COMM 1 – Intro. to Public Speaking
Friday, SP 2025
Santa Rosa Junior College
Professor John D. Perez
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Phone: (925) 257-4113

COMM – 1 CRN 6953
9:00 AM – 12:00 PM, Garcia-100

Required Text: Floyd, K. (2024). Public Speaking Matter. McGrawHill

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.

Transfer Credit: CSU, UC (AA Degree Applicable)
C-ID: COMM 110

Student Learning Outcome's (SLO's *verified 1/10/25*):
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.

Course Modality
This course meets in-person at the Santa Rosa Junior College Campus from 9:00 AM – 12:00 PM.

Overview: The purpose of this document is to provide clear expectations of what we will do in this course. Please read this document carefully and feel free to ask questions. Yes, there are a lot of things to cover, but I am a resource here to support you!

Canvas: In this section of COMM-1 grades and attendance will be tracked online in Canvas. To access your information, login to Canvas and enter your credentials. This will give you direct access to your assignments, discussion boards, as well as your cumulative grade for the semester. Do not email me attachments, these emails are deleted.

Electronic resources: It is imperative that you have access to reliable high-speed internet access and a laptop or computer. All assignments must be submitted online, and you need access for research.

Speech anxiety: We will explore the types of reactions, how to manage this anxiety, and what to look for when identifying stressors. At the end of this course, you will have learned several techniques to help manage this anxiety and make you a better speaker. The key to being successful in this area is to try, push yourself, and not give up. It may be a bit uncomfortable, but you will get through it.

ALL ASSIGNMENTS MUST BE SUBMITTED ONLINE VIA CANVAS. NO EXCEPTIONS!

Office Hours, Communication, and Participation

Communication: Please contact me via email for the most efficient response. When contacting me via email, please include the basic information: Subject – Class and section, formal greeting (Dear Mr. Perez), formal closure (Sincerely, Thank you, etc.). Do not email me at the last minute and request an immediate response. Please give me an opportunity to reply. Generally, I respond within 48 hours. I rarely reply to emails or grade on Sunday. My number for texting is listed at the top of this document, please identify who you are when texting.

Student/Office Hours: I am here to help you be a better speaker, and a better student. If you feel you are not capturing any part of this course, please reach out to me. I am available on **Mondays from 9:30-11:00 AM (Zoom).** In-person, Friday from 11:50 am-12:30 PM. See Canvas for the Zoom link. I am also **available by appointment** if this does not work for you. There is a direct link in our Canvas shell to our Zoom office hours, no appointment needed. You may also email jperez@santarosa.edu

Class Etiquette/Netiquette: Be respectful of yourself and others by being polite. Being respectful online during discussions and speech critiques is not optional. You will be expected to use proper English, and critique performance behaviors and arguments, not individuals. Do not post offensive language or threaten students online. If you are unsure, send me an email. If you fail to be respectful you will be given a warning, if you do not improve you will be referred to the Vice President of Student Services. Online communication is not restricted to discussion boards. There will be times you will need to work "offline" with a peer. These electronic interactions that are class based are subject to the course Netiquette rules. Remember, there is a person behind the screen reading your comments. Be nice and have fun!

Instructional philosophy: This course will be highly interactive, and you will be exposed to many different opinions with which you may or may not agree. We will learn from our commonalities as well as our differences. I invite you to learn together in a safe environment that respects other people's ideas, beliefs, values, and experiences. Let us expect the unexpected and enjoy the possibilities. If you get stuck, ask for help!

Methods: We will use a variety of tools to solicit feedback and measure performance; this will include lectures, group activity/discussions, guest speakers, rehearsals, demonstrations, peer-to-peer teaching, multiple oral presentations, and communication activities. Therefore, it is important to stay current on the weekly readings as well as attend class. You will be required to work with multiple partners this semester.

Electronic Recording Devices (ERDs): Students are not permitted to make recordings in class or in any campus meetings without the approval of the instructors involved. Exceptions shall be made for students with disabilities who have permission from the Disabled Student Programs and Services.

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Course Policies

Electronic resources: It is imperative that you have access to reliable high-speed internet access and a laptop or computer. All assignments must be submitted online, and you need access for research. If you are lacking the necessary hardware, please reach out, the college has resources available.

Participation Requirement: It is important to be an active participant throughout this course. During presentations, it is expected that all students will listen to the speech and be prepared to discuss topics, areas of improvement, as well as areas that worked well. This type of behavior will help you become a refined communicator. Points are awarded based on individual feedback, participation in class and group discussions and confidential peer critiques (these are required and part of your course final). Merely being present during class is not the same as participating in class activities, discussions, and the learning process.

