

COMMUNICATION STUDIES 110: PUBLIC SPEAKING
(Sections 43309 and 43314)

"This class was important in helping me to understand the value of public speaking in everyday life. As a college student, it helped me gain confidence in presenting myself in a professional manner in class and with my professors, and it helped me to apply critical thinking and organizational skills in developing classroom presentations."

--Victoria, currently enrolled at UC Davis

Instructor: George Kramm **Semester:** Spring 2014

Office: 15-105 **Office Phone:** 574-6679

Communication Studies Center: 10-220

Communication Center Phone: 574-6257

Communication Studies Website: <http://collegeofsanmateo.edu/speech/>

Communication Studies Email: csmspeechlab@smccd.edu

MY email: kramm@smccd.edu

Classroom Location: 9:10 and 12:10 courses in 16-143

My office in 15-105/my hours in Comm Center 10-220	CommCenter/Learning Center 10-220	Library Hours
M 8:10-9 CommCenter, 10:10-11 office, 1:10-2 office	M 8:00-8:30	M 7:45-7pm
T 8:10-9 off, 9:10-11 CommCenter, 12:35-1:30 CommCenter, 1:30-3 office	T 8:00-8:30	T 7:45-7pm
W 8-9 CommCenter, 10:10-11 office, 1:10-2 office	W 8:00-8:30	W 7:45-7pm
Th 12:35- 1:30 CommCenter, 1:30-3 office	Th 8:00-8:30	Th 7:45-7pm
F 8:10-9 CommCenter, 10:10-11 office, 1:10-2 office	F 8:00-2:30	F 7:45-3pm
		Sat 11-2pm

TEXT, COURSE DESCRIPTION, SLOs, AND POLICIES:

Text: Kramm's Public Speaking Reader—Spring 2014 edition with smiley faces on it ☺ ☺

Also Highly Recommended:

- a. Bring flashdrive to CommCenter to copy your speeches from computers
- b. Bring your own headphones to listen to your speeches in case none are available at the CommCenter

Course Description. This course offers an opportunity for general improvement in the basic process of public speaking with emphasis on presenting researched, well-organized, and well-delivered presentations to an audience. It is designed to help you in occupational and social situations by improving your self-expression, self-confidence, and self-understanding. Three of the five presentations delivered will be video taped. If you work hard, at the end of the semester you will have achieved the following outcomes:

Student Learning Outcomes (SLO's).

1. Write coherent speech outlines that demonstrate your ability to use organizational formats with a clear specific purpose

2. Incorporate research, sound reasoning and evidence that support claims you make in your presentations of speeches and outlines
3. Demonstrate critical thinking both as a speaker and listener
4. Adapt your presentations to the audience based on situational, demographic, and psychological audience analysis
5. Explain your relationship and ethical responsibilities to others in the communication transaction
6. Explain the basic principles of communication, and apply selected theories of rhetoric and/or communication

Disability. If you have a documented disability and need accommodations for this class, please see me as soon as possible and contact the Disabled Students Programs and Services (DSP&S) for assistance. The DSP&S is located in Bldg. 10 Room 120. (650) 574-6438

Be Prepared. Since you have a syllabus listing, all due dates for speeches, outlines, exams, etc. are your responsibility. You must deliver all 5 speeches to pass the class. If you miss a speech on your speech date (for any reason), you can make it up if there's time during the time allotted for the speeches for that particular round. However, you will lose one full grade from the score you earn. If you are unable to make up the speech in class, you can make-up the speech by videotaping it in the Communication Center but only for two-thirds of the grade you actually earn—a serious deduction. Also, you cannot do more than one make-up in a semester.

Late Arrivals. When speeches are being given, you should be especially concerned about timeliness. If you arrive late, and interrupt someone's speech (in progress), you could lose points off your own speech. Therefore, should you arrive late, wait for the applause before entering the room. If you are late, you must tell me after class. Otherwise, you will be marked absent. It is your responsibility to correct your attendance record after class.

Late Arrivals/Early Exits (General). I don't like to have people arriving late to class on a regular basis. If you come late on any given day or leave early, you will receive a tardy. If you're substantially late or leave well before class is over, you will receive two checks (equivalent to ½ an absence). Every three tardies equal one absence. If you expect to be regularly late because of job, childcare or any other reason, don't take this class.

Late Written Work. Late work is never accepted past 2 days late. For outlines, the penalty is 1 point off if I receive it after class on the day it is due. 2 points off if I receive it the day after it's due, and 3 points off if I receive it 2 days late. Buddy critiques are not accepted past their due date, which is the day before you speak at the latest. Self-assessments are also turned in in the Comm Center and are not accepted after 2 days past the date they are due. The penalty for late self-assessments is 1 point off.

Attendance. Students must be in class in order to participate and learn effectively. Thus, you may miss only 6 classes without penalty. After 6, you lose 2 percentage points (about 10 points) for each class missed. If you miss more than 10 classes, you will be dropped.

