

Communication Studies 101: Oral Communication (UC:CSU; Section 1866)

West Los Angeles College

Winter 2016 (1/4-2-7)

Instructor: Linda Alexander, Ph.D.

Contact Information: Please send emails through the Etudes system, "Private Message" option.

Office Hours: Monday/Tuesday/Wednesday: 10:35-10:55am or by appointment. Office: GC 280J.

Class Meetings: GC 240: Monday/Tuesday/Wednesday /Thursday: 8:00-10:35am. **Successful students attend every class session.**

Welcome, Communication Studies Students!

I hope you find this to be an exciting and informative class. We will focus on improving your public speaking skills. You will learn various techniques to become more comfortable in speaking situations. You will also prepare and deliver well-researched speeches in class.

Should you have any questions about the course material, or have any issues that you would like to discuss, I invite you to reach out to me via Etudes Private Message or speak to me in person. In the coming weeks, you and I will work together to maximize your potential in our class.

Thank you for the opportunity to teach you!

Dr. Alexander

Course Description

Students will learn to recognize the importance of the First Amendment, define the process of sending and delivering messages, scrutinize feedback, and analyze audiences. In addition, they will research, organize and prepare speeches that are focused, detailed, and cite attribution, utilizing outlines for delivery. Attention will be paid to relaxation exercises, eye contact, body language, podium presence, the pause, articulation, voice projection and pacing. The role of the listener will be examined, as will self-evaluation. Informative, persuasive and argumentative speeches will be taught. Prerequisites: None.

Institutional Student Learning Outcomes

“A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.”

In formal speeches and class discussions, analyze ideas.

“B. Communication: Effectively communicate thought in a well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.”

In formal speeches and class exercises, present information and argue points of view. Example: Students will prepare and deliver a 5-8 minute persuasive speech using 2-4 credible sources.

Communication Studies Program Outcomes

- Research and collect data on the demographics, needs, and expectations of the audience;
- Analyze the audience and adjust to its needs when delivering a speech.
- Plan speeches that have clear purposes to inform, to debate, to persuade or to resolve conflict.
- Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups.
- Apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech.
- Deliver speeches that incorporate a combination of verbal, non-verbal, written and/or visual and auditory expressions and media.
- Employ voice projection, enunciation, pacing, eye contact and other effective delivery strategies.
- Employ small group communication strategies.
- Employ relaxation techniques to prepare for delivery
- Script a speech.

Communication Studies 101 Student Learning Outcomes: At the end of the course, the successful student will be able to:

1. Prepare and deliver a well-paced 5-8 minute persuasive speech with appropriate eye contact and volume and 2-4 credible sources.
2. Locate appropriate sources and cite them correctly in a speech.

Course Objectives

- Recognize the importance of the First Amendment.
- Explain the process of sending and receiving messages.
- Scrutinize feedback.
- Analyze audiences.
- Research information for content.
- Evaluate information to determine whether it should be included in a speech.
- Organize information.
- Compose an outline.
- Revise an outline as needed to meet time constraints.
- Attribute sources.
- Illustrate information with specific examples.
- Sketch anecdotes.
- Practice relaxation techniques.
- Practice delivery.
- Employ eye contact.
- Demonstrate appropriate body language.
- Employ voice projection.
- Employ pacing.
- Employ the pause.
- Demonstrate listening techniques.
- Debate a point of view.
- Appraise information.

Required Textbook and Other Materials

- [A Pocket Guide to Public Speaking](#) (4th Edition) by Dan O'Hair, Hannah Rubenstein, and Rob Stewart (2013). The textbook is available through the WLAC bookstore.
- You will need the textbook for this class so you should get a copy as soon as possible.

- Assigned readings should be completed before each class meeting. Additional information will be covered in lecture. **Please bring your textbook to class.** I will refer to it in lectures, and you will use it for speech preparation, in-class exercises, and quizzes. Supplemental materials may be provided by the instructor.

SOME OF THE COURSEWORK WILL TAKE PLACE ONLINE IN ETUDES.

