

Communication Studies 101: Oral Communication (UC:CSU; Section 1872)

West Los Angeles College

Fall 2014 (9/2-12/21)

Instructor: Linda Alexander, Ph.D.

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

Office Hours: Mon: 12:40-1:40; Wed: 12:40-2:40; Thurs: 12:40-1:40 or by appointment.

Office: GC 280J

Class Meetings: GC 240: Tues and Thurs: 11:10-12:35. Successful students attend every class session.

Welcome, Students!

I hope you find this to be an exciting and informative class. We will work together to improve 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, please feel free to send me an email in Etudes or speak with me in person.

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.

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)287-4305 or via email: shemwer@wlab.edu.

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.**

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.

General Policies

Grades and Grading

- **SPEECHES MUST BE GIVEN ON THE ASSIGNED DATES.**
- 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.

Academic Integrity Policy: Cheating, plagiarism, or other forms of academic dishonesty will not be tolerated. Please refer to the current Schedule of Classes, "Standards of Student Conduct."

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. (Please refer to the Schedule of Classes.)

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 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 a class can result in an "F" in the class.

"Attendance Required at First Class Meeting!" Protect your seat by attending the first class meeting. Students not present when the roll is called during the first class may be dropped from the class by the instructor. Often instructors make those seats available to other students asking to add the class" (see *Schedule of Classes*).

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 changes. A student may only attempt to pass the same class 3 times. Receiving a 'W,' 'D,' or 'F' count as attempting to pass the class. Students who unsuccessfully attempt a class 3 times but still want another opportunity to pass the class will have to enroll in the class at a non-LACCD campus or go through the appeal process with Admissions" (see *Schedule of Classes*).

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.

<u>Grading Criteria</u>	<u>Maximum Points</u>
Speech #1 (Impromptu)	45
Speech #2 (Informative)	75
Speech #3 ("The Persuasive Message")	100
Speech #4 (Persuasive)	200
Online Group Chat for Speech #4	25
Library Orientation Resources Report (submit online)	50
<u>Online</u> Discussions (two total)	75
<u>Online</u> Quizzes (three total)	180
In-Class Participation + Homework	150
Final Paper (hard copy only)	100

TOTAL:	1000 points

Letter grades will be assigned as follows:

A	900-1000 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

IN-CLASS PARTICIPATION (You have to be in it to win it!)

SUCCESSFUL STUDENTS ATTEND EVERY CLASS SESSION.

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. ***Homework will be assigned throughout the semester and must be completed by their due dates.**

Students should 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.

Please note the following:

- There is ONE excused absence. Note: The absence cannot be on the day of your assigned speech. 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:
=>Each absence will be a deduction of **FIVE** points.
=>Each tardy (arriving late, leaving early or walking in and out of class) will result in a deduction of **2+** 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 times the class meets per week, you risk being excluded, in accordance with college policy. This class meets two times a week.**
 - 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.
 - **Mobile Technology (cell phones, iPads, iPods, laptops, etc.) must be turned off and put away (not on your desk) at the beginning of class--no exceptions!** Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. **Students who are talking/texting will be asked to leave the classroom.** 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.
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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 DISCUSSION: There are TWO online discussions (75 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 #4 (25 points): You and several of your classmates will participate in an online meeting to discuss preparation for the final speech.

SPEECHES: SPEECHES MUST BE GIVEN ON THE ASSIGNED DAYS. 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 just before the student delivers his or her speech. 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

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. **Note: Speeches that are plagiarized, all or in part, will earn “0” points.**

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 must be 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, visit me during my office hours, or set up a mutually convenient time outside of office hours for an in-person or virtual meeting. For issues that can be resolved easily, send 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

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Communication Studies 101 Calendar (may be subject to change)

You can address most coursework way ahead of deadlines. Students are encouraged to do so whenever possible.

WEEK ONE (Begins 9/1) [Monday (9/1) is a school holiday (Labor Day). Classes begin on 9/2.]

Welcome! Introduction and overview of the course.

Lecture: Managing Speech Anxiety; Ethics, Speech Delivery: *The Big Six*.

Readings: Chapters 1 and 3.

Homework: *View **Syllabus Video** in Resources area of Etudes before Meeting 2. Have your hard copy syllabus out and be ready to take notes! **Impromptu Speeches (Speech 1): DAY ONE.**

Online Discussion #1: Self Introduction. Opens Tuesday 9/2, 1pm. **First post by Friday 9/12, 11pm.** **Follow up post by Sunday 9/14. Will automatically lock at 11pm.)** No attachments.

Online Discussion #2: Time Management. Opens Tuesday 9/2, 1pm. **First post by Friday 9/12, 11pm.** **Follow up post by Sunday 9/14. Will automatically lock at 11pm.)** No attachments.