Participation Defined: There are multiple ways to participate in this course. This section defines participation in detail. Please read this section very carefully as there are several points associated with participation. A working camera and microphone are required for this section. ==This course is partially online with== a weekly meeting on Wednesday.

Discussion Boards (==required==)
> *Hypothesis may be used in-place of traditional discussion boards.*

- o Each week we will have a discussion board to discuss key concepts, terms, and speech analysis.
- o You are expected to participate in these boards in a respectful manner.
- o For most boards you will be required to post your initial response and then reply to three student responses
    - ▪ Initial responses should not be "I agree" or "cool", instead your responses should be **5 to 8 sentences per peer response, unless stated under the assignment post. When in doubt, type it out!**
    - ▪ Each discussion board will have details on how many responses are needed.
    - ▪ Most discussion boards will require an initial post prior to seeing your peer responses.
    - ▪ Some discussion boards do not require a response.
    - ▪ Read each discussion board BEFORE you post.
- o If you make an error, **you can edit your post.**
- o No edits accepted after the assignment due date.
- o Due dates
    - ▪ Initial post
        - ▪ For most discussion boards we will have a Friday and Saturday due date
        - ▪ All discussion posts must be posted by **11:58 PM** on the due date.
    - ▪ Peer responses
        - ▪ Most peer responses are due 3 days after the initial post.
        - ▪ Peer responses should be in-depth.
            - ▪ In-depth means a minimum of five sentences.
        - ▪ *If* the initial discussion is due Friday, responses are due Sunday.
- • *If* the initial discussion is due Thursday, responses are due Saturday.

Dropping the Course: It is your responsibility to drop the course should you decide not to remain in the class. Failure to drop the course will result in a failing (F) course grade.

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Group Work
- o There are a few assignments that involve group work.
- o You are pre-assigned into your first group.
  - ▪ You will be able to select your second group members.
- o You are expected to participate and contribute an equal amount of work.
- o If you are having problems within the group, try and work through those problems.
  - ▪ If you cannot work through these problems, contact me immediately.
- o Group work is an important part of interpersonal communication.

Zoom Sessions (As a backup)
- o You will be **encouraged** to be active during our Zoom calls.
- o You are expected to follow the course reading (outside of class) and be prepared to discuss textbook content during the Zoom calls.
- o Zoom calls are the equivalent of our face-to-face classroom time.
- o You are expected to be respectful.
  - ▪ This may be accomplished by listening, hearing what is said and responding in non-threatening language, gestures, and tone.
  - ▪ We will work on body language as part of your speech delivery this semester.
- o All your speeches/performances will be performed pre-recorded or live on a Zoom session or equivalent technology.
  - ▪ If your camera is off, you will not receive audience participation for the session.
  - ▪ You are permitted to leave the session to use the restroom, deal with personal items, etc.
    - ▪ If you are gone for extended periods of time this will also not count as participation
    - ▪ If an emergency occurs, send me an email and we can work through it after things settle.

Instructor absence: If I have an unplanned absence and Core speeches are due that day, those scheduled speeches will be due the next class session. Core speeches originally assigned for that next class session will be moved forward one class session. I will also send an email from Canvas.

AI (Artificial Intelligence), ChatGPT, other tools: This technology is new and cool, but it is also an **unauthorized** study aid for this course. Do not use these tools for any work submitted in this class. This would include the new features in Grammarly. Your best learning comes from you! Do not be shy if your paper creation skills are not perfect, use this course to further develop your skills. This course uses AI detection software and if you violate this policy, you will receive a zero on the assignment for the first offense. If you use the technology again, you fail the course.

Plagiarism: Cheating or plagiarism is a very serious academic offense punishable by disciplinary action up to and including suspension and/or expulsion. Don't do it! "Sonoma County Junior College District (SCJCD) holds that its primary function is the development of intellectual curiosity, integrity, and accomplishment in an atmosphere that upholds the principles of academic freedom. All members of the academic community - student, faculty, staff, and administrator - must assume responsibility for providing an environment of the highest standards, characterized by a spirit of academic honesty and mutual respect. Because personal accountability is inherent in an academic community of integrity, this institution will not tolerate or ignore any form of academic dishonesty.

