

Speech 101 FALL 2013

**Speech 101-Oral Communication Section 1873
Mondays and Wednesdays 1:00PM-2:25PM GENERAL
CLASSROOM BUILDING Room 130**

**Dr. Iris Maybruck Adjunct Assistant Professor Language Arts
Phone: 310-287-4200 X8090 e-mail: maybrui@wlac.edu
Mailroom: 165A, Building B3 (no number on Building)**

**Office Hours: Wednesdays: 12:15PM-12:50PM in the General Classroom
Building Room 280, the Adjunct Office, or by a mutually agreed upon
appointment time in office or by phone**

**Text: A Pocket Guide to Public Speaking by Dan O’Hair, Hannah
Rubenstein, and Rob Stewart 4rd Edition 2013 ISBN-978-1-4576-0184-2
You can rent this book in the bookstore if you don’t want to purchase it.
This book is also on reserve at the LRC (Library)**

**Course Description: This course offers training in the theory of speech
communication and practice in effective preparation of planned and
spontaneous public speeches. ADVISORY: English 28**

Dear Student:

**Most of you are taking this course because it is a
requirement.**

**Public Speaking has been said to be one of the biggest, if not
the top fear that most people have.**

**What you will learn in this class will be of value to you
throughout your life, assisting you to be more confident in
preparing and presenting speeches for all kinds of situations.**

**Please do not give up on yourself if you find yourself at a
standstill with some of the course requirements.**

**You are always encouraged to speak with me about your
concerns.**

**Let us begin!
Dr. Maybruck**

Institutional 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.” Learn how to analyze and differentiate facts from opinion in writing and presenting formal speeches.

“Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic work, family and community settings.” In group situations (dyads and small groups), as well as formal and informal speeches, present pertinent information.

SLO –Student Learning Outcome

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.

Speech Program Outcomes

- ✚ Employ small group communication strategies
- ✚ Plan speeches according to three broad types: Informative, Persuasive, and Special Occasion
- ✚ Script a speech.
- ✚ Employ volume, pitch, speaking rate, pausing, vocal variety, pronunciation, articulation, body language, facial expression, eye contact, gestures, and appropriate dress
- ✚ Analyze the audience and adjust to its needs when delivering a speech.
- ✚ Employ relaxation techniques to prepare for delivery.

Course Objectives

- Collect and evaluate information to include in speeches
- Research sources properly documenting them in your speeches
- Select specific vocabulary
- Construct an organized speech
- Write speeches
- Employ persuasive techniques
- Be an Ethical Speaker
- Know the Difference between Legal and Ethical Speech
- Analyze audiences
- Employ critical analysis
- Project voice, demonstrate vocal variety, make eye contact, and use appropriate pronunciation and articulation in delivery
- Participate in class, workplace, personal, and community group discussions
- Employ stress reduction techniques for effective presentations
- Employ appropriate body language when making presentations
- Entertain audiences with stories
- Develop an individual presentation style
- Understand Maslow's Hierarchy of Needs
- Utilize Monroe's Motivating Sequence
- Make Decisions Using Dewey's 6 Step Process of Reflective Thinking in Small Groups

The Textbook

A Pocket Guide to Public Speaking will be utilized in the following ways:

- To assist you to learn the course objectives, quizzes, and the final exam
- To help you participate in the required group text project
- As a source to assist you in preparing your speeches
- As a teaching tool to help you learn to participate in discussions in your classes, in your work, and in your everyday life

Another Highly Recommended Item

A digital recorder to tape your progress (can be video/audio or both)

Instructional Methods

This course is taught using a variety of instructional methods which include lecture, class discussion, demonstration and participation in required activities designed to assist you to learn and integrate appropriate public speaking techniques, along with a library visit to learn how to research your speeches, pop quizzes to monitor your growth, speeches to assist you with this growth, and a final exam evaluating your knowledge. Some on0line work may be included also. You will be notified of this in advance.