***Student-Teacher Communication**

- PLEASE MAKE SURE YOUR EMAIL INFORMATION IN ETUDES IS CORRECT.
- Class Announcements and emails (Private Messages sent through Etudes) should go straight to your email. **You can check the email info that is linked to Etudes by clicking on Account (it's a tab at the top of the Etudes screen). Edit your email information if necessary.**
- West emails should now be going to your LACCD.edu email address. Learn how to automatically forward West emails from your LACCD account to your personal account so you do not miss important information. View this video:
<http://www.wlac.edu/online/emailhowto.asp>
- Online Coursework: DO NOT WAIT UNTIL THE LAST MINUTE!** Keep in mind that ETUDES can sometimes run slow, so plan accordingly. Please note that students' computer-related problems are not an excuse for not completing/submitted coursework on time.

Computer Access/Technical Requirements

- You must have access to a computer that meets technical requirements. If you haven't already done so, please make sure that your computer is properly configured for ETUDES.
- Go to: http://www.wlac.edu/online/NG_Tech_Reqs.htm
- Carefully read through "Technical Requirements" and make sure to address all the issues on this page.

PLEASE SEE ME AS SOON AS POSSIBLE IF THERE ARE QUESTIONS/ISSUES ABOUT THE ONLINE COMPONENT OF OUR CLASS.

***TO ACCESS OUR CLASS, LOG IN AT:** <http://myetudes.org>

Your login ID is the first 2 letters of your first name + the first 2 letters of your last name + the last 5 digits of your Student ID Number (not your social security number). If you do not know your Student Identification Number you can look it up using the Student Information System (SIS) at <http://www.laccd.edu>

If this is your first ETUDES class your password is your Month and Day of birth. However, since ETUDES passwords are permanent, if you have already taken a class using ETUDES your password has not changed.

Example: Juan Straub, 88-459-0210, born July 4

* User ID: just90210

* Password: 0704

After you login, you will see a list of the courses you are enrolled in on the top menu bar to the right of My Workspace. Just click on a course number to access a course. Once you have entered the course, use the left-side menu to navigate the course.

If you have trouble accessing the course on, or after, the start date, visit the Online Student Help Desk at <http://www.wlac.edu/online/helpdesk.asp>. Review the Common Login Mistakes

information on the left for solutions to common login problems. If your problem is not addressed, contact the Distance Learning Program Office at (310) 287-4306 or via email: shemwer@wlac.edu.

General Policies, Procedures, and Services

Academic Integrity Policy: Cheating, plagiarism, or other forms of academic dishonesty will not be tolerated (WLAC 2014-2016 Catalog, pg. 41).

Student Conduct: Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction (WLAC 2014-2016 Catalog, pg. 41).

Classroom and Campus Cleanliness: Please help us keep the classroom and campus grounds clean. No food or beverages, except for bottled water, is permitted inside instructional classrooms /labs. Please use the receptacles to dispose of trash.

“Dropping Classes”: Students should use the online Student Information System to drop a class or classes they no longer plan to attend”(WLAC 2014-2016 Catalog, pg. 48). “Students are responsible for officially dropping a class that they stop attending” (WLAC 2014-2016 Catalog, pg. 45).

“Dropping / Withdrawing & Repeating Classes. Limit of 3 Attempts -- Effective July 2012, Title V regulations limit the number of times a student can enroll in a non-repeatable credit course to three (3) attempts. Opting for a “W” in a class or earning a grade of “D” or “F” all count as attempts” (WLAC 2014-2016 Catalog, pg. 48).

Instructional Support (Tutoring) & Learning Skills Center: Heldman Learning Resources Center (HLRC) | (310) 287-4486

Disabled Student Services

If you know or think that you have any learning or physical disabilities, please contact Disabled Student Programs and Services (DSPS) Office in HLRC 121 at (310) 287-4450.

