

## Communication Studies 301: Introduction to Public Speaking

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Text: Public Speaking: The Virtual Text, <http://publicspeakingproject.org/psvirtualtext.html>

### Welcome To Communication Studies 301

Communication Studies 301 is one of the most useful courses you will take in your educational program. The skills learned in this class are directly applicable in your other college courses, your place of work, and your future career plans.

You-as a class-will work together to help one another improve and develop as competent speakers. A supportive atmosphere is essential and strongly encouraged (we are all in this together). Our classroom and online environment is an interactive one involving constructive criticism, feedback, and active discussion of class material. Public speaking can be fun as well as challenging and I hope you find it so.

### Folsom Lake College Student Learning Outcomes:

This course prepares students to speak in a variety of rhetorical situations: academic, professional, social, and political. Students will demonstrate effective verbal and non-verbal delivery, ethical research methodology, analytical thinking and listening skills, organization and outlining skills, and appropriate presentation skills. In order to effectively assess oral communication competency, **each student** will complete a minimum of **22 minutes** of evaluated speaking time. Emphasis is on researching, preparing, organizing, writing and presenting a variety of speeches for different audiences.

*Upon completion of this course, the student will be able to:*

* Explain the basic principles of human communication.
* Analyze the communication situation, audience, occasion, purpose and selection of subject matter.
* Formulate through research, analysis, and organization of material, oral presentations to inform, to persuade, and to mark a special occasion.
* Compose formal written outlines that reflect fully developed, logically structured, and unified oral presentations.
* Evaluate presentations for the purpose of demonstrating active listening, critical thinking and effective communication skills, both as speakers and as listeners.
* Explain and demonstrate the ethical responsibilities between speaker and audience within the communication transaction.

### Prerequisite & Degree/Certificate Applicability:

ENGWR 101 (College Writing) with a grade of “C” or better; or placement eligibility for ENGWR 300 through the assessment process.

General Education: AA/AS Area II(b); CSU Area A1; IGETC Area 1C

Course Transferable to UC/CSU

C-ID number: COMM 110

Hours: 54 hours LEC

Assessment:

Assessment will be based on speeches, quizzes, listening and feedback, peer and self-evaluation, and class involvement totaling **1200** points.

#### **Speech Assignments**

You will be assigned a delivery date for each speech and you must complete your assigned speech on that date.  Completion of a speech includes:

1. Pre-recording your speech, uploading it to YouTube and providing me the link
2. Turning in a complete outline according to the assignment requirements prior to speaking
3. Delivering your speech in class.

Failure to complete any of these elements means failing the speech assignment.

PLEASE NOTE:  A complete outline meeting specific speech assignment guidelines, including proper references in MLA format and source validation for each source must be turned into to me **prior** to delivering your speech.   Each speech assignment addresses a different set of speaking objectives which you must successfully complete in order to progress towards accomplishment of course goals. Individual speech assignments and rubrics are posted on Canvas. Please be aware that your speeches in class may be recorded and posted as “unlisted” on YouTube

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| --- | --- |
| **Speeches** | **Point Value** |
| Self**-**Narrative | 100 |
| Informative | 140 |
| Persuasive | 140 |
| Special Occasion | 120 |
| **Total from Speeches** | **500** |

#### **Exams**

There will be 19 quizzes each covering one chapter plus one orientation quiz.  All quizzes will be taken using Canvas.  Quizzes must be completed by the assigned due date.  Quizzes will focus on material presented from your textbook and required reading/videos.  You will not be allowed to makeup a quiz if you fail to complete it by the date and time assigned.  Do not wait until the last moment to complete quizzes.  If Canvas is down the night the quiz is due, you are still expected to complete the quiz by the assigned due date. Late quizzes will not be accepted!