Non-Credit Library Assignment/Writing lab

You will be given a library orientation which will introduce you to the use of credible academic sources that will enhance your presentations. You may be requested to complete a form in order to enroll for this non-credit class. There will be no cost to you for this class.

You will also be given a writing laboratory orientation to assist you in writing your speeches. You may be referred to this laboratory and/or you can self-refer. This is also a non-credit class at no cost to you.

Students Responsibilities

- Participation in class activities/lectures
- Participation in class activities designed to get you used to public speaking
- Writing of Speech using required outlines
- Presentation of Speech on specific dates
- Taking of pop quizzes
- Keeping all evaluations as a record of your grades (quizzes, speeches, anything else the professor deems important for you to keep)
- Taking the final exam

Course Resources

- Course syllabus
- Participation in class activities
- Participation in library activity (to be announced)

- Participation in self introduction, introduction of another student, text presentation, information speech, special occasion speech, and persuasive speech
- Keeping all evaluations for your records
Office Hours listed above and/or contact professor via e-mail/etudes (when activated)/phone

Course Schedule

Areas that will be covered along with dates for presentations and deadlines for assignments are to be found in the following schedule.

You may also be given other assignments to write into this schedule.

Dr. Maybruck may change assignments if she so deems it necessary for this class. You will be notified of this. Please bring your syllabus to class with you on a daily basis for this purpose, as well as to know what the schedule is

August 26, 28, and September 4

Syllabus Discussion/Introduce Yourself

Interview a Person and Prepare/Present an Introductory Speech

Introductory Speeches

September 2 (Labor Day), 4, 9,11,16,18,23,25,30

Introductory Speeches

Library Visit (pending confirmation) Handout of Text Assignment by Lottery

Work on and presentation of Text Assignment by Lottery

Assignment of Informative Speech/Work on in class/ for your

Presentation Dates (read Ch. 23 on Informative Speaking)

October 2, 7, 9,14,16,21,23,28,30

Informative Speeches with Random Calling by Professor; Assignment of Special Occasion Speech

(Read Ch. 25 Speaking on Special Occasions)

Work on and Presentation of Special Occasion Speeches/

With Random Calling by Professor for your Presentation Dates)

November 4,6,11 (Veteran's Day), 13, 18,20,25,27 and December 2, 4, 9

Complete Special Occasion Speeches; Assignment of Persuasive Speech (read Ch. 24 Persuasive Speaking)

Work on and Presentation of Persuasive Speeches

Random Calling by Professor for your Presentation Dates/Handout for Studying for the Final Exam

Announcement by professor when to bring your evaluations and pop quiz results to class for corroboration by Professor in order to calculate your final points before the final exam.

Review for Final Exam (True/False/Multiple Choice)

Final Exam Monday December 9, 2013, 1:45PM-2:45PM (see Page 16 of Spring Catalogue for corroboration of this)

Grading Policy and Point Discussion

Class Participation (may include self- introductory speech, introducing another person speech, answering questions, giving the required speeches, and attending the Final Exam)	29
Text Discussion Topic mini Speech	5
Informative Speech	10
Special Occasion Speech	10
Persuasive Speech	20
Pop Quiz I	4
Pop Quiz II	10
Final Exam (true/false, multiple choice)	30
Total Points One Can Earn	124

The grade breakdown is as follows:

124- 112	A
111- 99	B
98- 87	C
86- 74	D
Below 74	F

Please note if there are any changes in the above information, you will be informed so that you can amend these changes in this syllabus.

MAKE CERTAIN YOU KEEP ALL YOUR INSTRUCTOR EVALUATIONS, WHICH WILL INCLUDE ALL THE QUIZZES UNTIL THE SEMESTER'S END, AS YOU WILL BE REQUESTED TO SHOW THEM TO THIS PROFESSOR THE DAY OF THE FINAL REVIEW OR FOLLOWING YOUR FINAL EXAM. THIS IS YOUR RESPONSIBILITY.