Grades and Grading

- **SPEECH OUTLINES MUST BE TURNED IN ON THE FIRST DAY OF A SPEECH ROUND.** Speech round dates will be announced in advance.
- Deadlines are strictly enforced. Late work cannot be submitted.
- Your final grade will be based on total points earned in the course. See "Grading Criteria" for specifics.

In order to pass the course, all assignments must be completed, meet course standards, and be delivered on deadline.

In Communication Studies 101, you will prepare and deliver graded and non-graded speeches, write a library report and a final paper, take online quizzes based on the required textbook, and fully engage with class activities and discussions. Students are expected to keep up with the readings and come to class prepared to participate in class discussions and other activities.

Grading Criteria	Maximum Points
Speech #1 (Impromptu)	20
Speech #2 (Speaker's Choice!)	100
Speech #3 (Creative Work/Persuasive Message)	100
Speech #4 (Persuasion—Motivated Sequence)	200
Online Group Chat for Speech #4	20
Library Orientation Resources Report (submit online)	50
Online Discussions	80
Online Quizzes (three total)	180
In-Class Participation + Homework	200 (+20)
Final Paper (hard copy only)	100

TOTAL:	1050 points

TOTAL: 1050 points (900 to 1050 = A; 800 to 899 = B; 700 to 799 = C; 600 to 699 = D; 599 or less=F).
 Note: Percentages (90%, 80%, etc.) are based on 1000 points, not 1050. **This means that there are 50 extra credit points built into the grading structure ☺**

Letter grades will be assigned as follows:

A	900-1100 points (900 points = 90%)
B	800-899 points (800 points = 80%)
C	700-799 points (700 points = 70%)
D	600-699 points (600 points = 60%)
F	599 or less

SUCCESSFUL STUDENTS ATTEND EVERY CLASS SESSION.

ATTENDANCE

“STUDENT RESPONSIBILITY: The college believes that education requires the concentrated effort of both the instructor and the student. Consequently, the student is held responsible for providing the time and personal effort and motivation necessary to meet the requirements of all his or her courses. This would include regular and prompt attendance, adequate study time, and careful adherence to the specific course work requested by the instructor” (WLAC 2014-2016 Catalog, pg. 44).

Attendance: “Students should attend every meeting of all classes for which they register. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons.

Students who are pre-registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may drop them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. **If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class.** Students are encouraged to advise their instructors of anticipated absences” (WLAC 2014-2016 Catalog, pg. 45).

WHAT DOES THIS MEAN FOR YOU? PLEASE READ ON!

In-Class Participation (You Have To Be In It To Win It!)

- Attendance is crucial to participation. You are expected to actively participate in our class. Participation includes, but is not limited to, responding to questions about course material, engaging in class discussions, delivering speeches, and being a courteous audience member for your classmates' speeches.

- Each student is allowed a total of TWO absences. Note: The absence must not be during a speech round. **If you are not in class when your name is called to deliver your speech, the opportunity to deliver your speech is lost.** See below: "**Speeches.**"
- Attendance will be taken promptly at the beginning of each class.
- Being absent, late to class, or leaving class early will result in the following point deductions in the in-class participation portion of your grade:
 - =>Starting from the third absence, each absence will be a deduction of **TEN** points.
 - =>Each tardy (arriving late, leaving early or walking in and out of class) will result in a deduction of **7+** points for that session.
- It is the student's responsibility to check in with the instructor at the end of the relevant class session when they are tardy. **The check-in must take place in person and only at the end of the relevant session.**
- If you miss class more than the number of hours the class meets per week, you risk being excluded, in accordance with college policy (WLAC 2014-2016 Catalog, pg. 45).
- Participation means that you attend each class meeting and make a meaningful contribution. This includes full participation in class discussions and exercises, completing homework on time, respecting others and always being courteous. **Anything less than full participation will affect participation points.**
- Some class time may be used for speech preparation. Students are expected to be fully prepared to do this work in class. Students who aren't prepared to do this will be considered as not being ready to participate in the day's activities. **Homework** will be assigned throughout the semester and must be completed by their due dates.
- **Mobile Technology (cell phones, iPads, iPods, laptops, etc.) must be turned off and put away (not on your desk) at the beginning of class.** Talking and texting on cell phones not only distract you, but they are a distraction for your peers. Students who are talking/texting will be asked to leave the classroom. **Recording Devices:** "State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration" (WLAC 2014-2016 Catalog, pg. 43).

