

**COM ST 101 3.00 UNITS/ORAL COMMUNICATION I (UC:CSU)**

**West Los Angeles College, Fall 2015**

**Section #4865 lec 6:45p-10:00p, W, Room: GC 140**

**Instructor: C.V. MCNAMARA / e-mail: mcnamacv@wla.edu**

**Required Textbook:** O'Hair, Dan, Hannah Rubenstein, Rob Stewart, A Pocket Guide to Public Speaking, 4<sup>rd</sup> ed. Bedford/St. Martin's, 2013. ISBN: 978-1-4576-0184-2

Office: GC Bldg., Room 280Q, Weds 6pm

**Course Description**

This course examines communication processes in public speaking. The course has a dual focus: a theoretical focus on understanding these various processes, and a practical focus on enacting these processes in speaking assignments. Students will be expected to 1] demonstrate a clear understanding of the basic concepts and practices associated with public speaking through examinations and 2] prepare and deliver speeches in accordance with the principles of public speaking as presented in lectures and reading assignments. With these objectives, this course fulfills the General Education oral communication requirement.

**Student Learning Outcome**

SLO #1: At the end of the course, the successful student will be able to prepare and deliver a well-paced 5-8 minute persuasive speech with appropriate eye contact and volume and 2-4 credible sources.

SLO #2: At the end of the course, the successful student will be able to locate appropriate sources and cite them correctly in a speech.

**Graded Speeches**

1. Introduction Speech: 3-4 minutes [outline required] – 5 points for delivery  
[eye contact, volume, posture, fluency, articulation, confidence-sounds prepared,  
able to follow the outline]
2. Demonstration Speech: 5-6 minutes [outline/visuals required] 15 points
3. Persuasive Speech 5-6 minutes [outline/2-4 sources required] 20 points

Each of the above speeches includes a typed outline that follows the standard outlining format taught in class. Students will need to prepare two outlines for each assignment: one for speaking and one for the instructor. Hand your instructor your outline before going to the podium on your speech day. No outline, no speech. Handwritten outlines will not be accepted. Outlines for the demonstration and persuasive speeches will be graded in addition to the other individual speech requirements listed above. For the introductory speech, delivery will be graded but the outline is still due.

**Workload:** This course is designed according to the West Los Angeles College academic workload policy, that is, you will be required to do two hours of outside work for every one hour in-class.

Grading: Final grades will be assigned in the following manner:

3 Speeches .....	40 points
Midterm.....	25 points
Final Exam .....	25 points
Attendance .....	10 points
Total points .....	<u>100 points</u>

**Grading**

**90% and up = A, 80-89% = B, 70-79% =C, 60-69%=D, below 60%=F**

**Academic Honesty:** All students are responsible for understanding and following campus policies of academic honesty. Plagiarism will not be tolerated. Please see the Schedule of Classes if in doubt of school policy.

**Attendance/Participation:** Students are expected to be on time and remain seated for the entire class. Each missed class will be docked one point. Additionally, students who arrive late or leave early may be penalized as well. Students may be given in-class assignments. Missing an assignment will be docked one point. Total points = 10 points

**Speech Rules:**

1. Do not speak on the same topic twice (check with your instructor for exceptions).
2. Topics must be related to both men and women.
3. Avoid speeches involving the use of make-up, cosmetics, or origami.
4. Its ok to speak about religions, but do not try to persuade the class to join a particular faith.
5. Do not bring any of the following to class to be used as visual aids:
  - a. firearms, explosives, illegal substances, e.g. marijuana, cocaine, etc.
  - b. anything dangerous,
  - c. pornographic materials or cassettes which include obscenities.
  - d. Alcoholic beverages to be consumed or cigarettes to be smoked in class.
6. Anything that might be an embarrassment to you, our class, your instructor, or West Los Angeles College. If in doubt, please ask ahead of time.
7. **Do not** leave the classroom during or between speeches. You will need to take care of personal needs such as drinks of water or trips to the restroom before or after class.

**Citizenship Rules:** (any behavior considered unbecoming a college student will be penalized)

1. Do nothing to intimidate, mock, belittle, or make fun of another speaker.
2. Sit up and be an attentive, courteous listener.
3. Do not interrupt the speaker. If time permits, we will have questions after each speech.