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Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, collusion, and other academic misconduct." (SRJC Policy 3.11, 2023). Using ChatGPT and other AI tools and not citing is plagiarism. Also, using these same tools does not allow you to create assignments based off your own thoughts. I care more about your thoughts than an AI generated tool.

Professional courtesy: If you are discussing or posting items that you think or know are offensive, please place a disclaimer above your post. Never assume the shock and awe effect will be your best method of persuasiveness. If you are unsure, send me an email. An example of a topic that would need a disclaimer would be a post regarding animals for consumption with images. This will provide the reader with the option to review or to move on to another post.

How to Pass This Course: While I tried my best to think of every possible question, there may, and should be more, feel free to ask. During this semester it will be critical for you to understand how to pass this course, here are some tips:
- Each assignment has objectives and grading criteria, read these.
- Review the weekly modules on Monday.
- Create a weekly plan on when to submit work.
- Attend class sessions.
- Participate in group work.
- Make sure you complete all the work before Sunday.
- If something does not make sense, ask.
    o Do not wait until Sunday at 11:00 PM to ask a question.
    o Plan and ask questions prior to Saturday.
- If something happens email me immediately and let me know basic information
    o I do not need to know details, but general information.
    o If you are sick, stay home and email me.
- As the semester progresses, you may become overwhelmed, if so, reach out
- Attending office hours or making an appointment.

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Due Dates and Times

The weekly schedule for COMM-01 will run from Monday through Sunday. You will see new assignments and weekly objectives posted on Monday and discussed during our Zoom sessions. You will then have until Sunday to complete the work. The discussion boards will have initial posts by Friday 11:58 PM and responses completed by Sunday 11:58 PM. Anything submitted after 11:59 PM will be stamped late. Multiple late submissions will impact your team-effort and ultimately your participation grade.

Discussions and assignments due before 11:58 PM on their respective due dates. **Quizzes and exams** are due before 11:58 PM on their respective due dates. As a reminder, you do not have to wait until the last minute to submit an assignment, most assignments are open for several days and weeks. DO NOT SUBMIT AT THE LAST MINUTE. If there is a time difference in Canvas, please notify me immediately, sometimes dates move around, but the above is a detailed description of due dates. If you are unsure, then ask me. Never assume I meant to give you "extra" time!

Quizzes are online and due before 11:58 PM on the respective due date. Do not take a quiz until you have been instructed to do so. Failure to read the instructions in Canvas will yield a 0 on the quiz. Read each quiz question carefully. Do not cheat/Google answers/use AI. It is not worth the penalty (see plagiarism for full details).

Speech/Oral performances- 20% of this course is group-presentation based. You will have the option to select which date(s) and in what order you will perform. You will need to work with your team to confirm your performances date and position. If you miss your performance date you will be placed at the end of the performance list. There is a 30% penalty for any missed performance. If you have a medical or family emergency, contact me via email as soon as you know. Sending an email after your missed performance time will result in a 30% penalty. If you know of a conflict, select a date that doesn't overlap with our performances. The final performance cannot be rescheduled as we will not have time.

Speech, Visual and Auditory Aids- Also known as V.A.'s are any items used to assist in your speech performance. These items will be permitted and are dependent on the performance. See Canvas presentation assignments for specific speech supplemental details.

General guidelines- As a reminder, you do not have to wait until the last minute to submit an assignment, most assignments are open for several days and weeks. DO NOT SUBMIT AT THE LAST MINUTE. If there is a time difference in Canvas, please notify me immediately, sometimes dates move around, but the above is a detailed description of due dates. If you are unsure, then ask me. Never assume I meant to give you "extra" time!

Missed/Late Assignments, Quizzes and Presentations: Any assignment submitted late will automatically be assigned a 0 by Canvas. If an assignment is turned in late (within 24 hours), I will grade the assignment with a 30-35% late penalty. For example, an assignment that is worth 5 points will only receive a 3 (assuming no other errors). A 10-point assignment will receive no more than a 7/10. Be proactive, plan, and **COMMUNICATE** problems you foresee. Yes, life happens, but never assume I know what's going on in your personal life. If you are consistently asking for extensions, there is a good chance something else is going on. This course has an assignment due every week (some weeks have multiple assignments, see Canvas for a complete and detailed list of assignments and due dates).
Editorial Style, Citations, and Modifications

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Course assignments and descriptions:
THERE ARE FIVE MAIN SPEECHES IN THIS CLASS; FAILURE TO COMPLETE ANY OF THE FOUR "*CORE" SPEECHES WILL RESULT IN A COURSE GRADE OF "F". See Canvas for a complete list of assignments and instructions.

