

# **Speech 101-Los Angeles Harbor College**

## **Oral Communication**

**Section: # 3211, Fall -Session 2009 , Class Meeting time 6:55pm- 10:05pm Tuesdays**

**Instructor:** Paul Kiley M.A.

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**Office Hours:** Tuesdays, 6pm-6:40pm by prior appointment

**Mailbox:** Administration Building, Campus Mail Box 262

### **Required Materials:**

**Textbook:** The Natural Speaker by Randy Fujishin, a Pearson Publication, 2008

### **COURSE DESCRIPTION:**

The purpose of this course is to train the student in critical thinking, research, and the organization of ideas presented in discussion and original speeches. To accomplish this purpose, students receive instruction and practical experience in audience analysis and adaptation, critical listening and evaluation. The entire course is designed to emphasize personal communication. Public speaking is especially recommended for students who plan to enter the fields of salesmanship, law, teaching, or the ministry. It is a valuable part of leadership training.

### **Student Learning Outcomes:**

- (1) Recognize how to prepare and deliver effective speeches of various types before an audience
- (2) Identify the techniques of audience analysis and effective listening
- (3) Develop proficiency in a variety of research tools when developing or organizing speeches
- (4) Illustrate how to develop sentence and topic outlines
- (5) Put into your own words the verbal and nonverbal techniques central to an effective presentation
- (6) Have through practical delivery, practiced the elements of presenting speeches based upon informative, demonstrative, persuasive and personal topics
- (7) To realize that you have something important to say and you can do it

### **YOUR RESPONSIBILITIES IN THIS CLASS:**

*"Responsibility is the price of greatness."* — Winston Churchill

1. Care about your education as much as I do.
2. Satisfactorily complete all assignments on time and by due dates.
3. Everyone will fumble and everyone will improve and, hopefully, everyone will have some fun. I am here to help you be successful in this class. Help me by talking to me about any difficulty you are having.
4. NO PUT DOWNS! This is an environment where I want people to feel comfortable expressing themselves. Therefore, I will not tolerate racist, sexist or homophobic language in class or in speeches.
5. There will be "participation" opportunities every day of class. A portion of your grade will be based on the kind of contribution you make.
6. Treat this class as you would your first professional job:

- Come to class prepared – invest in regularly studying textbook. **DO NOT** complete your homework in class, nap, side-talk, read other text because these jeopardize learning success. They are unacceptable behaviors.
  - You are evaluated on what you do not on your excuses for what you don't do.
  - Tardies and early exits will affect your final grade.
7. Plagiarism and disruptive behavior are taken very seriously -see college handbook. Just don't do them!
  8. Do not come to class if you are under the influence of alcohol or drugs.
  9. No sunglasses, hats, gum, food, drink, cell phones or connections to (e.g. ear bud) or use of personal electronic devices of any kind in the classroom ever. Turn off and Store away PED'S before entering our classroom.
  10. There are no dumb questions except the one you don't ask. If you don't understand, please ask!!
  11. Drop yourself if you are not attending class.

**Class Meetings Schedule and Major Assignments –Please Review schedule of assignments regularly! \*\*\*See notation below**

Week / Date	Please complete readings prior to class date
1-9/1 Overview / Introduction	Text Chapters 1, 2, 3 Discussions
2- 9/8	Arrange semester speaking presentations order + Text Ch 7 Discussion
3- 9/15	<b>#1 Demo/Cultural Artifact Speech begins, 3-5 min</b>
4-9/22	.Speeches continue + Effective Listening skill development
5-9/29	. Informative Speech Overview +Text Chapters 4, 5, 6,8 +Team Project #1 Begins
6-10/6	Information Speech Team Project completed
7-10/13	<b># 2 Informative Speech begins - 5-7minutes</b>
8-10/20	Individual Speeches Continue + <b>Mid-Term Exam</b>
9-10/27	Persuasive Assignment Overview-+ Text Ch 9
10-11/3	<b>. #3 Critique Speech begins 3-4 min</b>
11-11/10	Individual speeches continue +Persuasive Prep, team learning activities /Project # 2
12-11/17	Team Project prep continues + Team presentations completed, # 4 Speech Propositions Due at start of or prior to class meeting
13-11/24	<b>#4 Speech to Persuade begins-8-10 min,</b> Chapters 9,10
14- 12/1	Individual Persuasive Speeches Continue .
15- 12/8	Speeches continued if needed, <b>Student Portfolio-Individual Meetings with PK</b>
16- 12/15	<b>Student Portfolio-Individual Meetings with PK + Final Exam-See Academic Calendar for exact time / place</b>