ONLINE QUIZZES: Quizzes will be taken online in Etudes. There are 3 quizzes, 60 points each. Each quiz is timed (you have 60 minutes to complete it) and you can only take the quiz one time. **Once you start a quiz, you must complete it in that session.** Quizzes will be available in the Assignments, Tests, and Surveys area of our Etudes course site.

ONLINE DISCUSSIONS: There are two online discussions (80 points total). You will be notified with regard to its open and close dates. Students will participate by 1) replying to the topic posted by me and 2) replying to at least one other person's post (following up as in a regular conversation). *You will only be **REPLYING**, not creating new messages.

The initial reply to my original post must be done by the first deadline, and the follow-up post must be done by the second deadline. As is the case for all classroom interactions, students are expected to be courteous, civil, and respectful.

ONLINE GROUP CHAT FOR SPEECH #5 (20 points): You and several of your classmates will participate in an online meeting to discuss preparation for the final speech.

SPEECHES

You will deliver several speeches in this class. Guidelines for each speech will be made available to you. This information will indicate the expectations for each speech. Speeches that are plagiarized, all or in part, will earn "0" points. Note that one of the public speaking assignments is a group presentation.

SPEECHES MUST BE GIVEN ON THE ASSIGNED DAYS DURING A SPECIFIC SPEECH ROUND. It is YOUR responsibility to know your speech date. Students who are absent from class on

the day he or she is scheduled to speak will not be allowed to make up their speech and will earn “0” points for the speech. In the event of a true and documented emergency (for example, a trip to a hospital emergency room), make-ups are only allowed at the discretion of the instructor. Please note that only the instructor can authorize changes in the speaking schedule. In the very rare instance where the instructor authorizes a schedule change, please note that speeches are subject to a late penalty.

***Speech Outline Packets Required:** A detailed, full-sentence, typed speech outline with reference citations, along with the first page of the cited source(s), must be turned in to the instructor on the first day of a speech round. Speeches may require additional items that must be in the packet. **Speeches can only be given after the outline packet is turned in to the instructor.** Note: Written work cannot be submitted without delivering a speech.

General Grading Criteria For Speeches (Preparation is key!)

- Quality of speech (content and delivery)
- Following instructions
- Correct use of outline format
- Appropriate use of reference citations
- Grades will be available after a speech round is completed

Classroom Courtesy: On speech days, those who come in or leave during a speech, or talk to other audience members during a speech, will have their participation grade lowered. All mobile technology must be turned off and put away at the beginning of class. Your grade will be affected if your phone goes off during a student’s speech. **If you are late to class, do not enter the classroom while another student is giving a speech. Never walk in front of someone giving a speech.**

Dear Communication Studies Students,

Who is your best resource in this class? Me!

I encourage you to ask questions in class and/or visit me during my office hours. Quick question? Post it in the Etudes Chat! For issues that are more private, send me a Private Message in Etudes.

Please know that you are capable of doing excellent work in this class by following instructions, asking me questions, managing your time well, and applying yourself to the task at hand.

I look forward to getting to know you as the semester progresses!

Dr. Alexander

- You can address most coursework way ahead of deadlines. Students are encouraged to do so whenever possible. Note that grading begins only after a deadline has passed or a speech round is complete.
- Class Announcements and Private Messages sent through Etudes should go straight to your email. You can check the email info that is linked to Etudes by clicking on Account (it's a tab at the top of the Etudes screen). Edit your email information if necessary.

