Communication I – Introduction to Public Speaking

Spring 2024 - section 6953

Fridays 9 am - 12 pm

Instructor: Karen Cornwell

Class Meetings Fridays from 9 am - 12 pm in Garcia 100

Instructor Contact: **Karen Cornwell** - Contact through Canvas Inbox for fastest communication. ALL class communication will be conducted via Canvas ANNOUNCEMENTS and INBOX after the semester begins.

Email: kcornwell@santarosa.edu   cell 707.327.9434

Office Hours: I am usually here 30 minutes to an hour before our class start time. You may also come to my TTh office hours for my other classes from 10:30 am - 12 pm. If you cannot meet during these times let me know in advance and we can make other arrangements. Location: GARCIA part time offices.

Required Materials: CANVAS Access and Ability, TEXT (free download/PDF)

1. **CANVAS:** You will need knowledge of how to effectively use Canvas for this class. **If you are not familiar with Canvas** please use the resources available to you through the SRJC Student Help for Canvas' page HERE: https://de.santarosa.edu/student-help-for-canvas
2. **TEXT**: Public Speaking Project

CANVAS - Canvas is a vital component to this course and you MUST have a working knowledge of Canvas to succeed, so please review the SRJC and Canvas resources available to you, especially the Canvas Help for Students page on the SRJC Distance Education site. Every instructor uses Canvas differently and it is my job to familiarize you with our class organization, but you MUST have a basic knowledge before we begin the semester. https://canvas.santarosa.edu/courses/22374/pages/welcome-santa-rosa-junior-college-canvas-student-orientation

Set Canvas NOTIFICATIONS ASAP! It is VERY important that you set your Canvas NOTIFICATIONS AT LEAST for New Announcements, but I also suggest you do so for Assignment updates, due dates, etc. here: https://community.canvaslms.com/t5/Observer-Guide/How-do-I-set-my-Canvas-notification-preferences-as-an-observer/ta-p/558

How to set your Canvas alerts for Announcements: https://community.canvaslms.com/t5/Student-Guide/How-do-I-set-my-Canvas-notification-preferences-as-a-student/ta-p/434

Canvas Technical Issues: I CANNOT provide technical support or teach Canvas basics. If you are making a video, or even submitting a written assignment, and things do not go smoothly I will do my best to help you, as will others, but it is YOUR responsibility to troubleshoot and problem-solve well before something is due. You always have the options of contacting SRJC Distance Education or Canvas help services to walk you through issues, so use them liberally!

GENERAL INFORMATION - a Quick Guide

ATTENDANCE: Attendance and Participation are *MANDATORY. You are required to attend ALL scheduled class meetings, especially during the first few weeks of class as I set our roster and class schedule. More details below

ASSIGNMENT SUBMISSIONS: Portions of each assignment are created and submitted through Canvas so you will need to be able to navigate Canvas for submissions even though this is an in-person class.

CONDUCT: All students are responsible for knowing and complying with all student conduct rules, online and in-person, at all times. **If you EVER experience any incidents of disrespectful or unacceptable in person or online behavior, please inform me immediately.** SRJC Student Code of Conduct https://onlineharassmentfieldmanual.pen.org/defining-online-harassment-a-glossary-of-terms/Links to an external site.

COURSE COMMUNICATION: ALL course communication will take place on CANVAS through Announcements and your individual Canvas Inbox. I post ALL communication, including schedule changes, assignment updates and other important details in 'Announcements' on Canvas. Set alerts in your preferences on Canvas ASAP to notify you of new or updated information.

DIVERSITY and INCLUSION: It is my intent to create and encourage a learning environment that supports diversity and honors your identities (including race, gender, class, sexuality, religion, ability, etc.) We are all active in the process of learning more about diverse perspectives and identities which can require patience and open communication, so...

- If you have a name and/or pronouns that differ from those that appear in your official records, please let me know
- If you feel like your performance in class is being impacted by your experiences outside of class, please don't hesitate to come and talk with me. I want to be a resource for you.
- If something is ever done or said in class that makes you feel uncomfortable, please talk to me about it.

COURSE DESCRIPTION

<u>Course Objective</u> 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, critical thinking, research skills, and give effective feedback on other students' presentations. By learning efficient preparation techniques, practicing public speaking, and improving overall communication skills 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=20193Links to an external site.

