

Communication 131: Fundamentals of Public Speaking

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Office: BC 116

Class: Tues/Thurs 2:20-3:45pm

Office Hours: Tues/Thurs: 12 - 12:45; 3:45 – 4:15

Course Catalog Description: Instruction in public speaking, stressing audience analysis, organization and support of ideas. Students prepare and deliver speeches on topics of current concern.

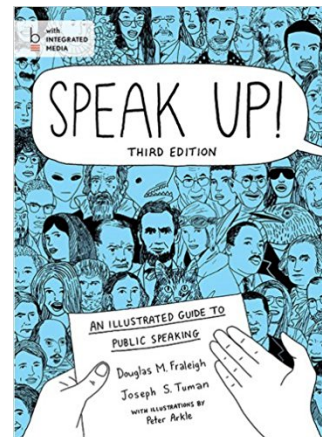
Student Learning Outcomes:

1. Describe the functions and types of oral communication
2. Adapt ideas to listener's attitudes, values, and beliefs.
3. Select and effectively use specific methods of organization appropriate to speaking goals.
4. Select and effectively use verbal and audio/visual supporting material in speech delivery.

Required Materials: Textbook: Fraleigh, D. M., Tuman, J.S., *Speak Up!* (Free Digital Edition.). New York: St. Martin.

Scantrons: 2 in total

Access to Canvas and Email



Campus Resources: Your success in this class (and in others) is my priority. If you need assistance, please do not hesitate to ask. Additionally, our campus offers many services to support you in your academic efforts, including the following:

Accommodations for Students with Disabilities: Disability Services and Programs for Students (DSPS) coordinates all academic accommodations for students with documented disabilities at Santa Barbara City College. If you have or think you might have a disability that impacts your educational experience in this class, contact DSPS to determine your eligibility for accommodations. DSPS is located in the Student Services (SS) Building, Room 162. Their phone number is (805) 730-4164.

If you have already registered with DSPS, please submit your accommodation requests via the 'DSPS Online Services Student Portal' as soon as possible. This needs to be done each semester.

Communication Lab: The Communication Lab offers a variety of resources for students enrolled in Communication courses. Your enrollment in this course gives you access to: free tutoring (please call x2592 to schedule an appointment), computers and internet, printing/copying, and private video recording rooms for rehearsing presentations. To use the Communication Lab, check in with your student ID at the front desk. Location: Bottom floor of the BC building (through the glass doors that face the ocean). Hours: Monday – Thursday 9-6 pm and Friday 9-1 pm.

Academic Counseling Services: The Academic Counseling Center offers assistance to students for a number of academic needs, including academic planning, choosing a major, developing an individualized Student Educational Plan, and developing strategies to succeed in college. The office is located in the Student Services Building - 120. Please call x2285 for an appointment or visit: <http://www.sbcc.edu/counselingcenter/index.php>

Counseling Services: Counseling Services offers counseling for personal concerns and crisis intervention, stress management, self-help information, and connections to off-campus mental health resources. The office is located in the Student Services Building - 170. Please call x2298 for an appointment or visit: <http://www.sbcc.edu/healthservices/personalcounseling/index.php>

Academic Support: Need help with Pipeline or Canvas? Visit this link to receive assistance: <http://www.sbcc.edu/studentssupport/>

English Advisory: Students who are not eligible for English 110 may have difficulty succeeding in this course. Please check your eligibility and see me if you need some advice.

Important Dates:

Last Day to Drop Classes Without 'W' with refund – 9/8/2018

Last Day to Drop Classes Without 'W' w/o refund – 9/9/2018

Last Day to Petition for Pass/No Pass Grading – 9/28/2018

Academic Honesty:

All students are expected to abide by school-wide expectations for academic honesty. Academic dishonesty includes cheating: using the work of another individual, or using unpermitted resources to gain an unfair advantage; plagiarism: passing off the work or ideas of another person as your own. Please also be advised that even unintentional plagiarism constitutes academic dishonesty. Thus, it is your responsibility, as a student, to properly cite and/or give credit to the original author(s) of any ideas, evidence, resources, etc. that you did not come up with on your own. Consequences for academic dishonesty include: receiving a "0" on an assignment, receiving an "F" in the class, or referral to SBCC Administration.