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 class as long as it isn't at anyone's expense!

Plagiarism. Plagiarism is one form of cheating and is very serious at the college and university level. Don't do it. Plagiarism is defined as 1. To steal and pass off (the ideas or word or another), as one's own: 2. To use a created product without crediting the source: 3. To commit literary theft: to present as new and original an idea or product derived from an existing source -- Webster's Ninth New Collegiate Dictionary, 1983.

Participation. This means having a supportive attitude, contributing feedback to speakers, participating in class discussions, giving impromptu speeches, and writing speech critiques.

Communication Center/TBA. Public Speaking 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 Friday January 24. 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, viewing in-class recordings of your speeches, consulting with Center faculty, doing research, completing modules, or collaborating with classmates on assignments.

Electronic Devices. Cell phones are not allowed. Do not have your cell phone visible, not to mention texting or reading a text from it. If it is on your desk and it appears you may be using it, you will be charged with ½ of an absence for that day. To use

a laptop in this class, you need permission from me before class begins. However, on your speaking day, you may use your laptop to help you make your presentation without my permission.

EVEN MORE CLASSROOM RULES AND SUGGESTIONS!!

1. If you come to class late, find a seat near the door. It's distracting enough that you're late, but don't interrupt by walking in front of us as well.
2. When we're in discussion, don't hog the floor. Give others a chance to give their input.
3. Bring the book to every class.
4. Read the syllabus frequently to keep up with due dates.
5. Call or email me if you miss class. I respond within 24 hours!
6. Participate during speeches by giving feedback to the speaker. This is extremely important for the speaker and gives you practice in using feedback skills, which is important in virtually all professions. In addition, I'll be grading the quality of your participation during these times.
7. Be ready to go to work when class is supposed to begin at ten after the hour.
8. Smile to reduce stress and turn on the relaxation response in yourself and others.
9. On your speaking day, make sure your speaking notes do not have too much text on them. I will check them just before you speak. If I deem that you have written too much on the cards I will take them from you, and you will have to deliver the speech by memory.

EVALUATION AND POINT VALUES

<i>Demonstration Outline</i>	25 points
<i>Informative Outline</i>	25 points (research-based)
<i>Persuasive Outline</i>	25 points (research-based)
<i>Annotated Bibliography (2 @ 10 points each)</i>	20 points
<i>5 Graded Class Speeches</i>	
<i>Introduction (1:30-2:30 minutes)</i>	25 points
<i>Demonstration (video taped) (4-6 minutes)</i>	50 points
<i>Informative (video taped) (5-7 minutes)</i>	50 points
<i>Persuasive (video taped) (6-8 minutes)</i>	50 points
<i>Local Hero (4-6 minutes)</i>	50 points
Communication Center Listening Survey	10 points
Anonymous Critique of a Speaker Informative Speech	10 points
Exams (2 @ 50 points each)	100 points
Self-Assessments (3 @ 5 points each)	15 points
Speech Buddy Assignment (2 @ 10 points)	20 points
Participation	25 point
	500 points

Grading Scale: 500-450=A, 449-400=B, 399-350=C, 349-300=D, 299 and down=F
 (10-15 points of extra credit to be announced during the semester)

DATE	AGENDA	WHAT'S DUE?
M 1/13	Syllabus Justification for Public Speaking course Student Inventory	
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W 1/15	Syllabus Quiz Assign Introduction Speech Communication Studies Center (CommCenter) visit Assign Comm Center Listening Video	
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F 1/17	Introduction Speeches (1:30-2:30 minutes)	• Intro Speeches
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M 1/20	<i>Holiday for Martin Luther King Jr. Birthday</i>	
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W 1/22	Introduction Speeches (1:30-2:30 minutes)	• Intro Speeches
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F 1/24	Rhetoric and Communication Theory	• 3-12

