

<b>Syllabus for: (name of class) Public Speaking</b>	
<b>Semester &amp; Year:</b>	Fall 2013
<b>Course ID and Section Number:</b>	SPCH-1-E4167
<b>Number of Credits/Units:</b>	3
<b>Day/Time:</b>	T-TH 1:15-2:40
<b>Location:</b>	HU207
<b>Instructor's Name:</b>	Ross Mackinney
<b>Contact Information:</b>	Office location and hours: by arrangement Phone: 826-3252 Email: ross-mackinney@redwoods.edu
<b>Course Description (catalog description as described in course outline):</b> An introduction to the fundamental theories and techniques of public speaking stressing audience analysis, logical organization, and support of ideas. Students will analyze and research issues and will construct and deliver informative and persuasive speeches on topics of current concern.	
<b>Student Learning Outcomes (as described in course outline) :</b> <ul style="list-style-type: none"> <li>• Construct an appropriately organized and credibly supported speech, using classical and contemporary rhetorical techniques to inform and/or persuade an audience.</li> <li>• Deliver a speech using effective verbal and nonverbal skills.</li> <li>• Conduct relevant research, evaluating electronic and print sources and other research materials for authority, credibility, relevance, and bias.</li> <li>• Exercise ethical considerations in the development, support, and presentation of ideas.</li> <li>• Select verbal and audio/visual/tactile/etc. supporting material according to the needs of the speech subject, their analysis of the audience, and the situation.</li> <li>• Critically analyze informative and persuasive communication including classroom speeches, their own presentations, and additional messages to which students are regularly exposed.</li> </ul>	
<b>Special accommodations:</b> College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.	
<b>Academic Misconduct:</b> Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course.	
The student code of conduct is available on the College of the Redwoods website at: <a href="http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf">http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf</a>	
Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.	
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## **Syllabus for Speech 1 Fall 2013**

### Course Description (catalog description as described in course outline):

An introduction to the fundamental theories and techniques of public speaking stressing audience analysis, logical organization, and support of ideas. Students will analyze and research issues and will construct and deliver informative and persuasive speeches on topics of current concern.

### Student Learning Outcomes (as described in course outline) :

- Construct an appropriately organized and credibly supported speech, using classical and contemporary rhetorical techniques to inform and/or persuade an audience.
- Deliver a speech using effective verbal and nonverbal skills.
- Conduct relevant research, evaluating electronic and print sources and other research materials for authority, credibility, relevance, and bias.
- Exercise ethical considerations in the development, support, and presentation of ideas.
- Select verbal and audio/visual/tactile/etc. supporting material according to the needs of the speech subject, their analysis of the audience, and the situation.
- Critically analyze informative and persuasive communication including classroom speeches, their own presentations, and additional messages to which students are regularly exposed.

### Objectives

Welcome to Speech 1! Through group and individual exercises, discussion and lecture, students will learn to research, prepare, and present speeches on interesting topics in a competent and comfortable manner by the end of the class. Students will be able to integrate visual aids into their presentations, perform a basic audience analysis, and manage stage fright.

### Assignments

There will be 4 graded oral presentations, 2 self-evaluations, 10 quizzes, 1 outside speaker evaluation and miscellaneous short assignments. An outline and works cited will be due with each oral presentation. **ALL work done outside of class MUST be typed** or it will be graded down. In general, the content of the presentations is determined by the students and what they believe will be interesting and appropriate for the class.

### Attendance & Participation

Attendance is mandatory. This means showing up on time and staying through the entire class. Being late, leaving early, or a **visible cell phone after class starts may count as an absence**. Students may miss up to **one** week of class without penalty. Additional absences deduct points from your final grade at a rate of 60 points per week (this means 30 points for each absence after the first week of class missed. Missing the final counts as missing 2 class sessions). Students engaging in athletics or other programs that may conflict with class times will be offered make up options. Make up options for other reasons are solely at the discretion of the instructor. Attendance and participation are vital to success in the class. Much of the course involves in-class discussion, actively listening, providing feedback and peer evaluation. Elements of participation include showing up on time, completing homework for class activities, fulfilling support functions on speech days, being active in discussions, giving good attention to speakers, asking questions, and supporting classmates.

### Homework

The homework for the course includes readings from the text, written assignments, and preparation and PRACTICE for speeches. The short assignments and reading assignments should take less than 2 hours each, and **students should plan to spend upward of 20 hours per speech assignment to research, write, outline and practice presentations.**

### Text

Coopman, Stephanie J., and James Lull. *Public Speaking: The Evolving Art*. 2nd Edition. Boston, MA: Wadsworth, 2011.

### Materials

In addition to the text, students will need a pack of index cards. A way to video record or an SD card for the instructor's camera is needed for self-evaluations. Many digital cameras or phones will record video and generally students are able to help one another. The video recordings should be viewed on a screen larger than a pocket.