Welcome/elevator speeches- are short speeches that are designed to introduce yourself to your peers in an efficient manner. You are expected to record your speech and clearly present yourself to your peers. At the end of this speech, we should know who you are, why you are taking this course and what you intend to focus on. (Extemporaneous)

Informative speeches*- are well researched speeches designed to educate an audience on a topic or subject with interesting information. These types of speeches should "teach rather than influence" the audience and are supported through evidence and organized in a logical manner. Topics may include information about issues, objects, people, places, concepts, etc. (Platform)

Persuasive speeches*- are well researched speeches designed to influence or change the perception an audience member may have about an issue or topic. Persuasive speaking is an art which encompasses understanding motivation and designing appeals to persuade or influence the audience member. These types of speeches are commonly found in politics, sales, and advertising. We will discuss the different types of persuasive speeches and prepare topics based on your interest areas. (Platform)

TED talk speeches*- are often referred to as motivational or inspirational speeches. These are designed to persuade and influence the audience in a positive manner. There should be a clear theme, structure, and a clear organizational pattern. Your message should influence through positive reinforcement. (Motivational or Inspirational)

Awards speech*- These speeches are designed to give recognition for a person and their contribution to an organizational group. These speeches should have a logical flow that identifies positive behavior, provides a comparative analysis on how and/or why this person stands out. Finally, at the end of this speech the speaker should present the recipient with a certificate or similar item of recognition. (Special Occasion)

Speech performances/misc. items: Topics: there will be a few topics that we will avoid for your speech delivery; these will be reviewed on a case-by-case basis. Your text goes into detail over some of these topics. Generally, I encourage free speech, and your right to select your own topics. However, with that said, any topic that I find inappropriate for our section will not be permitted for delivery. Therefore, it is essential that all topics are submitted on time and included in your outline(s). Topics that are off limits: **Abortion, Gun Control, Political Candidate endorsements**.

For your speeches, you are encouraged to be creative with supplemental items to support your message. With that said, you may not bring in live animals, any illegal item, items that are deemed illegal under California State law. Items that do not violate the college's code of conduct policies are acceptable. Please refer to the student code of conduct located on the college website.

Audience requirements- *These requirements are met for our in-person speeches.* You are required to perform your speeches in front of a live audience. The audience should consist of three people who are able to maintain concentration on your delivery based on the required speech time. See detailed instructions within Canvas. You are required to have your videos on during performances when you are using Zoom or other electronic platforms.
Editorial Style, Citations, and Modifications

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Editorial style: In this section we will use **APA format for all references and citations**. This will be discussed in class, along with expectations and resources. Failure to submit documents without the required references and format will yield a failing grade.

Writing: There will be a fair amount of writing involved. To develop a speech, an outline is required, followed by a typed draft of your speech. The outline varies by speech type, and we will discuss in class when and how to use it. All submitted documents MUST be typed in 11-point Arial font. Papers without staples will not be accepted. *Prior to performing any speech, you are required to submit your typed outline and final draft of your speech.*
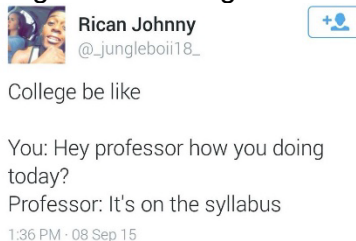

APA format: In this section we will use APA format. It is expected that all your formal submissions include a title page, abstract, reference page and appendix (when images are used). References should be in hanging text, sentence case and follow the APA guidelines. There are a few sources for help, and these are located under the pages and module sections in Canvas. We are currently working in the 7th edition. Make sure you are using the correct edition. Some student samples are in the 6th edition. This is rare and noted on the sample. Full APA required for the informative and persuasive final drafts.

Modified APA: Some assignments use a modified version of APA. This is to save paper and help you meet the course requirements. There are a handful of assignments that are limited to one page, make sure you read the assignment guidelines carefully. All speech outlines are limited to one-page max. Other assignments that use modified APA include the library assignment and the California Propositions assignments. When in doubt, read the full description in Canvas. APA is a guide for publishing and since we are creating work for oral performances you will see more modifications throughout the semester.

Citations: In this section we will use APA format for all references and citations. This will be discussed in class, along with expectations and resources. Failure to submit documents without the required references and format will yield a failing grade. There is a detailed module in Canvas dedicated to APA citations. Please review this prior to asking questions. After reviewing this section in Canvas, bring questions to class and I will answer them.

