

Division: Language Arts
Course Name: Communication Studies 101 Oral Communication
Section: 1874 **Semester:** Spring 2015

Instructor Name: Dr. Iris L. Maybruck
Class Hours: T/Th
1:00 – 2:25 PM

School Website: www.wlac.edu
Location: GC240

Office Hours: Tuesdays 2:30-3:00 PM
Or by appointment
Instructor email: maybrui@wla.edu
280Q or in this classroom (GC 240) based on its availability

Welcome

Most of you are taking this course because it is a requirement. Public Speaking has been said to be one of the biggest, if not the top fear, most people have. What you will learn in this class will be of value to you throughout your life, assisting you to be more confident in preparing and presenting speeches for all kinds of situations. Please do not give up on yourself if you find you're at a standstill with some of the course requirements. You are always encourage to speak with me about your concerns. Let us begin!
Dr. Maybruck

Course Description

This course offers training in the theory of speech communication and practice in effective preparation of planned and spontaneous public speeches. Advisory; English 28 (UC:CSU)

Required Text

A Pocket Guide to Public Speaking by Dan O'Hair, Hannah Rubenstein, and Rob Stewart
4th Edition 2013 ISBN-978-1-4576-0184-2
You can rent this book in the bookstore if you don't want to purchase it. This book is also on reserve at the LRC (Library)

Course Objectives

Upon successful completion of this course, students will be able to...

- A. Collect and evaluate information to include in speeches
- B. Research sources properly documenting them in your speeches
- C. Select specific vocabulary
- D. Construct and organized speech
- E. Write speeches
- F. Employ persuasive techniques
- G. Be an ethical speaker

- H. Know the difference between legal and ethical speech
- I. Analyze audiences
- J. Employ critical analysis
- K. Project voice, demonstrate vocal variety, make eye contact, and use appropriate Pronunciation and articulation in delivery
- L. Participate in class, workplace, personal, and community group discussions
- M. Employ stress reduction techniques for effective presentations
- N. Employ appropriate body language when making presentations
- O. Entertain audiences with stories
- P. Develop an individual presentation style
- Q. Understand Maslow's Hierarchy of Needs
- R. Utilize Monroe's Motivating Sequence
- S. Make decisions using Dewey's 6 Step Process of Reflective Thinking in Small Groups

Student Learning Outcomes (SLO's)

1. At the end of the course the successful student will be able to prepare and deliver A well-paced 5-8 minute persuasive speech with appropriate eye contact and volume and 2-4 credible sources.
2. At the end of the course, the successful student will be able to locate appropriate Sources and cite them correctly in a speech.

Course Requirements and Assignment Guidelines

The Textbook

A Pocket Guide to Public Speaking will be utilized in the following ways:

- To assist you to learn the course objectives
- To help you participate in the required group text project
- As a source to assist you in preparing your speeches
- As a teaching tool to help you learn to participate in class discussions, in your work, and in your everyday life.

A Digital Recorder (or your phone)

You are required to tape all your speeches with a recording device of your choice (video/audio or both) This will assist you in monitoring your progress

Instructional Methods

This course is taught using a variety of instructional methods which include lecture, class discussion, demonstration, and participation in required activities designed to assist you to learn and integrate appropriate public speaking techniques, along with a library assignment to learn how to research your speeches, possible pop quizzes to monitor your growth, and speeches to assist you with this growth. Some of this material may be placed on line (ETUDES) for your perusal. You will be notified of this if this is done.

Student Responsibilities

- ✚ Participation in class activities/lectures
- ✚ Participation in class activities designed to get you used to public speaking
- ✚ Writing of speeches using required outlines
- ✚ Presentation of speeches on specific dates with random calling by Professor

- ✚ Possible taking of pop quizzes to note your knowledge growth
Keeping all your evaluations as a record of your participation (speeches, quizzes, anything this professor deems important for you to keep)

Grading

300 Points: Class Participation (may include self-introductory speech, introducing another person, answering questions, giving the required speeches, pop quizzes, and final exam-in class): 300 Points (30 class sessions including final exam)

50 Points: Text Discussion Topic

100 Points: Informative Speech Topic

100 Points: Special Occasion Speech Topic

300 Points: Persuasive Speech Topic

200 Points: Final Exam (True/False; Multiple Choice)

1050 Points that can be earned

(Please note that these may be changed by this professor, if she so deems it necessary and will inform you so that you can amend these items in this syllabus)

Grade Breakdown is as follows:

A = 1050-945

B = 944-840

C = 839-735

D = 734-630

F = Below 630

Make certain you keep all your professor evaluations which may include quizzes until the semester's end, as you may be requested to show them to this professor on the final class day. This is your responsibility.

AnyClass

Policies

Attendance Required at First Class Meeting

Protect your seat by attending the first class meetings. Students not present when the roll is called during the first class will be dropped from the class by this professor, making these seats available to other students requesting to add the class (see "Schedule of Classes").

Attendance

Because class discussion discussions, group work, possible pop quizzes, and giving speeches are an integral part of this course, attendance is mandatory. Students are expected to attend every class meeting, to arrive on time, and stay throughout the class period.

Excessive absenteeism will lower your grade, as well as walking in and out of class. 3 tardies = 1 absence. Students may be dropped from class for excessive tardiness, or for failure to attend class the first day or during the entire first week of class

Walking in and out of class

When you arrive to class, make certain you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem. You need to notify me in advance.

