

## Communication Studies 855, Section 92805 Speech for Non-Native Speakers

"Everything should be made as simple as possible but not simpler."—Albert Einstein

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Class meets in Building 16-143 MWF 8:10-9am

Communication Center Website: <http://collegeofsanmateo.edu/communicationstudies/>

### Student Learning Outcomes (SLO's)/Course Description

At the end of this semester, you should be able to do the following:

1. Recognize the role of culture in identity management and its role in communication
2. Prepare, deliver, and listen effectively to organized public presentations
3. Ably enact the roles of interviewer and interviewee in an employment scenario
4. Apply learned skills and communication theories to teamwork activities

### One hour by arrangement Requirement

Communication 855 has a TBA (To Be Arranged Hours) requirement that you must fulfill as part of your enrollment in this course. These TBA hours are not homework but are instructional activities designed to augment the lecture portion of the course. You are required to complete the activities shown below in the Communication Center and you must document that you have attended the Communication Center for at least 50 minutes prior to **Wednesday September 4**. Be sure to log in and out of the SARS system every time you work on one of the activities in the Communication Center. The TBA requirement must be completed for the number of hours per week indicated in the Schedule of Classes through video recording rehearsals of your speeches or presentations, viewing in-class recordings of your speeches, consulting with Center faculty, doing research, completing modules, or collaborating with classmates on assignments.

### My Office Hours / My Communication Center (CC) Hours

9:10-10:00 in CC, 10-11 in office, 12:10-2:00 in CC, 2-3 in office

Tuesday 12:35–2:30 in office

Wednesday 9:10-10:00 in CC, 10-11 in office, 12:10-1:00 in CC, 1-3 in office

Thursday 12:35–1:30 in office

Friday 9:10-10:00 in CC, 10-11 in office, 1-2 in office

### Communication Center hours:

M to Th 8-8:30pm

F 8-2:30pm

### Library Hours

M-Th 7:45am to 7pm

Friday 7:45-3pm

Saturday 11-2pm

### Late work policy:

Unless specified otherwise, late work is not accepted past the next class after the due date. The penalty is 10% off the eventual grade.

### Expectations:

Everyone is expected to participate actively in class and group discussions. Learning will take place through discussions, role-playing, group activities, and student talks.

### Assignments:

Speech #1: Do you know what motivates you? What about a native speaker that you interview? In this 4-5 minute talk you will share with the class the answer to these questions and practice good form and delivery while doing so. Videotaped and reviewed in the Communication Center. (15 points speech; outline 10 points)

Speech #2: Relying on your expertise, you will explain and demonstrate to us a process in an understandable and memorable fashion within a 4-6 minute time period. Videotaped and reviewed in the Communication Center. (15 points speech; outline 10 points)

Interview Assignment: You will be involved in the entire hiring process as an interviewer and interviewee. The assignment consists of 4 graded parts: a resume that you create (5 points individually graded), a career exploration assignment where you interview a practitioner in a field of your interest (5 points individually graded), a mock interview experience where you hope to be hired (10 points individually graded); and your participation over the entire project. (5 points individually graded)

Six Communication Center assignments: You will use the Communication Center mostly to review class presentations and to rehearse for speeches. (24 points total) **Note: These six assignments are always turned in at the Communication Center.**

Two Exams: You will need to be in class, take notes and participate, as information covered on the exams will come from my notes as well as class interaction. Making an exam is not guaranteed. If you miss class on an exam day, call me as soon as you can to reschedule the make-up. (60 points total)

Participation: This means getting involved in class activities, asking questions in class, giving your opinion from time to time, doing homework assignments, and generally being supportive. It also means following the Classroom Rules and Suggestions that come on the next page. (21 points total)

**Textbook:** None for Communication Studies 855. Readings will be handed out as the semester progresses.

**Classroom Rules and Suggestions:**

1. Be prompt. A tardy equals one check and three tardies equals one absence. If you can't get here on time because of a job or something else, don't take this class.
2. If you come to class late, find a seat near the door. Sometimes people (including me) have a hard time concentrating. Don't add to the problem by walking in front of everyone.
3. When we're in discussion, don't hog the floor. Give others a chance to speak up!
4. Read the syllabus frequently to keep up with due dates.
5. Contact me if you miss class.
6. Participate (no private conversations).
7. Be ready to work when class is scheduled to begin.
8. Turn off cell phones and put away. If you are checking your phone during class, I will charge you with one half absence for that day.

**Policies:**

Attendance: Students must be in class in order to participate and learn effectively. Thus, you may miss only 6 class meetings without penalty. After 6, your final grade is reduced 2% for every class missed. **If you reach 10 absences and the last drop deadline has**

**not passed, you will be dropped from the class.** *So come to class and have fun with the rest of us!*

Attitude: I will absolutely not tolerate abusive or unsupportive behavior from any student toward anyone else. I will not tolerate discrimination of any kind (racial, gender, religious, sexual orientation, age, political association, etc.). *We can have fun in this class as long as it isn't at anyone else's expense!*

Disability: If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact the Disability Resource Center (DRC) for assistance. The DRC is located in Bldg. 10 First Floor (650) 574-6438

Plagiarism: Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials is prohibited and may lead to appropriate disciplinary action.