	Assign Demonstration Speech/Outline	• CommCenter Video
M 1/27	Kinds of Oratory Methods of Delivery	• 13-25
W 1/29	Inventio Outlining	• 25-42 • demo speech topics due
F 1/31	Dispositio Heads and Theses Structure, Coordinate, Superordinate, Subordinate	
M 2/3	Organizational Structures Internal Summaries/Previews and other transitions Lottery for Speaking Dates	
W 2/5	Introductions and Conclusions	• 42-51
F 2/7	Peer Review of Outlines: Bring original (typed) and 1 copy Review Demo Speech Outline Form	
M 2/10	Visual Aids Pronunciatio Sample Talk Review Demo Speech Evaluation Form	• DEMO OL • 52-54
W 2/12	Assign Informative Speech/Outline • 55-56 Evidence Assign Self-assessment	
F 2/14	<i>Holiday for Lincoln's Birthday</i>	
M 2/17	<i>Holiday for President's Day</i>	
W 2/19	Demo Speeches (4-6 minutes)	• Group 1 Speaks
F 2/21	Demo Speeches (4-6 minutes)	• Group 2 Speaks • Informative Topic due
DATE	AGENDA	WHAT'S DUE?
M 2/24	Demo Speeches (4-6 minutes)	• Group 3 Speaks
W 2/26	Demo Speeches (4-6 minutes)	• Group 4 Speaks
F 2/28	Demo Speeches (4-6 minutes)	• Group 5 Speaks
M 3/3	Demo Speeches (4-6 minutes)	• Group 6 Speaks
W 3/5	<i>No school for Flex Day</i>	
F 3/7	Library Orientation	• Self-assessment #1
M 3/10	Peer Review of Outlines: Bring original (typed) and 1 copy Review Informative Speech Outline assignment Evidence	
W 3/12	Audience Analysis	• INFO OL • Annotated Bibliography • 57-64
F 3/14	Handling Questions Study Guide	

M 3/17	Assign Persuasive Speech/Outline • 64-65 Assign Buddy Critiques	
W 3/19	Review for Exam #1 Assign Anonymous Critique of a Speaker	
F 3/21	Exam #1	<ul style="list-style-type: none"> • Exam #1 • Buddy Critique (Grp 1)
M 3/24	Info Speeches (5-7 minutes)	<ul style="list-style-type: none"> • Group 1 Speaks • Buddy Critique (Grp 2)
W 3/26	Info Speeches (5-7 minutes)	<ul style="list-style-type: none"> • Group 2 Speaks • Buddy Critique (Grp 3) • Persuasive Topics due
F 3/28	Info Speeches (5-7 minutes)	<ul style="list-style-type: none"> • Group 3 Speaks • Buddy Critique (Grp 4)
M 3/31 TO F 4/4 <i>SPRING BREAK, SPRING BREAK, SPRING BREAK, SPRING BREAK</i>		
M 4/7	Info Speeches (5-7 minutes)	<ul style="list-style-type: none"> • Group 4 Speaks • Buddy Critique (Grp 5)
W 4/9	Info Speeches (5-7 minutes)	<ul style="list-style-type: none"> • Group 5 Speaks • Buddy Critique (Grp 6)
F 4/11	Info Speeches (5-7 minutes)	<ul style="list-style-type: none"> • Group 6 Speaks
M 4/14	Review Persuasive Speech Outline Assignment Audience Analysis Surveys	<ul style="list-style-type: none"> • Anonymous Critique
DATE	AGENDA	WHAT'S DUE?
W 4/16	Persuasion	<ul style="list-style-type: none"> • 65-71
F 4/18	Persuasion	<ul style="list-style-type: none"> • Self-assessment #2
M 4/21	Group Impromptu Persuasive Speeches	<ul style="list-style-type: none"> • <u>PERS OL</u> • Annotated Bibliography
W 4/23	Assign Local Hero Speech Rhetorical Devices Review Criteria for Persuasive Speech <i>Note: Tomorrow is last drop day for semester courses</i>	<ul style="list-style-type: none"> • Buddy Critique (Grp 1)
F 4/25	Explain Extra Credit Impromptu Speeches Review for Exam #2	
M 4/28	Exam #2	<ul style="list-style-type: none"> • Buddy Critique (Grp 1)
W 4/30	Persuasive Speeches (6-8 minutes)	<ul style="list-style-type: none"> • Group 1 Speaks • Buddy Critique (Grp 2)
F 5/2	Persuasive Speeches (6-8 minutes)	<ul style="list-style-type: none"> • Group 2 Speaks • Buddy Critique (Grp 3)
M 5/5	Persuasive Speeches (6-8 minutes)	<ul style="list-style-type: none"> • Group 3 Speaks • Buddy Critique (Grp 4)
W 5/7	Persuasive Speeches (6-8 minutes)	<ul style="list-style-type: none"> • Group 4 Speaks • Buddy Critique (Grp 5)

F 5/9	Persuasive Speeches (6-8 minutes)	<ul style="list-style-type: none"> • Group 5 Speaks • Buddy Critique (Grp 6)
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M 5/12	Persuasive Speeches (6-8 minutes)	<ul style="list-style-type: none"> • Group 6 Speaks
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W 5/14	Local Hero Speeches (4-6 minutes)	<ul style="list-style-type: none"> • Group 1 Speaks • Self-assessment #3 • Anonymous Critique E.C.
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F 5/16	Local Hero Speeches (4-6 minutes)	<ul style="list-style-type: none"> • Group 2 Speaks

Final Examination: Complete Local Hero Speeches. Also, Impromptu Speeches

9:10 class final: W 5/21 at 8:10 to 10:40

12:10 class final: M 5/19 at 11:10 to 1:40

Congratulations! You are now a skilled public speaker. Add it to your resume.