Research: To build your credibility, your speeches must be researched utilizing academic articles along with credible news sources. I do not accept Wikipedia as a source for speeches. Together we will examine the components of different types of interpersonal communication, and review how to support your thoughts and arguments through research.

> **Rican Johnny**
> @_jungleboii18_
>
> College be like
>
> You: Hey professor how you doing today?
> Professor: It's on the syllabus
>
> 1:36 PM · 08 Sep 15

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Earning points: You receive points for most items you submit and class participation. It is imperative that you check-in with me when you are late or miss a class. Here are some ways to earn points:

Speech Type	Point % Total	% of Total Grade	Speech Notes
Elevator/Welcome	25	4	Note cards permitted
Informative	50	10	SA/VA optional
Ted Talk	75	12	
Persuasive	125	20	VA required
Awards	25	4	Any award of your choice

Rubrics: There are two types of rubrics used in this course: Performance and non-performance rubrics. Performance rubrics are broken down into 15 to 20 areas of focus. These areas are customized for each performance, and you are encouraged to review these PRIOR to performing. All performances focus on audience adaptation, memorization, structure, entertainment value, verbal, and non-verbal delivery. In addition to these items, you are also graded on your ability to meet the speech performance times. All speech performances should be 5:15 – 5:45 in length.

Non-performance rubrics are customized for each assignment and are attached to the assignment within Canvas. These rubrics grade your submissions on structure, correct answer responses, and formatting. All typed work is reviewed for formatting, in many cases formatting is worth 40 – 50% of the assignment grade. All assignments have detailed instructions in Canvas, and you are encouraged to read these instructions prior to submitting work.

Submission details: Generally, each assignment will have a detailed description of the expectations; follow these points to avoid point deductions. If something isn't clear regarding submission details, here are some tips:

- All submitted assignments MUST be typed.
- Modified APA or Full APA for final scripts
- Arial font, 11-point font only
- Proofread, grammar check.
- Pay attention to assignment requirements as many assignments focus on specific areas.
- When in doubt look for the assignment rubric, this is how your assignment will be graded.
- Submitted only via Canvas only (any assignment sent via email receives a 0)
- Multiple submission for the same assignment will default to a 0 grade (this will not be reversed)
- **Do not submit "pages" as a file format** (specific to Apple and Mac users)

In the rare case something is submitted by hand, make sure multiple pages are stapled together. Papers without staples will not be accepted. **Save trees, submit online!** Additional assignment details are on Canvas and ordered by due date.

In this course you will have access to documents that are formatted for screen readers and provided in MS Word and PDF formats. Videos are captioned and available for you to watch and re-watch at your leisure. If you need any additional support, you may contact our Disability Services office or send me an email for more guidance.

Feedback: In general, you will receive feedback for assignments that are worth 10 points of less within 72 hours. Assignments worth 15 to 150 points may take up to 9 days to grade. If you haven't received a grade after two weeks, please send me an email.

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Regular & Substantive Interactions: I will begin and end each day by checking my email and Canvas DM. I will respond to any inquiries about the assignments, quizzes, or content. I will check my email at least once over the weekend. However, the weekend communication will not be a set time. I encourage you to reach out to me during the week (Mon-Fri). I want you all to learn and stay on track. We can, if needed, set up a phone call to chat about the course and its related materials. DM me via Canvas or you can call or text me (phone number is listed on page 1).

Examinations- You are required to take the exams during the allotted time, online. There are no makeups. Each week there may be 1-2 quizzes, that will be available only for that week. Please pay attention to these due dates, as it is the only assignment without a grace period. There are two exams, midterm and final.

Expectations: The syllabus is a document with rules, policies, and a guide for successful completion of this course. Keep in mind that things will change based on our situation. If you get stuck at any point, send me an email, or ask me before, during, or after class. I am here to help you. If something does not make sense, reach out to me before you start an assignment or quiz. I have set up our shell and course to be student friendly. You will see a template and sample for nearly every assignment.

Grading: Your final grade will be determined by using the following percentage breakdown:

Letter Grade	Point Total	Percentage Total
A	630 – 700	90-100%
B	560 – 629	80-89%
C	490 – 559	70-79%
D	420 – 489	60-69%
F	> 419	0-59%

I do not round up, if you receive **629 points**, your final grade will be a B. I do not use +/- when reporting final grades. DO NOT EMAIL THE LAST WEEK OF CLASS ASKING FOR A HIGHER GRADE.

