

**COMMUNICATION STUDIES 101: Oral Communication (UC:CSU);  
Sections 1874,**

**West Los Angeles College**

**Fall 2013 (8/26--12/15)**

Instructor: Kevin Coffee, MA.

Contact Information: Email – Coffeek@wlaac.edu.

Office Hours: Thurs: 1:00 - 2pm, or by appointment. Office: GC 280Q

Class Meetings: GC 240

Section 1874: MW 1:00 pm – 2:25 pm

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*Dear Student*

*I hope you find this to be an exciting and informative class. We will work together to improve your public speaking skills. You will learn various techniques to become more comfortable in speaking situations. You will also prepare and deliver several speeches in class.*

*Should you have any questions about the course material, or have any issues that you would like to discuss, please feel free to send me an email or speak with me in person.*

*Thank you for the opportunity to teach you!*

*Kevin Coffee*

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Course Description

Students will learn to recognize the importance of the First Amendment, define the process of sending and delivering messages, scrutinize feedback, and analyze audiences. In addition, they will research, organize and prepare speeches that are focused, detailed, and cite attribution, utilizing outlines for delivery. Attention will be paid to relaxation exercises, eye contact, body language, podium presence, the pause, articulation, voice projection and pacing. The role of the listener will be examined, as will self-evaluation. Informative, persuasive and argumentative speeches will be taught.

**Institutional Student Learning Outcomes**

**“A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.”**

In formal speeches and class discussions, analyze ideas.

**“B. Communication: Effectively communicate thought in a well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.”**

In formal speeches and class exercises, present information and argue points of view. Example: Students will prepare and deliver a 5-8 minute persuasive speech using 2-4 credible sources.

**Communication Studies Program Outcomes**

- Research and collect data on the demographics, needs, and expectations of the audience;
- Analyze the audience and adjust to its needs when delivering a speech.

- Plan speeches that have clear purposes to inform, to debate, to persuade or to resolve conflict.
- Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups.
- Apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech.
- Deliver speeches that incorporate a combination of verbal, non-verbal, written and/or visual and auditory expressions and media.
- Employ voice projection, enunciation, pacing, eye contact and other effective delivery strategies.
- Employ small group communication strategies.
- Employ relaxation techniques to prepare for delivery
- Script a speech.

### **Communication Studies 101 Student Learning Outcome**

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.

### **Course Objectives**

- Recognize the importance of the First Amendment.
- Explain the process of sending and receiving messages.
- Scrutinize feedback.
- Analyze audiences.
- Research information for content.
- Evaluate information to determine whether it should be included in a speech.
- Organize information.
- Compose an outline.
- Revise an outline as needed to meet time constraints.
- Attribute sources.
- Illustrate information with specific examples.
- Sketch anecdotes.
- Practice relaxation techniques.
- Practice delivery.
- Employ eye contact.
- Demonstrate appropriate body language.
- Employ voice projection.
- Employ pacing.
- Employ the pause.
- Demonstrate listening techniques.
- Debate a point of view.
- Appraise information.

### **Required Textbook and Other Materials**

- A Pocket Guide to Public Speaking (4th Edition), by Dan O'Hair, Hannah Rubenstein, and Rob Stewart (2013).
- The textbook is available in the WLAC bookstore.
- Supplemental materials may be provided by the instructor.
- You will need the textbook for this class so you should get a copy as soon as possible.
- Assigned readings should be completed before each class meeting. Additional information may be covered in lecture. **Please bring your textbook to class.** I will refer to it in lectures, and you will use it for speech preparation, in-class exercises, and quizzes.

### **Grading Policy**

Your final grade will be based on total points earned in the course. See "Grading Criteria" for specifics.

Academic Dishonesty Policy: LACCD Student Code of Conduct (Board Rule 9803.28): “Violations of academic integrity of any type by a student provides grounds for disciplinary action by the instructor or college. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one’s identity for the purpose of enhancing one’s grade. For more information on the Standards of Student Conduct refer to the college catalog available in hardcopy and online at [www.lattc.edu](http://www.lattc.edu).”

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 administration. 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: [http://www.wlac.edu/academics/pdf/WLAC\\_10-12Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Policies.pdf)

### **Dropping the Class**

According to college policy, you will be excluded for excessive absences or for not following the Standards of Student Conduct (printed in the Schedule of Classes). It is your responsibility to drop the class. Failure to drop a class can result in an “F” in the class.