COMM 131 Course Policies

Attendance and participation: COMM 131 is a skills-based, experiential learning course. Accordingly, attendance and participation are key components of your overall success. Students must be present to be active participants in this class. If you're not present, you can't participate! Students are, therefore, expected to attend and participate in every class meeting and engage in all discussions/activities.

You are also expected to abide by the SBCC Student Code of Conduct, which can be found here:

<https://www.sbccc.edu/studentlife/files/AP%205231%20Standards%20of%20Student%20Conduct.pdf>

Coming to class prepared: In addition to showing up, please come to class prepared. This means that you bring the necessary materials (assignments, resources, printed documents, etc.) and that you complete any assigned readings or homework **before** class. Assignments and presentations are due on the assigned date listed, no exceptions.

The goal of our class discussions is to bridge the gap between abstract concepts and practical experience – and to ultimately, develop and strengthen essential communication skills that will be useful in additional academic/professional contexts. With that said, please check the course schedule regularly; and be prepared to make the most out of each class period.

Absences: If you have a legitimate reason to miss class, please bring documentation to our next class to avoid a permanent recorded absence. Leaving class early or coming to class late will be considered an absence. According to school policy, absences are excused for verifiable illnesses, injury or quarantine, approved educational field trips or school activities. For every unexcused absence, you will lose 5 points.

Tardies: Attendance will be taken at the beginning of class. If you are late (after attendance has been taken), it is your responsibility to see me after class (on that same date) to inform me of your late arrival. Leaving class early will also result in point deductions. If you arrive late to class on a presentation day, please stay outside of the classroom until the presentation has concluded (with applause).

"Freebie" policy: Stuff happens, I understand. Therefore, students are given 5 "freebie" attendance points applicable to absences. Please note: the "freebie" policy is equivalent to missing one class' worth of in-class activities and instruction. Even if your single absence/tardy does not directly affect your grade, absences may interfere with your success in this class and if assignments are due that day, they must be turned in prior to the class session.

Makeup work: Late work will only be accepted if you have a verifiable excused absence. If you do not have an excused absence, I may offer a maximum of half credit. But please check in with me prior to turning in late work to confirm that I am able to accept it and/or make accommodations.

Email: When sending me an email, please provide *your full name, name of class (i.e. Comm 131), and the time/day of the class (i.e. M 2pm)* in the subject line. (i.e. Blue Ivy Comm 131 M 2pm).

Questions? If you have a question, please be resourceful* – **1. Check the syllabus; 2. Check Canvas; 3. Contact a classmate (if applicable/appropriate); 4. Contact me.** The quickest way to reach me is via email – I will respond

during reasonable hours of the day and within 24 hours at the most. For privacy reasons, grades will only be discussed in person (before/after class or during office hours).

*Note: This procedure is not to discourage you from contacting me. If you have a question or are unclear about anything related to the class, please do not hesitate to ask. Your success is my priority.

Grading

All assignments and speeches will be graded in accordance with departmental expectations for COMM 131 student performances. You have five days to dispute a grade or discuss grading discrepancies – following a 24-hour period of receiving a graded assignment.

Withdrawal

Students are responsible for officially withdrawing from courses that they do not intend to complete. If you simply stop showing up to class, you will be assigned a grade that reflects your assignments/participation (or lack thereof) in the class.

Classroom Expectations

Outlined below is a list of responsibilities for students – to promote a friendly, safe, and productive learning environment.