**\*\*\*Please note that the scheduled assignments / due dates are subject to modification by instructor.**

## **GRADING PROCEDURES AND ASSIGNMENTS**

### **Participation/Attendance:**

The very nature of this class makes your attendance most critical. A major portion of your learning consists of your active participation, observation and positive support of others:

1. Attendance will be taken each class. It's your responsibility to see I change the record if you are late. 3 tardies, late returns from class break time or early exits will equal one absence.
2. If you are late on a speaking day DO NOT ENTER THE CLASSROOM until the speaker is finished.
3. 2 consecutive absences without notifying me in advance and providing acceptable reason will cause you to be dropped from the class. Acceptability is determined by the instructor. AFTER 3 absences, 25 points will be deducted from total course points earned for each additional absence or you can be immediately dropped from class.
4. Speaking Schedule – Speaking order will be determined by a random draw or class list. There is very little time in this class for make-up speeches. If your speaking date is inconvenient you must find someone scheduled on another day to switch with you. If you switch, you must notify me in advance of change prior to speaking day.
5. Make-up Speeches - If you miss your scheduled speaking day or are not prepared you will suffer a 30% penalty and you must notify me IN ADVANCE of speaking date in order to qualify for a make-up. If you are not prepared at that time your speech will be penalized an additional 20%. The last day to make-up an assignment will be the day following the last scheduled day for that assignment.
6. Being prepared on time is critical in this class. Ordinarily, preparing to organize and deliver a speech requires not less than one week of commitment to the work.

### **Participation**

1. This is an “oral” communication class, so participation is important.
2. You can contribute by asking questions, sharing personal examples and current events, volunteering for class examples, giving peer feedback, collaborating in small group learning activity, etc. I encourage and appreciate a lot of class participation. This is your class - it will be what you make of it.
3. It is expected that you have completed the reading assignments prior to the class for which it is assigned. Your participation will be an indicator of your preparedness.
4. Absences, tardies, unusual time breaks away from class session and early exits will affect your participation score - if you are not here, truly engaged in learning, you cannot participate!!

**Speeches and Assignments-\*\*\*\*Please SAVE all written assignments until semester is completed. This is your PORTFOLIO of your progress and achievements.**

1. We will do 4-6 speeches depending on time limitations. Each speech will have a maximum point value of possible total points to earn.
2. Ordinarily, for each speech assignment, you will be assessing verbally and in writing the speeches of at least two other students. Your review sheet must be given to speaker at end of class period.
3. On each of our major speeches you will be reflecting on and writing a reaction to your own speaking experience. Reactions-self assessments submissions are due the class following your speech.
4. Speech Outlines and Research Bibliographies must be TYPED and proofread. - no handwritten outlines.
5. There is no EXTRA CREDIT work in this course.

6. Written work must be of college level. Work with numerous mechanical errors will not receive credit. Proofread your work please.

**Other Course Information:**

**E-Mailing papers:** Please have a very good reason for not having your complete assignment ready in class on due date. Reasons that are unacceptable include:

"The printer ran out of ink!"

"I had to take my parents to the airport!"

"I got food poisoning."

"I did it, but I left it at home today" "I forgot it in my car"

"I have it on this disc, but I couldn't get it to open.

.....Do you want it?"