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**Grade Scale: 180-162 = A, 161-144 = B, 143-126= C, 125-108 = D, 107 and less = F**

(note: 4 points of extra credit available during the semester)

(note: I will use + and - symbols when assigning final grades for this course. This means, for example, that your final grade could be A, A-, B+, B, B-, and so on)

<b>DATE</b>	<b>DISCUSSION TOPIC</b>	<b>ASSIGNMENT DUE</b>
M 8/19	Syllabus Introduction Interviews	
W 8/21	Introductions	
F 8/23	Introductions	
M 8/26	Types of Speeches (Informative, Demonstration, Persuasive, Entertain)	

Early Communication Center Assignment  
Communication Center Visit

W 8/28	Assign Motivation Speech/Outline Form Public Speaking Groups Outlining	
F 8/30	Outlining	
M 9/2	<i>Holiday for Labor Day</i>	
W 9/4	Organizational Formats Chunking Transitions	<b>CommCenter</b> Assignment
F 9/6	Introductions and Conclusions Impromptu	
M 9/9	Impromptu	Motivation Outline
W 9/11	Assign Demonstration Speech/Outline Delivery/Sample Speech	
F 9/13	Assign Rehearsal of Motivation Speech Assign Evaluation of in-class Recorded Motivation Speech Critique	
M 9/16	Open	Grp 1 Rehearse ( <b>CommCenter</b> )
W 9/18	Motivation Speeches (Group 1) Topics for Demonstration Speech due	Grp 2 Rehearse ( <b>CommCenter</b> )
F 9/20	Motivation Speeches (Group 2)	Grp 3 Rehearse ( <b>CommCenter</b> )
M 9/23	Motivation Speeches (Group 3)	Grp 4 Rehearse ( <b>CommCenter</b> )
W 9/25	Motivation Speeches (Group 4)	Grp 5 Rehearse ( <b>CommCenter</b> )
F 9/27	Motivation Speeches (Group 5) Review Guidelines for Demonstration Speech Outline	
M 9/30	Audience Analysis	Demo Speech Outline

<b>DATE</b>	<b>DISCUSSION TOPIC</b>	<b>ASSIGNMENT DUE</b>
W 10/2	Visual Aids Assign Rehearsal of Demonstration Speech Assign Evaluation of in-class recorded Demonstration Speech	Motivation in-class speech Critique ( <b>CommCenter</b> )
F 10/4	Open	Grp 1 Rehearse ( <b>CommCenter</b> )
M 10/7	Demonstration Speeches (Group 1)	Grp 2 Rehearse ( <b>CommCenter</b> )
W 10/9	Demonstration Speeches (Group 2)	Grp 3 Rehearse ( <b>CommCenter</b> )

F 10/11	Demonstration Speeches (Group 3)	Grp 4 Rehearse ( <b>CommCenter</b> )
M 10/14	Demonstration Speeches (Group 4) Study Guide	Grp 5 Rehearse ( <b>CommCenter</b> )
W 10/16	Demonstration Speeches (Group 5)	
F 10/18	Review for Exam #1	Demonstration in-class speech Critique ( <b>CommCenter</b> )
M 10/21	Exam #1 (Public Speaking)	
W 10/23	Brainstorm Job/Career interests Announce short-term & long-term job and career interest positions due Monday	
F 10/25	Interview Assignment	
M 10/28	Make Career Exploration Interview Assignment Make Resume Assignment Make Extra Credit Assignment (Job Interview Practice in <b>CommCenter</b> )	ST& LT careers
W 10/30	Review Resume Assignment	
F 11/1	Interviewing	
M 11/4	Interviewing Lecture Legal and illegal interview questions Sample Job Interviews	Resumes
W 11/6	Work with Teams. Determine Interview Q's	Career Explore Assignment
F 11/8	Interview Practice Speeches Review Interview Assignment	Extra Credit ( <b>CommCenter</b> )
M 11/11	<i>Holiday for Veteran's day</i>	
W 11/13	Employment Interviews (Group 1 interviews Group 6)	
F 11/15	Employment Interviews (Group 2 interviews Group 5) Note: Today is drop deadline for semester length courses	
M 11/18	Employment Interviews (Group 3 interviews Group 4)	
<b>DATE</b>	<b>DISCUSSION TOPIC</b>	<b>ASSIGNMENT DUE</b>
W 11/20	Employment Interviews (Group 4 interviews Group 3)	
F 11/22	<i>Thanksgiving Recess</i>	
M 11/25	Employment Interviews (Group 5 interviews Group 2)	
W 11/27	Employment Interviews (Group 6 interviews Group 1) Assign Cultural Orientation Reading	
F 11/29	Cultural Orientations Assign Cultural Orientation Homework	Cultural Orientation Reading
M 12/2	Cultural Orientations	• Interview Critique ( <b>CommCenter</b> )

• Cultural Orientation HW

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W 12/4	Social Styles Assign Conversations Reading	
F 12/6	Making Conversations Work Assign Conversation HW	Conversation Reading
M 12/9	Making Conversations Work	Conversation HW
W 12/11	Review for Exam #3	
W 12/18	Exam #3 (8:10-10:40)	

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