1. The golden rule: treat others as you would like to be treated. Also, please do not speak when someone else is speaking; give them your undivided attention and respect.
2. Texting in class, scrolling through IG/FB/Snap/other things I haven't heard of yet, using a fidget spinner (>.<), or any other disruptive behavior during class will: 1. Prevent you from being an active participant, 2. Probably distract other students, and 3. Most certainly will distract me. Please be courteous and considerate while in class. Being an active participant means resisting distractions! Active listening and participation are skills – and like other skills, they take practice. We will work on these skills (among others) throughout the semester.
3. If you take notes with a tablet or laptop, you may do so, under the discretion that you are using technology solely for this purpose. You will lose your technology privileges if you use it for any other purpose besides note-taking (or researching/other tasks at specified times in class).
4. Keep yourself accountable! I will provide you with all of the information and resources necessary to succeed in this class. However, your grade and your level of success are determined by your individual effort and accountability.
5. It is our responsibility, as a class, to maintain a safe, productive and friendly classroom space. All communication must maintain an appropriate balance between: the responsibility to think critically about the ideas of others and the need to be respectful of the ideas of others. **In our class, there is a zero-tolerance policy of, but not limited to: racist, sexist, homophobic, xenophobic, or otherwise offensive language.** The diversity of our class members (age, gender identity, sexual orientation, culture, religion, background, etc.) is reflective of society – and is a real-world experience! Please be respectful and sensitive to diversity in our classroom.
6. Communication is key! As you grow as a speaker, it is important for you to seek feedback and insight from those around you; including classmates, friends, etc. And there are plenty of ways for you to reach out to me. My preferred mode of communication is in-person (office hours, or before/after class).
7. Lastly, it is our collective responsibility to maintain a positive and supportive climate. This class will be as fun and productive as we make it.

COMM 131 Course Assignments

The minimum course requirements are described below. **Please read all assignment directions carefully and thoroughly; I recommend using assignment directions as “check-lists” to ensure that you receive maximum credit.

For consistency purposes, all graded documents submitted should adhere to the following format: Times New Roman, 12 pt. font, double-spaced, 1 inch margins (the default is 1.25”), in black ink.

Participation* (100 points)

To successfully meet course objectives, you are expected to participate in all class activities and discussions. Each unexcused absence is a deduction of 5 points from the 100 attendance points possible.

Peer Feedback (20 points): Each student will be assigned 1 peer to evaluate for the *Informative Speech*. Students will write 1 peer feedback letter to their assigned peer, offering positive feedback and constructive criticism on their performance. Students must be present on the day that their peer is assigned. This assignment cannot be made up. Peer feedback letters are due to the instructor the following class.

Speech Discussions (20 points): Students will observe and analyze various speeches this semester during class and will respond to one identified discussion prompt. Speeches and their subsequent links will be provided in class. To receive credit, you will compose a written response, in full-sentences, using relevant course terminology. Please be thorough in your analyses and give evidence/examples to back up your claims.

Speeches (various points)

There will be graded speeches in addition to several smaller speaking activities during the semester. All graded speeches, with the exception to one, will be delivered extemporaneously. Each speech will build upon the previous one. This incremental method is based on the idea that a complex activity, like public speaking, is best learned in small palatable units of instruction. When complex skills are developed gradually, opportunities for success are enhanced. Graded speaking assignments are as follows:

Speed Dating Activity (10 points): You will deliver a short one-on-one speech to individual classmate(s) in response to one of the prompts mentioned in class in a “round robin” format. Your purpose is to inform the audience about yourself.

Personal Narrative Speech (25 points): You will present a speech to the entire class about yourself. Your purpose is to narrate/inform the audience by telling the class about yourself and including a short story addressing a skill/hobby/pet-peeve.

Job Interview Speech (25 points): You will perform this activity in front of the class but directly to your assigned partner. You will choose the company/organization you want to interview for and answer the following questions: Why do you want to work for _____ company? What specific skills or traits do you feel you bring to the company? Do you have any questions for the interviewer?

Special Occasion Speech (50 points): You will present a manuscript speech delivery a best man/person or maid/matron of honor speech for your best friend. *(This is the only speech that you will deliver from a typed manuscript)

Informative Speech (75 points): You will present an informative speech on a topic of your choosing. *Speech topics must be approved prior to your scheduled presentation date. Your purpose is to inform/teach/extend the audience’s knowledge about something.

Persuasive Speech (100 points): You will present a persuasive speech on a social issue. Please be considerate and sensitive to your audience and the setting. You will turn in a speech outline and reference page on the first assigned date for all speeches. *Topics must be approved prior to your scheduled presentation date.

Group Non-Profit Organization Speech (150 points): In groups of no more than 5 students, you will deliver a 15-20-minute persuasive presentation. Presentations require the use of PowerPoint or Prezi – and should adhere to guidelines for the use of visual aids. You will turn in a speech outline and reference page on the first assigned date for all speeches.