4. Be ready to speak on time.
5. If you did not deliver an assigned speech at the time scheduled, be prepared to deliver it any other time at the discretion of the instructor.

6. No more than one make-up speech per student will be allowed on the final day of class. Only at the discretion of your instructor will a late-speech be permitted.
7. The use of vulgar, obscene, or profane language is not appropriate or acceptable in a college speech class. Please use standard language-appropriateness will be monitored.
8. Please allow all students to participate in class discussions. Any student monopolizing class discussion will be asked to monitor their comments to allow other students to participate. I'd like all students to have the chance to participate equally.

**Procedures:** Each student will be assigned a speaking group.

Each student will deliver her/his own speech on the date assigned in the syllabus (see A, B, etc.)

1. On the day your group is speaking, you will all put your names on the board in the order you wish to speak.
2. When it is your turn to speak, you will hand your instructor a copy of your outline. This outline must meet the instructor's requirements. Please be prepared, you will not be allowed to speak without handing your instructor the outline first. Do not ask your instructor to make exceptions.
3. You will proceed directly to the podium and when you are ready to begin, make eye contact with the class.
4. Note cards/key word outline only at the podium. No manuscripts will be allowed. I will ask you to be seated if you have a manuscript at the podium.
5. Never read or memorize the entire speech. Extemporaneous speaking is the goal in this class. Although, your speech needs to sound practiced. Don't do the rehearsal in front of the class.
6. Time is an important factor. You will need to keep within the assigned time limit for all speeches.

Dates the campus is closed:

- **Labor Day: Feb Sept 7**
- **Veterans Day: Nov 11**
- **Thanksgiving: Nov 26-29**

## SYLLABUS

DAY/DATE	TOPIC	ASSIGNMENTS [due on Date shown]
Wed. 9/2	Course Overview/ Ice Breakers	Intro Assignment
	Defining Communication	Read Chaps 1-4 . "Goals" assignment
Wed. 9/9	Getting Acquainted	
	Audience Analysis	
	Reducing Apprehension	Read Chapters 5, 6.

Wed. 9/16	Introductory Speeches	Speakers: Groups A/B
Wed. 9/23	Introductory Speeches	Speakers: Groups C/D
Wed. 9/30	Introductory Speeches	Speakers: Group E
Wed. 10/7	General Purposes/Topic Selection	Chapters 7-9
	Thesis/Specific Purpose/ Outlining	Chapters 12-15
	Visual Aids	
Wed. 10/14	<b>Midterm</b> [scantron #882]	All Students, Chapters 17-19
Wed. 10/21	Persuasive Lecture	Chapters 20-22, 23
Wed. 10/28	Demonstrative Speeches	Speakers: Groups C/D
Wed. 11/4	Demonstrative Speeches	Speakers: Groups E/A
Wed. 11/11	<b>Campus is Closed – Veteran’s Day</b>	
Wed. 11/18	Demonstrative Speeches	Speakers: Group B
Wed. 11/25	Persuasive Lecture Chapters 10, 11	Speakers: Groups E

**Thanksgiving Holiday- Thurs and Friday Campus is Closed**

Wed. 12/2	Persuasive Speeches	Speakers Groups D/A Chapters 16, 24
Wed 12/9	Persuasive Speeches	Speakers: Group B/C

**Speech Final Exam: Wed Dec 16 [regular class time].** The final examination time is a required class meeting, and all full semester classes must meet at the time specified on the final examination schedule. Any exceptions, changes, or conflict resolutions must be approved by the Department Chair.

**Additional Notes:**

Please note that this syllabus reflects your instructor’s best judgment and projection for this course this semester. It is subject to change due to forces beyond the instructor’s control. You will be advised of any changes.

“Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Students Services, or see your instructor immediately.

You will be notified should the syllabus change due to circumstances beyond your instructor’s control.

Name: \_\_\_\_\_, Section # \_\_\_\_\_, School: WLAC

Goals Assignment: What would you like to accomplish in speech class this semester? Please write a few paragraphs and return to your instructor.