COMMUNICATION STUDIES 101 CALENDAR (may be subject to change)

WEEK ONE (Begins 1/4)

Welcome! Introduction and overview of the course. “Yikes Scale”

Lecture: Managing Speech Anxiety; Ethics; Organizing a Speech: An Overview/The Speech Outline; The Informative Speech; The Audience Speech Delivery: The *Big Six*. **Readings:** Part 1 (Chapters 1-5, skim Ch 14). **Homework:** *View Syllabus Video in Resources area of Etudes before Meeting 2.

Impromptu Speeches (Speech #1) Speech Date: Monday, 1/4.

Online Discussions: (First post by Friday, 1/8, 11pm. Follow up post by Sunday, 1/10. Will automatically lock at 11pm). 80 points total). No attachments.

Syllabus Quiz: Available online in Etudes. Opens Monday 1/4, 1pm. Closes Sunday 1/10, 11pm. You will take three graded online quizzes in this class. Take this opportunity to familiarize yourself with the process. The purpose of the quiz is to introduce you to the online quiz procedures. Note: all quizzes can only be taken ONE TIME, and once you begin a quiz, it must be completed in that session. (Five points extra credit)

WEEK TWO (Begins 1/11)

Lecture: Review: The Informative Speech; The Audience. New Material: Laying the Foundation for a Speech; Locating and Citing Academic Sources. **Library Orientation:** Finding Credible Sources in West's Library). We will meet in the library, second floor, HLRC building. You will be notified when that will be. **Readings:** Part 2 and 3 (Chapters 6-14); Part 4 and 5 (Chapters 15-19); Skim Chapter 24 (Persuasive Speaking).

Library Resources Report: Submit online in Etudes on or before Friday, 1/15, 11pm. Submit by pasting your report into the submission textbox. Note: Late work cannot be submitted.

***Quiz #1 (Ch. 1-11).** Available online in Etudes Sunday, 1/10. 8am – Sunday, 1/17, 11pm. Once you begin the quiz, you must complete it during that session. The quiz can only be taken one time.

Speech #2: Speaker's Choice! Speech Round is this week. (Refer to Speech Guidelines.) Outline packet must be turned in at the beginning of class on the first day of the speech round. Must be in class every day of the speech round in order to give your speech.

WEEK THREE (Begins 1/19) *Monday, 1/18, is a school holiday!

Lecture: Laying the Foundation for a Speech; Locating and Citing Academic Sources (continued); Outline Format and Guidelines for the Persuasive Speech.

Readings: Chapter 24: Persuasive Speaking. Review: Part 2 and 3 (Chapters 6-14); Part 4 and 5 (Chapters 15-19)

Speech #3: "Creative Work with a Persuasive Message" Speech Round is this week. (Refer to Speech Guidelines.) Outline packet must be turned in at the beginning of class on the first day of the speech round. Must be in class every day of the speech round in order to give your speech.

***Quiz 2: (Ch.12-19)** Available online in Etudes Monday, 1/18 -- Sunday 1/24, 11pm. Once you begin the quiz, you must complete it during that session. The quiz can only be taken one time.

WEEK FOUR (Begins 1/25)

Lecture: Review: What Are the Characteristics of an Effective Speech? Outline Format and Guidelines for Persuasive Speech.

Readings: Chapters 23, 24 (review), and 25: Types of Speeches (Informative, Persuasive, Special Occasion)

***Quiz 3: (Ch. 23-25).** Available online in Etudes Monday 1/25, 8am - Sunday 1/31, 11pm. Once you begin the quiz, you must complete it during that session. The quiz can only be taken one time.

***Online Group Chat for Speech #4:** Must be completed and reported to instructor on or before Saturday 1/30, 11pm.

WEEK FIVE (Begins 2/1) FINAL WEEK OF CLASS!

Speech #4: Persuasive Speech: Motivated Sequence. Speech Round is this week. (Refer to Speech Guidelines.) Outline packet must be turned in at the beginning of class on the first day of the speech round. Must be in class every day of the speech round in order to give your speech.

Final Paper: You will turn in your **HARD COPY** final paper in class at the beginning of the Final Session. Please note that late papers or electronic submissions will not be accepted.

That's All, Folks!