CLASS POLICIES

Attendance

<u>Attendance is a BIG DEAL for this class</u> Attendance at each class meeting is VITAL for success in this class. n an effort to maintain fairness to all, I enforce the **SRJC Attendance Policy** with a small adjustment in students' favor explained in the participation points section of this syllabus and on Canvas. Put simply, there are technically no 'excused' absences. If you are not here, or if you arrive more than 9 minutes past our regular start time, you are absent. I am as nice as I can be to everyone, but whether it's sports, work related, family, illness, a necessary mental-health day, etc. EVERYONE gets the same treatment. *<u>If you miss a scheduled speaking day</u> there are specific actions needed and consequences explained later in this syllabus.

If you have an unexpected challenge that affects attendance, please let me know and I will do my best to help.

Please arrive on time ready to <u>begin</u> at or before our scheduled class time, with phones and *other technology silenced and put away. You must STAY IN CLASS the entire time, so plan personal business BEFORE or AFTER class. *DRD approved excepted

<u>Participation Points:</u> I keep track of attendance but NOT on Canvas. (It does weird stuff to your grade). At the end of the semester, I give points or deductions for participation for many things, but as related to attendance, the points are as follows:

NO absences: +10 points

1 absence: + 0 points / - 0 points

2 absences: - 10 points

3 absences: - 30 pts. or more (we will discuss if a drop is best)

*4 absences: DROP *Additional points will be detracted from any student who chooses to stay past 3 absences, or 4 if I don't catch it. Each absence will be an additional 20 - 30 points deducted from the final grade, additionally.

If ABSENT: If you miss a class or a portion for any reason, it is your responsibility to stay on track with ALL assignments, ALL class business, updates, etc. **The policy for speech make-up is explained in more detail later in the syllabus.** If you miss activities or assignments because of an absence, you cannot make up those points.

If LATE: Being late is disruptive, especially on a speech day. More than 9 minutes late is an absence. If you are more than 9 minutes late more than once, we will need to discuss. Late more than twice of ANY length and we will discuss as well. Point deductions incur after 2 late arrivals.

<u>If you MUST be late,</u> please enter non-distractingly and, if it's during a speech day, wait outside until the speaker is done. Remember, I keep track of this stuff, so please do not make it a habit.

If you LEAVE EARLY: Take care of personal business before or after class and avoid scheduling anything during class time. If someone asks, 'can I leave early?' I will say yes; you are adults after all, responsible for managing your own time, but the 9-minute policy and other consequences related to being late or absent, apply.

CONDUCT

Be Kind and Considerate: Please be fully present and a positive participant in all class assignments, exercises, discussions, and activities. This will not be a problem, but please read the **STUDENT CONDUCT guidelines, A through Y.**

If there is EVER any inappropriate or questionable behavior displayed by a classmate, in person or online, prioritize your safety, and talk to me immediately. Our communication should, at ALL times, be respectful of others and other groups.

PHONES and **PERSONAL DEVICES** SHOULD <u>NEVER BE USED DURING CLASS TIME</u>. If I see you checking your phone, I will ask you to leave, and it will be considered an absence. Yes, I'm serious.

GRADED ASSIGNMENTS

Speech Assignments are graded in two parts: the performance of your SPEECH and the FINAL OUTLINE submitted on Canvas. More details below. ALL updates to assignments can be found in the assignment descriptions in the Modules. *Intro Speech does NOT require an outline, or anything written or submitted. MORE DETAIL BELOW and on Canvas.

Outlines: Rough Draft and Final <u>Rough Draft Outlines</u> are done according to the assigned format, are very detailed, specific, and should be in as close to finished condition as possible before submitting. <u>RD Outlines</u> are due well before each speech, *giving me time to review and give feedback, and you time to edit before finalizing. The <u>Final Outline</u> is submitted on or before your scheduled speaking day within the speech assignment for grading.

Important! READ OUTLINE FEEDBACK! I give extensive feedback on outlines, not just under 'comments' but within the document as well. See instructions here on how to access the additional comments and find them on Canvas in the assignment: https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-annotation-feedback-comments-from-my-instructor/ta-p/523Links to an external site.