**Assignment Help:** I do recognize that some things are unavoidable. If for some extraordinary reason, you need more time to complete an assignment talk to me, voice/ email me or leave a message in my mailbox no later than noon the day before assignment due date. There is no guarantee Instructor will accept reason given, especially in an instance when no valid documentation is immediately provided.

**Special Needs:** Students in need of special accommodation for test taking and / or using instructional aids (e.g., personal computer) in classroom must inform the instructor during first week of class and submit authorization and follow procedures from Office of Counseling / Student Services.

**Course Evaluation Criteria-Possible Points to Earn**

a. Speech Assignment # 1	50 points 3-4 minutes
b. Speech Assignment # 2	100 points 5-7 minutes
c. Speech Assignment # 3	75 points 3-4 minutes
d. Speech Assignment # 4	150 points 8-10 minutes
Class Participation / Attendance	50 points
Examinations	50 points 25/25
Total possible points to earn	475

Grading Scale: 430-475	A
380-429	B
335-379	C
285-334	D
<285	F

**TESTING:** There will be 2 exams offered – The first would be given around midterm time. You need a Scantron and #2 pencil for each of the exams. No Make-ups are allowed for missing exams.

**Attendance Incentive:** "Gold Medal Attendance" (i.e. being on-time for all class sessions and missing no classes during semester): 25 bonus points will be added to your final total. Arriving late, leaving class early or your absence will cause you to forfeit this incentive unless you make up the time in another one of my Speech 101 classes during the same week you missed class.

**\*\*\*\*Please refer to this syllabus schedule regularly to be aware of assignments for reading and speaking. If any student has any questions, don't hesitate to ask. Make use of the email for any kind of assistance.**

**WHAT GRADES MEAN= the total points earned by the student during the course**

- A** EXCELLENT!!! You are able to apply, discuss and recall information from the class. You participate in open class discussion several times daily by asking questions, sharing examples and observations and exploring your opinion. You have volunteered for classroom experiences. You have shown support to your peers by giving high quality feedback to their speeches. You have demonstrated unique insights and original thoughts. You enthusiastically gave your speeches on your scheduled days and turned in well-developed and supported outlines and assignments. The class learned something from your participation and speeches. You earned something from them by being open and interested in what others have to say. You have gone beyond the call of duty and have done work consistently surpassing all minimum requirements.
- B** ABOVE AVERAGE - VERY GOOD....You are able to recall and apply the most important major principles from the course. Your work and speeches are consistently thorough, energized and on time. You have done more than what was required on a number of assignments and have had no more than one or two minor problems on the work. You participate openly and honestly at least once per open class discussion and frequently give feedback to your peers. You are a good listener and support other people in the class.
- C** AVERAGE.....You've done what was required competently with enthusiasm and only a few minor problems. You follow directions on assignments and fulfill the minimum requirements. You participate at least once per week in open class discussions. You take responsibility for cooperating with classmates in completing satisfactory small group assignments You have demonstrated real growth in developing skills and knowledge.
- D** ALERT!!! Time for self-reflections here. Below average. You have done less than the minimum requirements and have had many problems. You don't participate in class. You don't turn in work or speak on time. You do not take responsibility for your part in collaborating on completing small group activities. You demonstrate no enthusiasm for speech-making or skill development. You don't come to me for assistance.
- F** What happened? You have not committed sufficient time and or energy to earn credit for this course. While there may have been unusual circumstances that led to your receiving this grade, if this grade is not out of the ordinary for you, it indicates that some serious changes need to occur in your behavior and/or goals if you are to be successful in meeting your educational goals.

**Very Important: \*\*\*If you have other priorities (e.g., job, family responsibilities, coursework) or have already made other plans (e.g., vacation, surgery) or have difficulties (e.g., transportation to campus) that will not allow you to meet the class requirements / assignment expectations noted then you should plan to take this course when you can really focus on the learning opportunities offered and give them a higher priority than you can during the months ahead.**