If you miss class more than the number of times the class meets per week, or have spotty absences such as one (1) absence per week for a two (2) to three (3) week period, you risk being excluded, in accordance with college policy.

Each absence will drop your participation grade by four points. Each tardy (arriving late, leaving early or walking in and out of class will deduct from one to four points for the class).

If this professor calls on you to present your speech on one of the dates given for each of the oral presentations, and you are not present, you will receive an "F". (Please see below for additional explanation)

You will be given a Professor Evaluation Form for each speech you present (text discussion topic, informative, special occasion, and persuasive) that will explain the grade assignment.

One to two speeches (self-introduction, introduction of another) will be considered exercises and will not be graded. However, if these are not given, an “F” will be computed into the assessment for the final grade. In order to pass the course, all graded formal speeches must be delivered, meet course standards, and be delivered on deadline.

The final exam must be taken.

It is important to ALWAYS bring your syllabus/notes/text to class each time as there may be pop quizzes/questions you will better be able to answer with these items

Presentation Guidelines

You will be given formats to complete assignments of text presentations, and speech presentations. You are required to use these in carrying out your assignments, adhering to the exact description of how to carry out these assignments.

For each assignment the class will be given specific dates for the presentations. This professor will call on you to speak during these specific dates. It is your responsibility to be in class on these dates as this professor may call on you to present your speech. If you are not there when you are called on, you will receive an F.

Cell phone, pagers, and all other electronic equipment, such as laptops, cameras, taping devices of any kind are to be tuned (off/vibrate) during class. In addition, there is no allowance for electronic equipment of any kind to be plugged into the electric outlets, except when a speech is being delivered, and technical equipment (laptop computer, TV, VCR, DVD, etc.) is necessary. This means no texting, tweeting, twittering, and/or blogging. Failure to do so will result in your being requested to leave class for that session, and being deducted a total of four points from the participation component of your final grade.

If you have to miss class, please make certain you have a buddy to call to get your assignment. You are responsible for class material even if you are not in the class. The buddy should get any handouts that may have been distributed for you as they may not be available when you return to class. Please note that every effort will be made to make these available on Etudes when it is activated for this class. You will be notified of this when it is in place.

You must turn in a TYPED outline before each presentation. You will be given specific guidelines about this. Failure to do this will result in a lowered grade.

A student moderator will be assigned for each presentation given. You are to give a copy of your presentation outline to the moderator who will present them to this professor.

All presentations must conform to the time limit of 5 minutes, unless prior notification is announced.

You are required to speak during the scheduled days for each presentation listed in the schedule. You will be called upon by this professor based on this professor's lottery choice. If you are absent when you are called upon, you will automatically receive an F for the presentation. No makeups will be allowed.

Class Policies

Attendance required at First Class Meeting!

Protect your seat by attending the first class meetings. Students not present when the roll is called during the first class will be dropped from the class by this professor, making these seats available for other students requesting to add the class (see "Schedule of Classes"). Please note if you come to the first day of class, but miss the second day of class, you may also be dropped.

Academic Dishonesty Policy

Board Rule 9803.28 states: 'Violations of academic integrity of any type by a student provides grounds for disciplinary action by the instructor or college. Violations of Academic integrity include, but are not limited to the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume ones' identity for the purpose of enhancing ones' grade. For more information on the standards of Student Conduct refer to the college catalog available in hardcopy and online a www.lattc.edu."

Dropping the Class

According to college policy, you will be excluded for excessive absences or for not following the Standards of Student Conduct (printed in the Schedule of Classes). It is your responsibility to drop the class. Failure to drop will result in an “F” in the class.

Disabled Student Services

If you know or think that you have any learning or physical disabilities, please contact this professor. You should also contact the Disabled Student Programs and Services (DSPS) Office in HRLC 121 at (310) 287-4486.