You are responsible for your own grades and tracking; I use Canvas to track your grades and progress. You have access to these same grades, and you should be monitoring weekly to ensure accuracy. Mistakes happen and can be corrected. However, if you approach me within the last two classes of the semester for incorrect grades that occurred during the semester start, no changes will be made. Email me as soon as you notice a grade problem, I will try to respond to grade concerns as they occur. Performance grades are final, if you receive a grade, you do not like, review the feedback, and adjust for the next speech. The easiest way to prevent performance deductions is to practice your speech!

Earning points: You receive points for most items you submit and class participation. It is imperative that you check-in with me when you are late or miss a class. Here are some ways to earn points:

Speech Type	Point/% Total	% of Total Grade	Speech Notes
Elevator	25	4	Note cards permitted
Informative	50	10	VA optional
Ted Talk	75	12	Must be posted online
Persuasive	125	20	VA required

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Awards	25	4	Any award of your choice

Extra credit: There will be several opportunities for extra credit in this course. Extra credit assignments may include attending Speech Night and writing a paper, participating in the on-campus speech tournament, or helping with the on-campus speech tournament. Extra credit is not required, but encouraged.

Activity	Value
Dress (interview attire, law firm)	5 points per speech (20/semester)
Visual Aid (Informative)	2 points
Full APA (final draft only)	2 points per speech (max 4 points)
Misc. activities	Up to 5 points

Final Grade Calculation: Your final grade is a comprehensive summary of your semester performance. You will be able to track and predict your grade throughout the semester through Canvas under the grades tab. Throughout the semester there will be 700 points available for you to earn. These points are acquired through participation, quizzes, outlines, and performances. Each point is worth the same value, grades are not weighted. More points are assigned to performances as this is a performance-based course.

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Information for Students – Rights and Responsibilities

ADA accommodations and accessibility: The College has an excellent Disabilities Services and Accommodation program. Students have the right to request reasonable modifications to college requirements, services, facilities, or programs if their documented disability imposes an educational limitation or impedes access to such requirements, services, facilities, or programs. A student with a disability who requests modification, accommodation, or adjustment is responsible for identifying himself/herself to the instructor and, if desired, to the Disability Services Department (DSD) office. Students who consult or request assistance from DSD regarding specific modifications, accommodations, adjustments, or use of auxiliary aids will be required to meet timelines and procedural requirements established by the DRD office. DRD website: https://drd.santarosa.edu/

Title IX, Sexual Misconduct, Harassment and Assault: The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gen-der expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This nondiscrimination policy covers admission, access and treatment in District programs and activities including but not limited to academic admissions, financial aid, educational services and athletics and application for District employment.

The Sonoma County Junior College District is an equal opportunity employer: https://titleix.santarosa.edu/

Emergency preparedness: There are many things that may occur during a class or a semester. It is important to stay alert and be aware of your surroundings. If you see something, say something. We are all responsible for safety, and this may include fire, floods, natural disasters, and anything outside of normal operations. Our section meets at night, find a buddy, never walk alone to your vehicle or around campus after hours. Know your emergency exits, phone numbers for emergency contacts and be prepared. Campus police may be reached at (707) 527-1000. For emergencies, please use 911, for more information please check out our campus police website https://police.santarosa.edu/

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Schedule: The schedule is subject to change based on class needs. **Check Canvas** for the most up to date information. If you subscribe to notifications in Canvas, you will receive an email or text with any assignment updates.

Key dates: (subject to change)

Event	Date	Note
Semester begins	January 13	
Class start	January 17	
Holiday	January 20	Campus closed
Census	February 3	
Flex Day	February 13	No Classes
Holiday	February 14	Lincoln's Birthday
Holiday	February 17	Washington's Birthday
Spring break	March 17-March 23	Campus closed
Flex Day	March 20-21	No Classes
Holiday	March 31	No Classes
Last day to drop with a "W"	April 20	
Last day of instruction	May 16	
Final exam	December May 23	9:00 am

Full calendar located at https://admissions.santarosa.edu/academic-calendar

First Day Assignments:
- Course understanding complete prior to next class (submission)
- Introductory video posted in Canvas by end of the week (submission)
- Class lifeline/contact for content (no submission)
- Group members for the first presentation (group project) (submission date discussed in class)
- News articles specific to group communication, communication, and professional communication
  - These will be discussed in class prior to lecture material.

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