Any student who makes a habit of walking in and out of class may be asked to leave

Preparedness

You are expected to arrive on time. You will come to each class session prepared, depending on the assignment. You may also be placed in a group situation to assist you in preparing your speeches for the semester.

Cell Phones, iPods, etc.

Turn them off and put them away when class begins! Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod for a little over 2 ½ hours. Talking and texting not only distract you, but they are a distraction for me and your peers. Distractions/interrupt/disrupt the class and this will not be tolerated. **You will be asked to leave if this occurs.**

Contacting Me

e-mail is the best and quickest way to contact me. **If you have a problem, do not let it snowball. Contact me immediately.**

Students are expected to ask questions and obtain help from this professor via email and/or during office hours.

College Policies

Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.**

Violations of academic integrity include, but are not limited to, the following actions: cheating on a quiz, plagiarism, working together on an assignment (unless specifically given as an exercise), or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by this professor or college. In written work, such as the outlining of your speeches, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any speech outline which misses appropriate citations.

Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administrator. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog)

For more information refer to the attached link:

http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf

Campus Resources

As stated earlier in this syllabus, **if you are having problems, don't let them snowball.** Come and talk with me and check out some of the campus resources available to you

Office of Disabled Student Programs and Services (DSPS)

Student Services Building (SSB) 320 | (310) 287-4450

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College catalog)

Instructional support (Tutoring & Learning Skills Center)

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals, chemistry knowledge and ability to write speech outlines with convenient, self-paced computer or tutoring in the Learning Skills Center. Increase our knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog)

Library Services

Heldman Learning Resources Center (HLRC) | (310) 207-4486

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

For more information refer to attached link:

http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf

Communication Studies 101 Oral Communication **T/Th 1-2:25 PM**

Spring 2015

Class Schedule:(Note: this syllabus and class schedule are subject to change if circumstances warrant it...e.g. student performance, etc.) Expect revisions and divergencies)

February 10,12,17,19,24,26

Syllabus Discussion

Introduction of Self and Another

Other Impromptu Speeches and Exercises to Introduce You to Becoming More at Ease with Public Speaking

Text Assignment (handout to be given) and work in class in Groups (this may be done throughout the semester)

March 3,5,10,12,17,19,24,26 (31 Holiday No Class)

Librarian Visitation with Quiz

Informative Speech Assignment with appropriate text assignment and required paperwork to be given

Work in Your Groups to Support One Another

Informative Speeches (You will be called on by the professor; thus it is your responsibility to be in class; If you are called upon and you are not present, you run the risk of not receiving credit for this effort)

April 2, (7 & 9 Spring Break)14,16,21,23,28,30

Continue Informative Speeches

Special Occasion Speech Assignment with appropriate text assignment and required paperwork

Special Occasion Speeches

Persuasive Speech Assignment (with appropriate text assignment and required paperwork to be given)

May 5,7,12,15,19,21,26,28

Continue Persuasive Speeches

Note that at or near the final class day (**May 28, 2015**) you will have the opportunity to make certain that this professor and you agree on the grades you have received for all your efforts. On May 28, you will receive a review of all the work we have done in the form of a handout and class discussion to assist you to prepare for the final exam.

June 4, 2015 Thursday 1:45-3:45PM

Final Exam: True/False, Multiple Choice

Presentation Guidelines and Other Important Information

- ❖ You will be given formats to complete assignments of all of your presentations (text, informative, special occasion, and persuasive speeches). You are required to use these in carrying out your assignments, adhering to the exact description of how to carry out these assignments.
- ❖ For each assignment the class will be given specific dates for the presentations. This professor will call on you to speak during these specific dates. It is your responsibility to be in class on these dates as you may be called on to present your speech. If you are not there when you are called, you may receive an F.
- ❖ If you have to miss class, please make certain you have a buddy to call to get your assignment. You are responsible for class material even if you are not in class. The buddy should get any handouts that may have been distributed for you as they may not be available when you return to class. Please make note that every effort will be made to make these available on ETUDES when it is activated for this class. You will be notified of this when it is in place.
- ❖ If you miss class more than the number of times the class meets per week, or have spotty absences such as one (1) absence per week for a two (2) week period, you may risk being excluded from this class.
- ❖ You will be given a Professor evaluation Form for each formal speech you present (Text, Informative, Special Occasion, and Persuasive) that will explain the grade assignment.
- ❖ One to two speeches (self-introduction, introduction of another, and impromptu speeches) will be considered exercises and will not be graded. However, if these are not given, you will not receive credit for class participation for that particular effort.
- ❖ In order to pass the course, all graded formal speeches (text, informative, special occasion, persuasive) must be delivered, meet course standards, and be delivered on deadline.
- ❖ The final exam must be taken on the day and time it is listed in the syllabus and on Page 34 of the College Catalog. Any deviation from this could result in being given an F for the final exam.
- ❖ Always bring your syllabus/notes/text to class as there may be pop quizzes where you will be allowed to use this information if you brought it with you.

A word to the wise!!!!

Student Acknowledgement

(Please return this sheet to the professor)

“I _____, have completely read this syllabus and understand and agree to the course requirements.”

- ✚ Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, observance of religious holidays, etc.
-

Signature: _____ Date: _____

Printed Name: _____

Email: _____

Best Phone to reach you: _____

- ✚ Special needs or circumstances: Must be coordinated with the DSPS office (Disabled Student Programs and Services Office). See reference in the syllabus.

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