Partner Feedback You will give and receive verbal feedback to and by your partner for each speech. You will be given instruction on 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.

Class Exercises are done frequently during class time (obviously) and sometimes preparation FOR those exercises must be done outside of class. Class exercise points are often required, sometimes extra credit, and CANNOT be made up.

Quizzes 100 points of your semester score will come from quizzes. Further details will be given in class and on Canvas. I will announce whether a quiz is to be taken online on Canvas, or in class, well before it is due. No 'surprise' quizzes in here.

<u>In total, your grade consists of points for final outlines, speeches, rough draft outlines, audience analysis, oral critiques, exams, attendance and participation, and class exercises.</u>

SPEECH ASSIGNMENTS

Speech Assignments: There are 4-5 graded speeches during the semester. Each speech assignment focuses on a specific skill set and builds on the last. Requirements are reviewed in class AT LENGTH with the chance to ask questions well before each speech, so you know what to expect and HOW to prepare. You are responsible for allowing adequate preparation and practice time, which you will also learn. **Speeches are ALWAYS delivered 'extemporaneously'** meaning naturally, conversationally, and from limited speaker notes. This comes with practice, and it is MY job to teach you how to prepare. I NEVER expect perfection. More on Extemporaneous Delivery....

Delivery: All speeches are to be delivered **EXTEMPORANEOUSLY**, which means naturally, from limited notes. Speeches should <u>NEVER</u> be fully written out, should <u>NEVER</u> be read word for word from a script or teleprompter, and should <u>NOT</u> be performed 'off the cuff' or impromptu. You will be given extensive instruction on how to prepare and present an effective, extemporaneous speech and a preparing a comprehensive OUTLINE, not a paper, essay or 'script.'

INTRODUCTION SPEECH: In **2-3 minutes** introduce your partner to the class. <u>Choose a few key things</u> to share from the class interview with your partner and AVOID listing. BE YOU! <u>Speak naturally</u> and conversationally, and <u>you may have</u>

LIMITED notes (so NO reading and NO memorizing)! Begin with something other than 'OKAY,' end with something other than "THAT'S IT" and feel free to get creative!   **No outlines or submissions required.** *****10 points** - *If you show up and say words out loud, you will earn max points.

NARRATIVE SPEECH: In **3-5 minutes** share a true, significant life experience in the first person. Prepare by using the assigned outline format and practice effective delivery techniques discussed in class and in our text. 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.**   A rough draft outline is done according to the assigned format and submitted on Canvas to receive feedback. Final Outlines are submitted through Canvas on or before your scheduled speaking day. Instructor and Partner Feedback is given after your and your partner's speech during class. **50 points: Speech - 25   Outline - 25**

*****DEMONSTRATION SPEECH:** In **4-6 minutes** demonstrate how to perform a task or process using concrete steps and at least one 3-Dimensional presentational aid.   This is a recorded speech (no editing!) completed outside of class time. Include at least 2 sources of support, orally cited within the speech including the author, date, type and name of publication. Videos are posted within the assignment and partner feedback is done in groups, in class, after the due date.   Topic Sign-ups and Audience Analysis are done via posts on the Demonstration Speech Topic Discussion Board. No same similar topics are allowed, so the earliest post wins. **No cooking or food demos allowed** unless approved. Rough draft outlines are submitted on Canvas for review done according to the NEW outline format (more complex than the Narrative). Final Outlines are submitted along with the recording on Canvas., 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 **5-7 minutes** inform us about a well-researched, interesting topic of genuine significance. Avoid controversy (teach and promote understanding vs. arguing or convincing) AND avoid 'how to's.' Integrate at least 3 sources of research, cited orally during the speech, and at least 3 prepared visual aids (usually using presentation software via class computer and submitted ONTO Canvas for easy access). Topic sign-ups and the Audience Analysis take place on the Informative Topic Discussion Board. A Final Outline with a reference or works cited page using MLA or APA format required. **100 points: Speech - 75   Outline - 25**

PERSUASIVE SPEECH: In **6-8 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. Presentational Aids are recommended, but not required. **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.**

