/Solution format and principles of Ethos, Pathos and Logos to present specific, realistic action steps for the audience to take considering the audience analysis. At least 5 verbally cited sources are required, noted also in a Works Cited or Reference page. **125 points: Speech - 100 Outline - 25**

**TRIBUTE SPEECH:** We will do this fun, casual speech on the 'final' day of class during finals week. This is generally like a toast or gentle roast to a speech partner, but the assignment may vary. **25 points - NO OUTLINE is required**

#### **Speech Grading including the MAKE-UP Procedure and Policy:**

**Time Penalties:** 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 (5-10%). If you go OVER a minute overtime or under time, you cannot receive better than a C grade. If speech goes 2 minutes or more 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-Up Speeches:** If you miss your assigned speech day for any reason YOU MUST TALK TO ME ABOUT A MAKE-UP OPPORTUNITY ASAP. **Important:** It is your responsibility to ATTEMPT to make up the speech LIVE and come prepared to speak the next speaking day, if one is scheduled for that speech assignment, even though a live make-up is never guaranteed. **ANY MAKE-UP, VERIFIED OR NOT, WILL AUTOMATICALLY BE a 2-grade deduction. You will be allowed only ONE make-up speech will be allowed per semester.**

#### **Details on Assignments: More detail on CANVAS**

**Outlines:** To achieve a natural, conversational delivery and we prepare full sentence, comprehensive outlines as assigned, not scripts or essays. The outline format assigned begins as very basic, then increases in complexity and length as the semester progresses. The goal of the outline is to prepare using structure, demonstrating that you understand the speech elements, organization, citing research, are familiar with your topic, speech etc. AND to avoid reading. An outline is NEVER to be read word-for-word, or even used as speaker notes for performance. You may use notes and note cards when you speak, but they should be key words ONLY, never full sentences or lengthy. **Please NO READING STRAIGHT FROM A SCRIPT, OUTLINE OR TELEPROMPTER E V E R !**

**Rough Draft Outlines:** RDs for the Narrative and sometimes for the Demonstration Speeches are required to make sure you get a sense of the structure and to give you a chance to receive feedback. After that, rough drafts are optional but encouraged.

### **IMPORTANT: About FEEDBACK**

**ALL** of my feedback for outlines or other writing submitted on Canvas is given **ON** the document, not in the 'Comments' you see when opening the assignment. See instructions here: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-annotation-feedback-comments-from-my-instructor/ta-p/523>Links to an external site.

**Final Outlines:** Final draft outlines are to be completed according to the format assigned, should 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 should always include works cited or references when required and be submitted on Canvas **BEFORE** you perform your speech.

**Partner Feedback:** You will give verbal feedback to an assigned partner for each speech for 10 points per evaluation. There is nothing to turn in or submit. You will be given instruction in class about how to provide constructive feedback but the basics are; Kindly communicate at least 2 - 3 things that were done well during the speech, and **ONE THING** that your partner can improve upon for next time. No Make-ups for feedback.

**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 ALL TEXT MATERIAL that I assign.

### **OTHER Class Policies and Fun Stuff**

#### **Communication Studies Department and SRJC Events: Class Share Board**

I will keep an updated list of activities and events related to the Communication Studies Department during the semester including the Intramural Speech Tournament, a performance or 2 by Comm Studies Faculty, the Petaluma Film Series, and sometimes events in the Drama or Dance Department. **PLEASE add to this Board!** You can share your own events related to SRJC like sports, concerts, club meetings, etc. or anything else you're interested in or would like to share. Rules of conduct apply but please feel free to post and share!

#### **General Class Guidelines**

**Put Phones AWAY** and on silent for each class. If your phone goes off or if you're engaging with your phone or technology during someone else's speech, it's a bummer and we will have words. Please don't let that happen.

**Cultural Sensitivity and Language Use:** Audience-centeredness and appropriate sensitivity is crucial to your success in this class and is used as a major factor in evaluating your speeches and conduct. While specific communication behaviors or types of language may not be 'bad,' they can be hurtful, insensitive, or worse, and therefore ineffective, based on your audience. So, can you use 'bad' language, like 'swearing' or 'cursing'? 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. Put simply, play nice.

**ANY form of communication that violates the SRJC Conduct policy or falls into the definitions of harassment or hate speech will result in termination of enrollment in my class.**

**Courteousness:** You are to be mindful of both your verbal and nonverbal communication behavior in this class. A positive, supportive environment is vital, and you are responsible for creating it. Please be



the audience that you would like to have at all times and do not engage in distracting behavior of any sort while others are speaking, during class, or during lectures and discussions.

**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.**

**TALK to me about ANY issues or questions:** We all make mistakes, are faced with challenges, deserve a 'break,' and need help sometimes. Please come to me with any challenges that affect your work in here. Rules are rules yes, but I am happy to help and support in any way I can.

## **Canvas Navigation for Comm 1**

**Modules** are where you will find most of what you need. Modules are organized by each upcoming Speech Assignment, include several sections, and contain material related to that assignment, including 'additional resources' where you can go should you want more than assigned information.

**ASSIGNMENTS** will include detailed descriptions of and, when appropriate, means to submit each graded, required assignment.

**DISCUSSIONS** is an often-used section that will include everything from casual, opinion posts, to topic selection, audience analysis' and required assignments. If a Discussion post is required, it will also show up in Assignments. Discussion posts are accessible to the whole class.

**QUIZZES** on Canvas means also Exams. The midterm and final will show up here. I don't give 'quizzes' usually.

**TechConnect ZOOM** is where you can go to find links to each scheduled, Zoom meeting, Since we are in person, we will not use this often, but should we need to hold a class via Zoom you will find the link here AND in an Announcement.

**PAGES** won't usually be necessary for you to access. This is where you will find ALL Class Agendas and other supplemental material.

**PEOPLE, STUDIO, FILES, GRADES, PAGES** etc. will all be used, but specifics will be determined throughout the semester.

## **Student Resources**

SRJC Student Conduct Standards and Expectations ONLINE relevant: <https://student-conduct.santarosa.edu> [Links to an external site.](#)

Student Health Services / Covid: <https://shs.santarosa.edu/covid-19> [Links to an external site.](#)

Mental Health: <https://shs.santarosa.edu/student-psychological-services> [Links to an external site.](#)

Intercultural Center: <https://intercultural.santarosa.edu/> [Links to an external site.](#)

Peer Support: <https://studentsuccess.santarosa.edu/peer-support>

CANVAS Orientation/Tutorial: <https://canvas.santarosa.edu/courses/22374/pages/welcome-santa-rosa-junior-college-canvas-student-orientation>

CANVAS FOR STUDENTS: <https://de.santarosa.edu/student-help-for-canvas> [Links to an external site.](#)

**Distance Education Support for STUDENTS:** <https://www.santarosa.edu/srjc-remote-resources>Links to an external site.

**Student Resources - General:** <https://resources.santarosa.edu>

**Online Student Services:** <https://onlinestudentservices.santarosa.edu/>Links to an external site.

**Online Readiness:** <https://onlinestudentservices.santarosa.edu/remote-readiness-resources>Links to an external site.

**ESL:** <https://esl.santarosa.edu/>Links to an external site.

**Disability Services:** <https://drd.santarosa.edu>

**Writing Center (SRJC English Department):** <https://english.santarosa.edu/writing-center>Links to an external site.

**Tutoring Center:** <https://college-skills.santarosa.edu/srjc-tutorial-centers>Links to an external site.