Instructional Support (Tutorial) and Learning Skills Center

You may require additional assistance to work on the requirements for this class, such as writing and giving speeches, studying for possible pop quizzes, taking the final exam. For this, you are encouraged to contact Heldman Learning Resources Center (HLRC) (310) 287-4486 and request a speech tutor to assist you with the preparation and presentation of your speech and/or studying for pop quizzes and the final exam. You are also encouraged to speak with this professor privately about your needs during her office hours, or if this is not convenient, to request to see her at another day/time, speak with her on the phone, or communicate with her via e-mail/etudes (when activated).

3 Attempts to Pass

“In the past, a student at any LACCD college could have attempted to pass a class up to 7 times. Up to 4 ‘W’s and up to 3 ‘D’ and/or ‘F’ grades were permitted. Effective July 2012, the rule changed. A student may only attempt to pass the same class 3 times. Receiving a ‘W’, ‘D’, or ‘F’ counts as attempting to pass the class. Students who unsuccessfully attempt a class will have to enroll in the class at a non LACCD campus or go through the appeal process with Admissions” (Fall 2012 Schedule of Classes, Page 128)

Passing the Course

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

In-Class Participation

You are expected to actively participate in each session. Participation in class includes, but not limited to questions about course material, engaging in class discussion, and being a courteous student. Due to the nature of this class, attendance is crucial to participation.

Students are expected to attend class, be prompt and remain in class for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class, and may be withdrawn by this professor if this behavior is observed.

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. (Please refer to the Schedule of Classes).

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

Please note the following:

- There are no excused absences
- Attendance will be taken promptly at the beginning of each class
- Being absent, late to class, or leaving class early will result in a deduction of 4 points in the in-class participation portion of your grade.
- If you miss class more than the number of times the class meets per week, or have spotty absences such as one (1) absence per week for a two (2) week period, you risk being excluded, in accordance with college policy. This class meets two (2) times a week.

- Participation means that you attend each class meeting and make a meaningful contribution. This includes full participation in class discussions and activities, respecting others, and always being courteous.
- Some class time may be used to complete coursework. 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.
- Mobile technology (cell phone, iPods, laptops, notebooks, etc.) Must be turned off and put away (not on your desk) at the beginning of class-no exception! Talking and texting on cell phones not only distracts you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and will not be tolerated. Students who are talking/texting will be asked to leave the classroom and 4 points will be deducted from their participation. Also please note that Education Code 78907 prohibits anyone in a classroom from using any electronic listening or recording device without prior consent of the instructor.

Plagiarism

For all coursework, please note that when asked to consult the textbook or other materials, DO NOT simply copy sentences word for word from a source and put it into your assignment submissions. **YOU MUST STATE THINGS IN YOUR OWN WORDS**...If you copy more than three words in a row from a source (such as your textbooks) you must use quotation marks ("_____"). Otherwise, you are committing plagiarism and the penalties are severe (see "Academic Integrity Policy" in the previous section of this syllabus). In addition, you are required to give credit to an author in terms of the author's ideas, words, etc. **Basically, you should cite your sources in the text of all written work. AND include a list of references.**

Individual Presentations (Text Discussion, Informative, Special Occasion, and Persuasive Speeches with Accompanying Evaluations, Class Participation, Library Visit, Pop Quizzes, and Final Exam

You will be given outlines for all of the required presentations (text, informative, special occasion, and persuasive speeches) that you are required to prepare and present. Remember you have to turn in a typed outline **BEFORE each Presentation** to this professor. Failure to do this will result in an automatic **F** with no makeup allowed.

Grading criteria will be included on all these formats.

All presentations should not go over 5 minutes in length. A volunteer assistant will be recruited from the class, who, if she/he keeps a "B" average will receive extra credit to work helping this professor with any papers to be handed out during the class, to set up the /visual the professor as well as some students.

On the dates given for presentations (text, informative, special occasion, persuasive speeches), please be prepared to be called on any of these days. If you are called upon and you are not present, you will receive an "F". Thus, please make every effort to be present

Deadlines

You are implored not to wait until the last minute to do your assignments, writing for your speech presentations, studying for possible pop quizzes, and studying for the final exam.

