



Pierce COMM 101 - Oral Communication I (Spring 2020)

**** Mondays & Wednesdays 8:00 – 9:25 A.M. (Section 17293) ****

Instructor: Michael Shanley

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Office Hours: After class or by appointment (I'm also always available via email)

Class Location: ELM 1720

Course Description:

This course is intended to help you to become a more effective, confident, and competent communicator. It emphasizes the development of skills that will enable you to prepare and deliver various types of speeches. Communication Studies 101 meets CSU GE Requirements in area A-1 Oral Communication and IGETC GE Requirements in area A-1C Oral Communication.

Student Learning Outcomes:

1. Students will be able to deliver an extemporaneous speech.
2. Students will be able to demonstrate clear organization using the guidelines discussed in lecture and textbooks.
3. Students will support and produce well-researched speeches.

Required Text:

O'Hair, D., Rubenstein, H., & Stewart, R. (2016). A pocket guide to public speaking (6th Ed.). Boston, MA: Bedford/St. Martin's.

Course Requirements:

Speeches and Speech Content – There will be one credit/no credit speech and four other graded speech presentations. The first, informative, and persuasive speeches must be accompanied by a document containing the full content of your speech. On the day of the speech you will turn in a **TYPED** document containing the full content of your speech. **You will not be permitted to speak if you do not provide this BEFORE you deliver your speech.** Speeches and content are graded on substance, organization, language, and delivery. Should a student fail to appear in class the day of the assigned speech, the student will forfeit the credit and grade associated with that speech. The speaking assignments are detailed below:

Introduction Speech: In this 2-3 minute credit/no credit presentation, you will introduce another student to the class.

First Speech: In this 4-5 minute speech, you will choose from a variety of different types of speeches (to be reviewed in detail later). **This speech is worth 15% (or 150 points) of your course grade.**

Informative Speech: This 4-6 minute speech should serve to educate the class on a general topic area. **The informative speech is worth 20% (or 200 points) of your course grade.**

Persuasive Speech: This 5-7 minute speech should advocate the support of, or change in, a current attitude and/or social behavior. Your position should be one that has substantial opposition in the general population. **The persuasive speech is worth 25% (or 250 points) of your course grade.**

Exams – There will be two multiple choice format exams on text readings and lecture materials. Students should bring a Scantron #882 and #2 pencils with erasers to class. Exam 1 is worth 15% of your course grade and Exam 2 (the Final Exam) is also worth 15% (or 150 points) of your course grade.

Participation & Effort – The interactive nature of this course and the emphasis placed on human communication places a unique responsibility upon each of us – to remain present, engaged and dedicated to our own success and the success of our classmates. As such, I expect that we all come to class ready and eager to learn, that we remain engaged and attentive, that we participate and share ideas, that we respect competing opinions and worldviews and that we foster a supportive, safe and encouraging learning environment for one another. Your overall level of effort, engagement and dedication to your success in this course will account for 10% of your grade.

Policies:

Due Dates – We are on a tight schedule. Assignments are due on assigned days. Extensions and make-ups are **NOT** available. Documented illnesses or emergencies are the only exception to this policy. If an emergency arises, you must contact the instructor **before** the assignment is due.

Attendance and Participation are essential in a course of this nature since a major part of the course involves presenting and responding to speeches. Course grades will be adjusted on the basis of attendance and tardiness as follows:

1-3 absences	= NO DEDUCTION
4 absences	= 6% (or 60 points) deduction from final course grade
5 absences	= 8% (or 80 points) deduction from final course grade
6 absences	= 10% (or 100 points) deduction from final course grade
7 absences	= 12% (or 120 points) deduction from final course grade
8 absences	= FAILING GRADE IN THE COURSE

Leaving Class Early – If you leave class before you are dismissed, you will receive half an absence for that day (2 half absences = 1 absence).

Excused Absences – Absences due to personal illness or medical emergencies must be cleared via written documentation **ON THE DAY YOU RETURN TO CLASS** (no exceptions). Changes in work schedule, personal celebrations (e.g., birthdays), transportation problems, etc. are **NOT** considered to be legitimate reasons for me to excuse an absence.

Promptness – Arriving to class on time is expected as a general rule, but especially on speech days. If you should happen to be late on a speech day, wait outside of the classroom until you hear applause and then enter. Habitual tardiness over the course of the semester will be calculated as an absence (3 tardies = 1 absence). If you are more than 20 minutes late, you will receive a half absence instead of a tardy.

Academic Honesty – Students are responsible for understanding and adhering to the College policies regarding student academic integrity, as specified in the current Pierce Catalog. Cheating and plagiarism are serious violations of the student conduct code. Cheating or plagiarizing will result in an “F” or a “0” on the assignment or test and may result in suspension from the class and/or other disciplinary action authorized by the Board of Trustees for violations of the District Code of Conduct. All incidents of cheating and plagiarism will be recorded in the student’s disciplinary file.

Disruptive Behavior – Any behavior that interferes with the instructional, administrative or service functions of the College is considered to be disruptive behavior. Disruptive behavior will not be tolerated in the classroom. Examples of unacceptable behavior may include:

- Cheating; plagiarism
- Use of profanity
- Verbal and non-verbal disruptions
- Private conversations or displays of affection
- Uncooperativeness
- Cell phones and/or other personal electronic equipment
- Physical threats/violence

In the event of severe cases of disruptive behavior, I reserve the right to suspend a student from class on the day of the offense and for the following class period (if necessary). If additional action is deemed necessary, I will report the incident to the Dean of Student Services to determine the next course of action.

