

## **Communication Studies**

**Comm. 101 Pierce College Fall 2019 Course 17593 M/W 11:10-12:35 Elm 1720**

**Instructor:** Rosalyn Kahn

**E-Mail:** kahnra@piercecollege.edu

**Website:** <http://www.Speechsuccess.net>

**Office Hour:** Contact instructor for appointment. Meetings will take place in the classroom M/W

### **Course Materials**

**Text:** A Pocket Guide to Public Speaking 5th Ed. Dan O’Hair, Hannah Rubenstein, Robert Stewart ISBN ISBN13: 978-1457670404

### **Other Materials:**

Package of 3X5 Note cards

5 Scantrons 882

### **Course Description**

In this course, students will compose, present, and evaluate original speeches. Emphasis is placed on audience analysis, topic selection, research, evidence, organization, delivery, and critical analysis of persuasive communication.

### **Student Learning Outcomes**

Upon successful completion of the course, students will be able to:

1. Students will be able to deliver an extemporaneous speech before an audience of their peers.
2. Students will be able to demonstrate clear organization using the guidelines discussed in lecture and textbooks.
3. Students will support and produce well researched speeches.

**Textbook** A Pocket Guide to Public Speaking 5th Ed. Dan O’Hair, Hannah Rubenstein, Robert Stewart ISBN ISBN13: 978-1457670404

Speeches and Outlines – There will be six speech presentations: self-introduction, group presentation, tribute, informative, persuasive, and impromptu speech. Other than the impromptu speech, all speeches must be accompanied by a typed outline. The format for each outline and the grading criteria for each speech will be discussed in class. Topic approval for the persuasive speech is required by the date noted in the class syllabus. You may use key word speaking notes, per guidelines discussed in class. You are required to turn in the typed outline before you deliver your speeches. Speeches and outlines are graded on substance, organization, language, and delivery.

Should a student fail to appear in class the day of the assigned speech (other than for a documented emergency), the student will forfeit part or all of the credit and grade associated with that speech.

### **Grading:**

Students will give six graded presentations listed below. Everyone but the Impromptu require a typed outline. All speech outlines, except the impromptu, will receive a grade on their thoroughness, adherence to guidelines and other criteria discussed in class. Finally, students will be given a grade for positive class participation, which includes speech critiques, participating in class discussions, taking quizzes, completing out-of-class assignments and in-class activities. Grades are given based on total points earned.

**Assignments Points**

Achievement Speech	50
Tribute Speech	50
Informative Speech	200
Persuasive Speech	200
Impromptu	50
Participation	150
Group speech	100
Four quizzes throw out lowest one .	200
Total Possible Points	1000

**Grading scale:**

900-1000 points	A
800-899 points	B
700-799 points	C
600-669 points	D
599 - below points	F

**Examinations:**

There will be five quizzes which includes multiple choice and short essay style questions. The material will come from both the lecture and the text. A study guide is provided on my webpage ([www.speechsuccess.net](http://www.speechsuccess.net)). Students must show up on time or risk not taking the exam.

**Homework:**

All homework must be typed, stapled and turned in at the start of class.

Attendance and Audience Participation Policy:

On the first day of classes – please make sure to be on time. If you do not attend the 1st 2 classes you WILL BE DROPPED from the course. Please make sure you attend EVERY class during classes as we move quickly.

**Attendance:**

According to the college attendance policy, you will BE DROPPED after 2 absences.

**Participation:**

Participation in our class community is the foundation for success in this public speaking course. In order to strengthen your public speaking skills, we will engage in regular in-class activities. My expectation is that you will arrive on time and come prepared to actively participate in class as good citizens, modeling respectful and responsible communication, in keeping with the Student Code of Conduct. Your participation grade will include regular interaction with your classmates, some in-class writing, and various in-class activities. My expectation is that we will

all be respectful when other are speaking. There are many ways to actively participate in class, but you can't participate if you're not in class! Referring to your cell phone generally hinders your ability to listen well and negatively impacts communication and participation. Therefore, unless instructed to bring them out for an activity, cell phones/electronic devices earbuds are to be turned off and completely out of sight throughout the entire class period. In class activities/exercises cannot be made up if you miss class and your participation grade will be negatively affected. Participation is worth 15% of your grade (150 points).