Students who are absent from class on the day of the presentation and are called on by lottery **will not be allowed to do a makeup** and will earn "0" points for these requirements.

Please observe all deadlines. This is a fast-paced course that has 29 meetings. You will derive the most benefit if you endeavor to carry out the course requirements as stated.

Other Important Information

If you have to be absent from class, it is your responsibility to contact another student for information on what you missed.

If you decide to drop the class, it is your responsibility. Failure to do so could result in an "F" in the class.

"Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Students Programs and Services, HLRC Room 119, or call (310) 287-4550 as soon as possible to better ensure such accommodations are implemented in a timely fashion."

It is also important that you state this on the Student Acknowledgement Form located on the final page of this syllabus.

Talking with one another, testing, cell phone ringing, and any other disturbances to the class decorum are not acceptable. If this professor observes this behavior, you will be asked to leave class and will be penalized 4 points of your class participation points.

A library/learning Center visit will be schedule in September. It is mandatory that you attend as this orientation will alert you as to how

to research your speeches and reference them, there will be a handout given during this time at the library. Please keep this handout so you can refer to it when you write your speeches (particularly the Informative and the Persuasive Speeches, as they require references)

Courtesy

All cell phones and all other equipment, including any computer equipment, I-phones, cell phones, cameras, tape recorders or any kind must be turned off or on vibrator mode as mentioned above

You are not allowed to plug equipment of any kind into electrical outlets, except when needed for your presentation at that specific time.

If you must arrive late, please quietly take your assigned seat. Never walk in front of a speaker.

Walking in and out of class is not permitted (except for personal necessity and please exit out the back door and come in by the back door when returning to class), and if this requires special attention, please notify this professor.

Please remember to always exit in the back of the class when leaving during the class or when re-entering after leaving the class so as not to interrupt whoever might be speaking.

Other Important Tips

Prepare for your presentations. Allow yourself enough time to do this. Read the textbook when given an assignment. This will assist you to participate.

Exchange e-mail addresses and phone number with classmates.

Make an appointment with Dr. Maybruck if you need to speak with her.

Ask for help if you need it.

When Dr. Maybruck offers to look at your speech outlines during class time, it is a good idea to participate in this activity, as this may improve your outline and give you a better grade.

You may be referred to The Learning Center for tutoring if this professor deems it necessary.

It is your responsibility to follow through with this referral.

If this professor offers the class the opportunity to review your outline(s) during class time, it is a good idea to take advantage of this offer. Otherwise, you may not reap the full benefits of how you can improve your outlines.

Final Thoughts

In order to be successful in Speech 101, it is highly recommended that you will have completed or are enrolled in English 28.

You don't have to be a born public speaker.

With the above agenda, you will be able to comfortably speak in front of audiences if you adhere to the routine of working toward that effort.

Remember, you can always call me, e-mail me or make an appointment with me to discuss your concerns if the office hours listed above are not convenient for you.

The best to you this semester for your growth as a communicator writing and presenting speeches,(as well as taking pop quizzes along with the final exam) that you may have the opportunity to do in your work or your community.

Paying attention to carrying out the requirements for this course will assist you to become more confident when communicating personally, in your college and work environment, and in your community.

Having set forth these thoughts, let us begin, and I may I wish you the very best success in your endeavor to carry out the requirements for this course.

Please sign the Student Acknowledgement Form on the following page and turn it in to this professor at the end of this first class.

Thank you.

Iris L. Maybruck, Ed.D.

Student Acknowledgment of Speech 101

(Please return this sheet to the professor at the end of this first class session)

“I _____, have completely read this syllabus and understand and agree to the course requirements.”

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, and observance of religious holidays.

***Special needs or circumstances:**

Signature: _____ Date: _____

Printed Name: _____

E-Mail: _____

Phone: _____

***Must be co-ordinated with the DSPS office (Disabled Student Programs and Services Office) See reference in the syllabus.**