Special Services – Students with physical, psychological or learning disabilities are offered a wide range of services free of charge (to any qualifying disabled student). These services are also available to students with a temporary disability. The Special Services Office is located in the new Student Services Building in Room 48175 (phone: 818-719-6430).

Course Grades Will Be Determined Using the Following Scale:

90-100%	(or 900-1000 points)	= A
80-89.99%	(or 800-899 points)	= B
70-79.99%	(or 700-799 points)	= C
60-69.99%	(or 600-699 points)	= D
0-59.99%	(or 0-599 points)	= F

Grading:

CR/NC*	Introduction Speech
15% (or 150 points)	First Speech & Outline
20% (or 200 points)	Informative Speech & Outline
25% (or 250 points)	Persuasive Speech & Outline
10% (or 100 points)	Participation & Effort
15% (or 150 points)	Exam 1 (Midterm Exam)
15% (or 150 points)	Exam 2 (Final Exam)
<u>CR/NC*</u>	<u>Oral and Written Assignments and Exercises (as time allows)</u>
100% (or 1000 points)	TOTAL

*Note: Credit/No Credit oral and written assignments consist of activities, worksheets, etc. I reserve the right to adjust final course grades (in borderline cases) on the basis of your performance on these activities and overall class participation.

WELCOME TO COMM 101!

TENTATIVE COURSE SCHEDULE

WEEK	DATES	MAJOR EVENTS	TOPICS	ASSIGNED READINGS
WEEK 1	2/10/20	WELCOME!	Course Introduction Review of Syllabus	Course Syllabus
	2/12/20	SPEECHES	INTRODUCTION SPEECHES	
WEEK 2	2/17/20	PRESIDENT'S DAY	NO CLASS	
	2/19/20	SPEECHES	INTRODUCTION SPEECHES (continued)	
WEEK 3	2/24/20	Submit PRPSA Score Before Class	Getting Started Understanding & Managing Public Speaking Anxiety	Chapters 1 & 3
	2/26/20		Understanding & Managing Public Speaking Anxiety (continued)	
WEEK 4	3/2/20	SCHEDULE FIRST SPEECHES	Overview of the Speech Making Process Audience Analysis Topic & Purpose	Chapters 2, 4, 5, 6 & 7
	3/4/20		Organizing, Structuring & Outlining the Speech	
WEEK 5	3/9/20		Organizing, Structuring & Outlining the Speech (continued)	Chapters 11, 12, 13 & 14
	3/11/20		Organizing, Structuring & Outlining the Speech (continued) First Speech Prep	
WEEK 6	3/16/20	SPEECHES	FIRST SPEECHES (ROUND 1)	
	3/18/20	SPEECHES	FIRST SPEECHES (ROUND 2)	
WEEK 7	3/23/20	SPEECHES	FIRST SPEECHES (ROUND 3)	Midterm Exam Review Sheet
	3/25/20		Review & Midterm Prep	
WEEK 8	3/30/20	MIDTERM	MIDTERM EXAM	Midterm Exam Review Sheet
	4/1/20			
WEEK 9	4/6/20	SPRING BREAK	NO CLASS	
	4/8/20			
WEEK 10	4/13/20	NON INSTRUCTIONAL DAY	NO CLASS	Chapter 22
	4/15/20	SCHEDULE INFORMATIVE SPEECHES	Review & Recap Informative Speaking	
WEEK 11	4/20/20		Supporting Material & Information Sources	Chapters 8, 9 & 10
	4/22/20		Supporting Material & Information Sources (continued)	
WEEK 12	4/27/20		Using Language	Chapters 15, 16, 17, 18, 19 & 20
	4/29/20		Delivery Presentation Aids	
WEEK 13	5/4/20	SPEECHES	INFORMATIVE SPEECHES (ROUND 1)	
	5/6/20	SPEECHES	INFORMATIVE SPEECHES (ROUND 2)	
WEEK 14	5/11/20	SPEECHES	INFORMATIVE SPEECHES (ROUND 3)	
	5/13/20	SCHEDULE PERSUASIVE SPEECHES	Persuasive Speaking	
WEEK 15	5/18/20		Persuasive Speaking (continued)	Chapters 23, 24 & 25
	5/20/20		Preparing Persuasive Speeches	
WEEK 16	5/25/20	MEMORIAL DAY	NO CLASS	
	5/27/20	SPEECHES	PERSUASIVE SPEECHES (ROUND 1)	
WEEK 17	6/1/20	SPEECHES	PERSUASIVE SPEECHES (ROUND 2)	Final Exam Review Sheet
	6/3/20	SPEECHES	PERSUASIVE SPEECHES (ROUND 3)	
FINAL	6/8/20	FINAL	FINAL EXAM 8:00 - 10:00 AM	Final Exam Review Sheet

*Please Note: This schedule is subject to change at the discretion of your instructor. Any changes will be communicated within a reasonable time frame so be sure to continually check your email, the class website and if you miss class, check with your peers and/or your instructor. This will ensure that you are aware of any schedule changes that might arise.

OTHER IMPORTANT DATES

Last day to drop online without a "W" and penalty fees	February 23rd, 2020
Last day to drop online with a "W"	May 10th, 2020
Other Important Dates	TBA