**Due Dates** – We are on a tight schedule. Assignments are due at the beginning of class on assigned days. Extensions and make-ups are generally **NOT** available. Documented illnesses or emergencies are the only exception to this policy. Legitimacy of a proposed excuse is to be determined by the instructor . Communicate with me if you run into trouble on completing assignments for this course! want you to succeed!

**Arriving Late or Leaving Class Early** – If you arrive late or leave class before you are dismissed, your participation grade will be negatively affected. If you must arrive late, please enter quietly and sit in the nearest available seat. If you arrive late on a speech day, please enter through the “back door” after you hear applause. (I don't want students to be interrupted while giving their speeches.)

Timeliness is a highly valued professional skill/attitude. Habitual tardiness over the course of the semester will not be tolerated and your participation grade will be affected. Excused Absences – Absences due to personal illness or medical emergencies must be cleared via written documentation **ON THE DAY YOU RETURN TO CLASS**. Changes in work schedule, personal celebrations (e.g., birthdays), transportation problems, etc. are **NOT** considered to be legitimate reasons for an excused absence.

**Academic Honesty** – Students are responsible for understanding and adhering to the College policies regarding student academic integrity, as specified in the student code of conduct in the current Pierce Catalog. Cheating and plagiarism are serious violations of the student conduct code. Cheating or plagiarizing will result in an “F” or a “0” on the assignment or test and may result in suspension from the class, and/or other disciplinary action authorized by the Board of Trustees for violations of the District Code of Conduct. All incidents of cheating and plagiarism will be reported to the dean of discipline and dealt with according to district policies.

**Special Services** – If you have a disability that warrants an accommodation, please let me know. I want all students to be successful in my class. The Special Services Office is located in the Student Services Building in Room 48175 (phone: 818-719-6430).

**The necessity of attendance on speech presentation days cannot be overemphasized!**

**Withdrawal Policy:**

Students are responsible for understanding the Pierce College withdrawal policy and applicable deadlines.

**Late Policy:**

Do **NOT** wait until the last minute! No outlines are accepted on speaking days.

**Last day Ad**

Sept 8<sup>th</sup>

Last Day drop online with a “W” November 17<sup>th</sup>.

### SPEECHES

Interviewing Speech: 1 minute; no sources required; My Greatest Story speech: 3-4 Tribute: 4-5 minutes, 2 sources; Group Speech 30 minutes, Informative: 6 minutes, 4 sources; Persuasive: 7-8 minutes, 5 sources; Impromptu: 3-5 minutes/no sources.

**DO NOT WRITE YOUR SPEECHES AS ESSAYS.** There are different outlines for each listed on [www.speechsuccess.net](http://www.speechsuccess.net)

### Group Presentation

Group Presentation and Outline: In this fun and interesting 30 minute group presentation, you will work with some of your classmates to present the salient points from a chapter in the textbook on a given topic to the class. This speech, outline, presentation aid, study guide hand out, in class activity, mnemonic device and overall presentation are worth 10% (100 points).

### Topic Selection, Speaking Order, and Speech Day Process

Topic selection is the final decision date. Groups will rotate based on alphabetical order by last names. All complete outlines are submitted by the due date listed on the syllabus. You must have turned in outline to speak Notecards are prepared at home.

Retain all records of paper works returned to you until the completion of the class

### Extra Credit Opportunity for 25 points

Attend a speech at local Toastmaster International visit <http://www.toastmasters.org/find-a-club>. Complete the <http://www.speechsuccess.net/ose2.pdf> form and the assignment must be turned in by 5-15.

### Tentative Fall Schedule

Things may need to shift for various reasons. Impromptu speaking can occur on any day time permitting.