### Grading

Speeches will be evaluated on structure (primarily the outline), content, and presentation. Public speaking is an art form. While many aspects of a speech can be objectively assessed, some of the assessment is subject to the knowledge and experience of the instructor, which in this case includes a BA in Communication of Oral Tradition, an MA in Communication Studies, extensive public speaking for a volunteer center and as a professional storyteller, scripting and performing radio ads and teaching Public Speaking for 8 years. Grading will not be subject to popular opinion. The final grade will be calculated based on the completion of the following speeches, written work, and participation:

Self evaluation	75 pts.
Biographical Speech	100 pts.
Informative Speech	200 pts.
Persuasive Speech	250 pts.
Outside speaker evaluation	75 pts.
Quizzes	150 pts.
Short assignments (includes final)	150 pts.
Total possible	1000 pts.

Your final grade will be based on the total number of points you receive:

A = 1000-940	A- = 930-900	B+ = 890-870	B = 860-840	B- = 830-800	C+ = 770-790
C = 760-700	D = 610-690	F = 600 or below			

**There is no way to make up quizzes. The short assignments (ad analysis, draft outline, database analysis, persuasive appeal analysis and final assignments **will not be accepted after the due date**. There is not usually time to make up speeches, so students should be sure and arrive prepared to present on their assigned day. Other late work will be graded down as appropriate, typically a full letter grade. *Students may complete an additional self-evaluation for up to 50 points of extra credit or to make up absences.***

### Ground Rules

1. Turn off cell phones. Put them away. If you have a special need, let me know.
2. Refrain from side conversations when someone has the floor.
3. Be on time and stay for the whole class. If you are late and a student is giving a speech, please wait at the door until the end of the speech. If you must leave the classroom during class, do so at a natural break in the action.
4. Support your classmates with words of encouragement, attentive listening, balanced feedback, and applause. Many students are engaging in public speaking for the first time, many will experience stage fright, and a supportive learning environment can make a critical difference in someone's development as a speaker.
5. Have your speech prepared and be ready to present on your scheduled day and time.
6. Communicate with me if you miss two classes in a row, have concerns about your grade, or would like extra coaching.
7. Grades are confidential.
8. There are times when students or the instructor may disclose personally sensitive information. Please do not repeat this information to anyone outside of the class without explicit permission from the person who disclosed it.
9. Rudeness, disrespect, or derogatory comments on a person's race, sex, age, sexual orientation or physical characteristics are not acceptable.
10. Be honest, do your own work, cite your sources.

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Session	Class Topics and Activities	Notes
8/27	Introductory survey /Discussion of course schedule, ground rules, goals, grading	
8/29	Communication apprehension/ Partner introductions	
9/3	Quiz on chapters 1& 2/ Brainstorm speech topics/Biographical Speech assigned/ Introductory survey summary	Biographical Speech with complete sentence outline and Works Cited assigned Draft outline assigned
9/5	Quiz on Chapters 3 & 5/Listening /Ethics	Speech topics due Ad analysis assigned
9/10	Audience analysis/Thesis and structure	Ad analysis due
9/12	Quiz on chapters 7 & 8/Outlining	Biographical speaking dates assigned
9/17	Quiz on chapter 9/ Introductions/ Transitions and Conclusions	Draft outline due
9/19	Warm-ups/ Run throughs/Critique criteria and structure of speech days	
9/24-10/1	Biographical speeches	Complete sentence outlines and Works Cited due with speeches
10/3	Quiz on chapters 4 & 13/Informative speaking	Informative Speech Assigned
10/8	Quiz on Chapter 6/Research strategies/Source evaluation	Database Research Assigned
10/10	Sample speeches	Outside Speaker evaluation assigned (due November 12th)
10/15	Quiz on chapter 10 /Language	Database research due
10/17	Quiz on chapter 11 & 12/Delivery/Storytelling/ Presentational Aids	Informative speech self-evaluations assigned
10/22-10/31	Informative speeches	Complete sentence outlines and Works Cited due with speeches Recording medium required
11/5	Informative speech wrap-up/Persuasion	Informative speech self-evaluations due Persuasive Speech assigned
11/7	Quiz on chapter 14/Structuring persuasive speeches/Reasoning	Outside speaker evaluations due Persuasive speech topics due
11/12	Quiz on chapter 15/ Argumentation	
11/14	Beliefs, attitudes and values	Persuasive appeal analysis assigned
11/19	Ethos, pathos and logos	Persuasive appeal analysis due
11/21-11/26	Persuasive speeches	Complete sentence outline with Works Cited due with speech
	<b>Thanksgiving Break</b>	
12/3-12/5	Persuasive speeches	Complete sentence outline with Works Cited due with speech Final assigned
12/12 1:00-3:00	Final speeches	Final outlines/manuscripts due Persuasive Speech self-evaluations due