ASSIGNMENT CONSIDERATIONS

Time Limits: Adequate preparation will keep you within time limits, but if you go overtime OR under time, penalties are as follows: At the first minute over the assigned time your grade will be reduced by at least a half, 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 (21-30%). 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 ASAP. **Important**: It is your responsibility to ATTEMPT to make up the speech and come prepared to speak the next speaking day. If there is not an additional speaking day, we will need to try and schedule time. Grade penalties will accrue until we can schedule. **ANY MAKE-UP, VERIFIED OR NOT, WILL AUTOMATICALLY be given a 2-grade deduction. You will be allowed only ONE make-up speech per semester.**

CONDUCT - more information

Cultural Sensitivity and Language Use: Audience-centeredness means prioritizing culturally accepting communication practices. and effective communication is crucial to success in this class. Cultural sensitivity is a major factor in evaluating speeches and conduct. Your consideration of your audience, including cultural, social, and personal boundaries should be a priority in your speeches and behaviors. 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. NO EXCEPTIONS

Courteousness: A positive, supportive environment is vital when learning what is, for most, a very challenging and vulnerable activity and we are all responsible for creating it. It is important that you are always respectful with your verbal and nonverbal communication in this class. Be the audience that you would like to have and avoid distracting behaviors while others are speaking, during class, or during lectures and discussions. While others are speaking, there should be no shuffling around, talking, viewing media, checking phones, or yawning (yes, I'm serious). *If you take part in 'busy' activities like knitting or anything with your hands in this way, that's fine when I am speaking, but please focus on speakers during speech days.*

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. I am also empathetic and know SRJC students sometimes face difficult challenges. **If you experience issues that might affect this class, please let me know.** We all need help and support sometimes, and I consider it a very important part of my job to problem solve WITH you should the need arise.

CANVAS - More Information & Notes

Set your Canvas Notifications to alert you of new ANNOUNCEMENTS and INBOX MESSAGES. I use Announcements on Canvas for important messages to the entire class, or individuals. If there is a class cancellation, a reminder, a change to a requirement, etc., you will find those details in Announcements so please check them often. The best and only way to stay on top of all messages is to SET your NOTIFICATIONS to alert you of NEW ANNOUNCEMENTS.
We use Canvas Inbox for ALL MESSAGES; received and sent and avoid use of the SRJC email system whenever possible. Check Inbox messages frequently. The best and only way to stay on top of all messages (you guessed it!) SET your NOTIFICATIONS to alert you of NEW INBOX MESSAGES!.

Below is a general description of how we use each element available to you in the list to your left on Canvas for THIS class.

Modules are where you will find most of what you need for all assignments. Modules are organized by each upcoming Speech Assignment, include several sections, and contain material related to that assignment, including required reading, and viewing. The 'additional resources' in each Module are for students who want to explore the topic(s) further. Browse Modules asap.

Assignments are found within the Modules with detailed descriptions of the assignments, requirements, and tools for submission. This is where ALL updates will be if we change the details or requirements of an assignment.

Discussions can 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 the related Module. Discussion posts are accessible to the whole class.

The **CLASS SHARE BOARD** in Discussions is a place for ALL of us to share information that might be of interest to the class. Please feel free to make this your own!

Quizzes/Exams are included within the module to which they are related and/or in a separate Module clearly labeled.

Canvas Studio can (and should) be used to record your demonstration speech. It tends to make things easier for most students.

People lets you see/contact people from ALL 3 of my Comm 1 sections. If you are trying to contact a classmate specifically, there will be a designated GROUP for your class, and that's easier.

Pages won't usually be necessary, but you will find ALL our Class Agendas and other supplemental material here.

STUDENT RESOURCES

A MUCH more extensive list of resources can be found on the SRJC website. Please explore Distance Education and Canvas Tour for more information!

SRJC Student Conduct Standards and Expectations ONLINE relevant: https://student-conduct.santarosa.eduLinks to an external site.

Student Health Services / Covid: https://shs.santarosa.edu/covid-19Links to an external site.

Mental Health: https://shs.santarosa.edu/student-psychological-servicesLinks 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-canvasLinks to an external site.

Distance Education Support for STUDENTS: https://www.santarosa.edu/srjc-remote-resourcesLinks 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-resourcesLinks 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-centerLinks to an external site.

Tutoring Center: https://college-skills.santarosa.edu/srjc-tutorial-centersLinks to an external site.