In class we will cover	Homework
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	Date	Topic	Assignments and Reading
1	8-26	<ul style="list-style-type: none"><li>• Course description,</li><li>• Value of communication skills and</li><li>• Classmate Introductions</li></ul>	Getting to Know You Essay Print Directory to Prof. Kahn's webpage <b>Apprehension</b> <b>Chapt 1</b>
	8-28	<b>Getting to Know You Essay Due</b> Preparation for Greatest Achievement Speech #1 Chapert 7	<b>Selecting topic</b>
2	9-2	Labor Day	
	9-4	Ethics of Communication, Chapter4) <b>Sign up for Greatest Achievement</b>	<b>Print out Evaluation form for five grades speeches (Value 10)</b> <b>Watch Stevie Wonder Black Man</b>

		<b>speech</b> Quiz #1 (1,4,7) Bring in Scantron	<b>for 2<sup>nd</sup> talk</b>
3	9-9	(Chapter 5) Listening Sign up for Tribute dates	
	9-11	Chapter 11 Organizing the body	
4	9-16	Chapter 12 Selecting Organization Pattern	
	9-18	<ul style="list-style-type: none"> <li>• (Chapters 6) Analyze the Audience</li> <li>• Survey Prep for Persuasive</li> </ul>	
5	9-23	<ul style="list-style-type: none"> <li>• Chap 13 Outlining</li> <li>• Audience analysis continued and</li> <li>• Topic selection</li> <li>• Group Project Informative Speech</li> </ul>	
	9-25	Groups meet. <b>Quiz #2 on Lecture and readings up to this point. (5,6, 11 &amp; 12)</b> Bring an 882 scantron!	
6	9-30	<b>Tentative topic for Persuasive Speech due. (Chapter 8 )</b>	
	10-2	<b>Tribute outlines Due Chapter 9 Ethos, Pathos &amp; Logos Prep Persuasive speech prep cont. I'll distribute take home Quiz 3, (7,8, 15-18) due back on 10-30</b>	
7	10-7	Our class will meet at the Library, at the reference desk on this day! (chapter 7) Library Tour and Research for topics. Class will meet on the top floor of the library. Groups meet!	
	10-9	Groups meet and Impromptu practice	
8	10-14	Groups 1 & 2 Presentations ("Language" (15) and "Delivery" (17-	

		18)	
	10-16	Groups 3 & 4 Presentations ("Presentation Aids" (19-21) and "Special Occasion Speeches" (25)	
9	10-21	Chapter 22 Impromptu speech prep and practice & Tribute practice.	Informative Speech Bring outline and laptop
	10-23	Tribute speech (bring key word speaking notes for you & typed outline to turn in to me before your speech, come on time, prepared to speak and listen)	
10	10-28	<b>Tribute speech</b>	
	10-30	<b>Tribute Speech</b> Persuasive Speech Surveys. Bring enough copies (35ish) of your 3 question (fixed alternative, range and open ended) persuasive speech survey questions for each of your classmates and for me.	
11	11-4	Persuasive practice speech prep. <b>Take home Quiz 3, (7, 8,9, 15-19)</b> due back completed at the beginning of class today, including draft outline for persuasive speech and typed responses to questions about your persuasive speech!	
	11-6	Persuasive speech prep cont. <b>Quiz 4 on Chapters 22-25</b> and lecture up to this point. <b>(Bring 882 scantron.)</b>	
12	11-11	Informative speech  Practice Informative Speeches, including typed outline key word speaking notes, & presentation aid. A minimum of five reputable sources mentioned out loud during the speech	

		and referenced appropriately within the typed outline. The practice informative speech process involves being filmed while you speak, responding to proscribed prompts, and receiving feedback according to guidelines discussed in class	
	11-13	<b>Informative Speech</b>	
14	11-18	<b>Informative Speech</b>	
	11-20	<b>Informative Speech</b>	
15	11-25	Practice Persuasive Speeches, including typed outline, key word speaking notes & presentation aid. A minimum of five reputable sources mentioned out loud during the speech and referenced appropriately within the typed outline. The practice persuasive speech process involves being filmed while you speak, responding to proscribed prompts,  Giving and receiving feedback according to guidelines discussed in class	
	11-27	<b>Persuasive Speech</b>	
16	12-2	<b>Persuasive Speech</b>	
	12-4	<b>Persuasive Speech</b>	
17	12-9	<b>Finals 11am Impromptu</b>	<b>MUST HAVE EVALUTION FORM PRINTED OUT.</b>