

WEST LOS ANGELES COLLEGE –WINTER, 2015
COMMUNICATION STUDIES 101 - PUBLIC SPEAKING - (UC:CSU) - 3.00 Unit(s)
Days: MTWTh, Room: GC 250/Section #4866: 7:00p-9:35p

Instructor: McNamara, C.V. / Email: mcnamacv@wlac.edu

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

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.

Course Objectives

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/Appraise

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Speaking Assignments: There are three graded speaking assignments. These assignments will include 1] preparing an outline for the speech and 2] delivering the speech before the class. Both components are graded. All assignments must be typed and double spaced and are due according to the syllabus. (Total points = 40 points) Total speaking time: 15 minutes

Speech #1	Self-introductory speech/outline required	4-5 minutes, 5 points Grading: Delivery skills- eye contact, volume, staying within time limit, etc.
Speech#2	Informative Speech/w visual aids/outline required [demonstrate a procedure]	4-5 minutes, 15 points Outline/Visual Aids & Delivery graded.
Speech #3	Persuasive/Motivation Speech with research using MLA/outline/citing sources	5-8 minutes, 20 points Outline/Research - MLA/Citations/Delivery graded.

Because of time constraints, there will be no make-ups. Documented illness or emergencies

will be the only exceptions to this policy. Absences on one's speech day will result in a zero for that speech. Exams will follow these same restrictions.

Examinations: There is a midterm and a final exam. The midterm covers material from both the textbook and lecture notes. The final exam is cumulative. Use scantron #882E. Each exam = 25 points. Total examination points = 50 points.

Attendance/Class Participation: Attendance is very important. I expect you to come to every class on time, be attentive and contribute to class discussions/activities. If you are frequently late, you not only miss class content, but you show, by the annoying distractions you cause, a callous disregard of your classmates and of your instructor. Extreme tardiness or absenteeism may result in dismissal from the class. I will not re-instate anyone who has been dropped. Attendance will be calculated in to the total grade according to the following schedule. Additionally, sleeping and/or disruptive behavior will not be tolerated. **Texting in Class will not be tolerated.** Students who are repeatedly asked to 'put the phone away' will lose participation points [1 point each time]. Be prepared to enter the classroom focused on the day's activities.

0 absences & participation = 10 points	2 absences =6 points
1 absence = 8 points	3 absences = 4 points/if over 4 you will be dropped and not be allowed to be reinstated

Documented illness or emergencies will be the only exceptions to this policy. If you are late on a scheduled speaking day, do not enter the classroom until the speaker is finished and you hear the applause. If you decide not to attend this course, it is your responsibility to officially withdraw *Attendance and Withdrawals From Semester Length Classes* in Schedule of Classes.

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: 100 possible points. Final grades will be assigned in the following manner. You will lose one grade point for every assignment missed.

90% and up=A, 80-89%=B, 70-79%=C, 60-69%=D Below 59%=F [let's not go there!]

Academic Honesty: All students are responsible for understanding and following campus policies of academic honesty. Plagiarism will not be tolerated. Please read *Code of Academic Conduct* and *Academic Dishonesty Defined*, Schedule of Classes, Additionally, you may wish to refer to the *Honor Code/Honor Council sections*.

The "No No" List:

1. Do not speak on the same topic twice (related topics are permissible)
2. Topics must be related to both men and women.
3. Avoid speeches involving the use of make-up, cosmetics, food preparation, 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
 - b. Explosives
 - c. Illegal substances, e.g. marijuana, cocaine, etc
 - d. Dangerous snakes, spiders, pit bulls, gila monsters, etc.
 - e. Pornographic materials or cassettes which include obscenities
 - f. Alcoholic beverages to be consumed or cigarettes to be smoked in class
 - g. Anything that might be an embarrassment to you, our class, your instructor, or Santa Monica College. If in doubt, please ask ahead of time
6. **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:

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 at any subsequent time at the discretion of your instructor.
6. Make up speeches are offered at the discretion of the instructor.
7. The use of vulgar, obscene, or profane language is not appropriate or acceptable in a college speech class.

Procedures: Each student will be assigned a speaking group (designating your speech day). Each student will deliver his/her speech on the date assigned in the syllabus.

1. On the day you are speaking, you will 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.
3. This outline must meet the instructor's requirements. No manuscripts allowed at the podium
4. Please be prepared, you will not be allowed to speak without handing your instructor the outline first.
5. Do not ask your instructor to make exceptions.
6. You will proceed directly to the podium and begin speaking after the applause.
7. Use note cards at the podium instead of an outline. 8. Never read the entire speech. Extemporaneous speaking is the goal in this class.

My Speaking Group is A B C D [see dates below]

SYLLABUS for COM ST 101, WINTER, 2015, WLAC

DAY/DATE	TOPIC	ASSIGNMENTS
Mon. 1/5	Course Overview –Class Activity	Chaps. 1 & 2
Tues. 1/6	Defining Communication	See introductory speech assignment in eCompanion. Dates assigned in class.
Wed. 1/7	Audience Analysis/Anxiety	Chapters 3, 4 & 5,6
Thurs. 1/8	Topic Selection/General purposes/specific purposes and thesis statements	Chapters 7,8,9
Mon. 1/12	Introductory Speeches	Group A
Tues. 1/13	Introductory Speeches	Group B
Wed. 1/14	Introductory Speeches	Group C
Thurs. 1/15	Introductory speeches	Group D

Mon. 1/19	Martin Luther King’s Day Observed Campus is Closed	
Tues. 1/20	Outlining	Chapters 10, 11, 14,15-17
Wed.1/21	Organizational Patterns/Visual Aids/Delivery	Chapters 8,9 15-17
Thurs.1/22	Midterm [covers class notes and	Class will resume after the

	textbook] Bring scantron #882	midterm. Bring Informative topics with a list of visuals
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Mon. 1/26	Persuasive lecture	Bring topic ideas to class
Tues. 1/27	Informative Speeches/w visual aids	Group B
Wed. 1/28	Informative Speeches/w visual aids	Group C
Thurs. 1/29	Informative Speeches/w visual aids	Group D, Chapters 18, 19
Mon. 2/2	Informative Speeches/w visual aids	Group A
Tues. 2/3	TBA	
Wed. 2/4	TBA	
Thurs 2/5	Persuasive Speeches/w research MLA, citing sources	Group C
Mon. 2/9	Persuasive Speeches/w research MLA, citing sources	Group D
Tues. 2/10	Persuasive Speeches/w research MLA, citing sources	Group A
Wed. 2/11	Persuasive Speeches /w research MLA, citing sources	Group B
Thurs. 2/12	Final exam [lecture notes and textbook]	Scantron #882e

Final exam: Thursday, 2/12, 2015 [last day of class]. After all students have taken the final exam, students will be invited to wait until the instructor grades the exam. This way all students will have the chance to review their exam grade.

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. Also, please see your instructor right away if you are having an difficulties with instruction, etc.

Additionally, if there is any information (difficulties/disabilities) I need to be aware of, please let me know.

Goals Assignment: Please answer the following question and return the answer to your instructor at the next class meeting. This activity can be handwritten or typed [1-2 paragraphs minimum] explaining your personal reasons for taking this class. Think beyond the 'requirement' aspect and consider what aspects of the class would be of benefit to you in your personal, academic and professional life." You might want to look through the textbook at the various chapters to help orientate yourself to your answer.