Syllabus Quiz: Available online in Etudes. Opens Tuesday 9/2, 1am. Closes Sunday 9/14, 11pm. You will take three 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 9/8)

Lecture: Organizing a Speech: An Overview; The Speech Outline

Readings: Chapters 2, 4, 23 (Informative Speaking), skim Ch.14

WEEK THREE (Begins 9/15)

Library Orientation: We will meet in the library, second floor, HLRC building. You will be notified when that will be.

Lecture: The Audience

Readings: Chapters 5-6

WEEK FOUR (Begins 9/22)

Lecture: Laying the Foundation for a Speech/ Locating and Citing Academic Sources
Readings: Chapters 7-8; Chapters 9-11

Library Resources Report: Submit online in Etudes on or before Friday, 9/26, 11pm. Submit by pasting your report into the submission textbox. Note: Late work cannot be submitted.

WEEK FIVE (Begins 9/29)

Speech #2: Informative Speech: Proquest or Lexis Nexis Article on a Social Problem in Your Community. (Refer to Speech #2 Guidelines) Outline packet must be turned in at the beginning of class on your speech day.

WEEK SIX (Begins 10/6)

Lecture: Organizing a Speech: A Logical Pattern
Readings: Chapters 12-13.

Quiz #1 (Ch. 1-11). Available online in Etudes Monday 10/6, 8am - Sunday 10/12, 11pm. Once you begin the quiz, you must complete it during that session. The quiz can only be taken one time.

WEEK SEVEN (Begins 10/13)

Lecture: The Speech Outline; Persuasive Messages in Creative Works.
Read Chapters 14 and 21

WEEK EIGHT (Begins 10/20)

Lecture: Informative vs. Persuasive Speeches; Introduction and Conclusion. Persuasive Speeches.
Read Chapter 15; *Chapter 23: Informative Speaking; *Chapter 24: Persuasive Speaking.

WEEK NINE: (Begins 10/27)

Preparation for Week Ten: Readings: Chapters 16-17.

Speech #3: The Persuasive Message (Refer to Guidelines)

WEEK TEN (Begins 11/3)

Lecture: Speech Delivery. Review: *The Big Six*.
Review: Chapters 16-17; Chapters 18-20; Review Chapter 24.

WEEK ELEVEN (Begins 11/10) [Tuesday (11/11) is a school holiday (Veteran's Day)]

Lecture: The Motivated Sequence Pattern: An Introduction.

STUDENTS SHOULD REVIEW: Chapter 24: Persuasive Speaking.

Quiz #2 (Ch. 12-19). Available online in Etudes Monday 11/10, 8am - Sunday 11/16, 11pm. Once you begin the quiz, you must complete it during that session. The quiz can only be taken one time.

WEEK TWELVE (Begins 11/17)

Lecture: The Motivated Sequence Pattern: Purpose and Organization.

STUDENTS SHOULD REVIEW:

- Lecture notes on Motivated Sequence Speech
- Chapter 24: Persuasive Speaking.
- Outline Format and Guidelines (Refer to "Basic Outlining Guidelines" and "How to Do a Works Cited List Correctly" documents in Resources area of Etudes)

Online Group Chat for Speech #4 must be completed and reported to instructor before Sunday, 11/23, 11pm.

WEEK THIRTEEN (Begins 11/24) [Thursday (11/27) is a school holiday (Thanksgiving)]

Lecture Review/Discussion: What Are the Characteristics of an Effective Speech?

Speech #4: "Persuasive Speech: Motivated Sequence." (Refer to Guidelines) Outline packet must be turned in at the beginning of class on your speech day.

WEEK FOURTEEN (Begins 12/1)

Lecture Review/Discussion: What Have You Learned About Speech Delivery and Content Preparation?

Speech #4 continued: "Persuasive Speech: Motivated Sequence." (Refer to Guidelines) Outline packet must be turned in at the beginning of class on your speech day.

WEEK FIFTEEN (Begins 12/8)

Lecture: Special Occasion Speeches. Review: *The Big Six*.
Read Chapter 25; Review Chapters 23 & 24.

Speech #4 continued: "Persuasive Speech: Motivated Sequence." (Refer to Guidelines)
Outline packet must be turned in at the beginning of class on your speech day.

Quiz #3 (Ch. 23, 24, 25). Available online in Etudes Monday 12/8, 8am - Sunday 12/14, 11pm. Once you begin the quiz, you must complete it during that session. The quiz can only be taken one time.

FINALS WEEK (Begins 12/15)

Retrospective: What Do You Now Know About Public Speaking?

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!