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| **Quizzes and Exams** | **Point Value** |
| Chapter Quizzes | 280 |
| **Total from Exams** | **280**  |

#### **Discussions**

Each week you will have a least one online discussion on a pertinent topic concerning the current topics we are covering or the current speech you are developing. Discussions are worth 10-20 points each. Completing the discussion involves posting your reply to the discussion topic and responding to three of your classmates’ posts by the due dates. Please be thoughtful and complete in your posts and write your peer replies with the other person in mind.

| **Discussions** | **Point Value** |
| --- | --- |
| Weekly Prompts | 100 |
| Peer Replies | 100 |
| **Total from Discussions** | **200** |

#### **Listening and Feedback**

You will be completing a peer critique form for four fellow students and yourself each speech assignment. These forms give your classmates audience feedback that they may use to improve and provide you with an opportunity for reflection on your own performance. At the end of the semester you will write a self-evaluation including peer and self-critique information discussing your experience this semester. Self-evaluations must be TWO PAGES typed, double spaced using 12 pitch, Times New Roman font with one inch margins. Evaluations will be submitted on Canvas.

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| **Listening and Feedback** | **Point Value** |
| Speech Peer Critiques | 20 (5x4) |
| Speech Self Evaluation | 20 |
| **Total from Feedback** | **40** |

#### **Class Participation and Activities**

Informed involvement in class/group activities and during discussions/lectures is essential in the learning experience of this class. A hybrid public speaking class works when all are present and active during class time and online. Your absence/silence can cause the whole class to suffer. Attendance will be recorded every day we meet face to face, I will be collecting in-class artifacts, and I will be looking to see if you are active on Canvas. If you must be late to a class meeting: **Do not, under any circumstances, enter class while another student is giving a speech! Please wait outside the door until the speaker is finished.** On class meeting days you will **lose** points for a distinct lack of participation if you are: absent, tardy, leaving early, sleeping, reading, texting, snapchatting, instagramming, tweeting, watching videos, listening to music, surfing and/or otherwise inattentive.

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| --- | --- |
| **Total from Participation** | **180 points** |

#### **Grades**

Grades are based on knowledge and performance of course material. Using the point scale above, students earn points on each assignment and grades are determined on the percentage of points earned out of the total points possible.

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| --- | --- | --- |
| **Percentage** |  | **Description** |
| 90-100% | A | Outstanding work, far exceeds minimum requirements |
| 80-89% | B | Above average work, shows initiative, exceeds minimums  |
| 70-79% | C | Meets only the minimum requirements |
| 60-69% | D | Does not meet the requirements of college level work |
| 0-59% | F | Concerted effort to fail |

### Late and/or Missing Assignments

All assignments, quizzes, speeches and other assigned work are expected to be completed on time as assigned. We just don’t have the timeline in a summer class to schedule make-ups. I understand that emergencies happen and I want you to let me know if such is the case.  You must contact me prior to the start of class the day you are scheduled to speak.  At my discretion, I may approve a make-up speech.  In general, late work will not be accepted.

\*\*\* As stated in the Student Learning Outcomes: In order to effectively assess oral communication competency, **each student** will complete a minimum of **22 minutes** of evaluated speaking time.  **Failure to complete any of the graded speeches will result in a failing grade.**

### Class Expectations:

* We may practice impromptu speaking, oral interpretation and story-telling on any given day. Little to no preparation will be necessary, but a courageous attitude will make it more fun.
* It is never too early to start thinking of speech topics! Start writing down ideas now and the process will be much less painful later. Push yourself to give interesting, relevant speeches on topics you care about. Your enthusiasm for your topic will be contagious. If you are bored with your speech, we will be bored with your speech.
* Learn to conduct research. Folsom Lake has some great resources for researching topics, take advantage of these resources. Quality of sources will be an evaluation criteria for your speeches. The following link will take you to the library website [Library Resources](http://www.flc.losrios.edu/libraries)
* Be open to constructive criticism! Be willing and able to give constructive criticism! Discussing strengths and weaknesses is good for all of us.
* Preparation is a must! “A well thought out and prepared speech is 90% successfully delivered” (Grant Card). Before you can master the speech, you must master the material.
* Nerves are natural. Remember, your classmates are just as nervous as you are. Let your nervous energy enhance your message.

\* With advance notice, the syllabus and class schedule may change as the session requires.