As a group, you are to select a nonprofit organization to research. The NPO’s mission will be the focal point of your speech (identify the problem AKA the need: What is it? Who does it affect? What causes it?). Your goal is to convince the audience that a compelling problem exists (such as with the status quo); and your ultimate goal is to persuade the audience to take immediate action (for instance: making donations, volunteering, voting, etc.). *Topics must be approved prior to your scheduled presentation date.

*Topics must be approved for the Informative Speech, Persuasive Speech, and Group NPO Speech, failure to do so will result in a 10% deduction of your speech grade.

Speech Preparation

Speech Outlines: You will turn in a Speech Outline for the *Informative Speech*, *Persuasive Speech*, and *Group NPO Speech*. One group outline will be submitted per group for the *Group NPO Speech*.

References: You are expected to turn in a total of 3 reference page(s) this semester for the final three speeches. We will discuss APA and research methods prior to the first assignment and you will be expected to follow the latest APA style guide in creating your reference document. All material should be typed...no hand-written documents will be accepted.

Speech Evaluations (20 points): As stated earlier, you are expected to turn in an evaluation of your speech partner(s) for the *Informative Speech*; pairs will be chosen by the instructor.

Exams (100 points each, 200 points total)

There will be two non-cumulative in-class exams (100 points each/50 questions). Exams will cover lecture material, assigned readings, and class activities. Each exam will consist of multiple-choice and true/false questions. Please bring the appropriate Scantron sheet and a #2 pencil on quiz dates.

Grade Calculation

| | |
|---------------------------------------------|-------------------|
| Exam 1 | 100 points |
| Exam 2 | 100 points |
| Peer Feedback | 20 points |
| Speech Discussion Exercise | 20 points |
| Speed Dating Activity | 10 points |
| Personal Narrative Speech | 25 points |
| Job Interview Speech | 50 points |
| Special Occasion Speech | 50 points |
| Informative Speech | 75 points |
| Persuasive Speech | 100 points |
| Group Non-Profit Organization Speech | 150 points |
| Attendance | 100 points |
| CLASS POINT TOTAL | 700 points |

Course Calendar (subject to change)

| <u>Date</u> | <u>Planned Activity/Assignment/Lecture</u> |
|-------------|---------------------------------------------------------------------------------------|
| 8/28 | Introduction to Course |
| 8/30 | Chapter 1: Why Public Speaking Matters Today & Chapter 3: Speaking Confidently |
| 9/4 | Chapter 4: The Importance of Listening & Speed Dating Exercise |
| 9/6 | Personal Narrative Speeches |
| 9/11 | Personal Narrative Speeches |
| 9/13 | Chapter 16: Informative Speeches |
| 9/18 | Chapter 9: Introductions Matter & Chapter 14: Delivering the Speech |
| 9/20 | Chapter 5: Audience Analysis & Chapter 11: Concluding with Power |
| 9/25 | Informative Speeches |
| 9/27 | Informative Speeches |
| 10/2 | Exam 1 – Peer Feedback Due |
| 10/4 | **NO CLASS** |
| 10/9 | Chapter 13: The Importance of Language |
| 10/11 | Job Interview Speeches |
| 10/16 | Job Interview Speeches |
| 10/18 | Chapter 18: Speaking to Entertain & Chapter 2: Ethics Matters |
| 10/23 | Chapter 10: Creating the Body of a Speech (introduction to APA & conducting research) |
| 10/25 | Chapter 12: Outlining (APA & conducting research con't) |
| 10/30 | Special Occasion Speeches |
| 11/1 | Special Occasion Speeches |
| 11/6 | ***NO CLASS*** |
| 11/8 | ***NO CLASS*** Speech Discussion Exercise Due |
| 11/13 | Chapter 6: Finding a Purpose & Selecting a Topic & Chapter 7: Researching Your Speech |
| 11/15 | Chapter 8: Supporting Ideas and Building Arguments & Chapter 17: Persuasive Speaking |
| 11/20 | Exam 2 |
| 11/22 | ***NO CLASS*** |
| 11/27 | Persuasive Speeches |
| 11/29 | Persuasive Speeches |
| 12/4 | Chapter 15: Presentation Aids & <i>In-Class Group Preparation</i> |
| 12/6 | Group Presentations |
| 12/11 | 2pm – 4pm Final Exam Day/Time |