### **Drop Dates**

**Drop a Class without a 'W'-- Sept 6**

**Drop with a 'W' -- Nov 15**

Disability Support Services (DSS): “Students with disabilities who need any assistance or accommodations should contact the instructor. Students should also contact the Disabled Student Programs & Services (DSPS) center located in SSB 320 or call 310-287-4420.” [dsp@wla.edu](mailto:dsp@wla.edu).

Instructional Support (Tutoring) & Learning Skills Center, Heldman Learning Resources Center (HLRC)  
| (310) 287-4486

Attendance Required at First Class Meeting! Protect your seat by attending the first class meeting. Students not present when the roll is called during the first class may be dropped from the class by the instructor. Often instructors make those seats available to other student asking to add the class” (see “*Schedule of Classes*”).

### **3 Attempts to Pass**

"In the past, a student at any LACCD college could have attempted to pass a class up to 7 times. Up to 4 'W's and up to 3 'D' and/or 'F' grades were permitted. Effective July 2012, the rule changes. A student may only attempt to pass the same class 3 times. Receiving a 'W,' 'D,' or 'F' count as attempting to pass the class. Students who unsuccessfully attempt a class 3 times but still want another opportunity to pass the class will have to enroll in the class at a non-LACCD campus or go through the appeal process with Admissions" (WLAC Schedule of Classes).

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\*In Communication Studies101, you will prepare and deliver graded and non-graded speeches, write a library report and a final paper, take online quizzes based on the required textbook, and fully engage with class activities and discussions. Students are expected to keep up with the readings and come to class prepared to participate in class discussions and other activities.

### **Grading Criteria**

### **Maximum Points**

Ice Breaker

50

Informative Presentation

150

Persuasive Presentation	200
Multi-Media Presentation	300
Quizzes (3 at 100 each)	300
In-Class Participation	125
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TOTAL:	1000 points
In-class Participation	100
(used to make-up the difference)	

Letter grades will be assigned as follows:

A	900-1000 points (900 points = 90%)
B	800-899 points (800 points = 80%)
C	700-799 points (700 points = 70%)
D	600-699 points (600 points = 60%)
F	599 or less

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**In order to pass the course, all assignments must be completed, meet course standards, and be delivered on deadline.**

#### **IN-CLASS PARTICIPATION (You have to be in it to win it!).**

You are expected to actively participate in each session. Participation in class includes, but is not limited to, responding to questions about course material, engaging in class discussions, delivering speeches, and being a courteous audience member for your classmates' speeches. Due to the nature of this class, attendance is crucial to participation.

Students are expected to attend class, be prompt and remain in class for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. (Please refer to the Schedule of Classes.)

#### Classroom and Campus Cleanliness

Please help us keep the classroom and campus grounds clean. No food or beverages, except for water, is permitted inside instructional classrooms /labs. Please use the receptacles to dispose of trash.

Please note the following:

- There are no excused absences.
  - Attendance will be taken promptly at the beginning of each class.
  - Being absent, late to class, or leaving class early will result in the following point deductions in the in-class participation portion of your grade:  
=>Each absence will be a deduction of **FIVE** points.
- ⇒ **AN ABSENCE ON A PRESENTATION DAY IS A DEDUCTION OF 25 POINTS**
- ⇒Each tardy (arriving late, leaving early or walking in and out of class) will result in a deduction of **2** points for that session.
- **If you miss class more than the number of times the class meets per week, you risk being excluded, in accordance with college policy. This class meets twice a week.**
  - Participation means that you attend each class meeting and make a meaningful contribution. This includes full participation in class discussions and exercises, respecting others and always being courteous.

- Some class time may be used for speech preparation. Students are expected to be fully prepared to do this work in class. Students who aren't prepared to do this will be considered as not being ready to participate in the day's activities.
- **Mobile Technology (cell phones, iPods, laptops, etc.) must be turned off and put away (not on your desk) at the beginning of class--no exceptions!** Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and will not be tolerated. **Students who are talking/texting will be asked to leave the classroom.** Also, please note that Education Code 78907 prohibits anyone in a classroom from using any electronic listening or recording device without prior consent of the instructor.

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### Classroom Courtesy

This is a speech class and attendance is important, both for speakers and audience members. You are expected to be in class even when you are not giving a speech that day. (See absence section for more on this). On speech days, those who come in or leave during a speech, or talk to other audience members during a speech, will also have their participation grade lowered. All mobile technology must be turned off at the beginning of class. Your grade will be affected if your phone goes off during a speech. If you must be late to class, do not enter the classroom while another student is giving a speech. Never walk in front of someone giving a speech.

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### **SPEECHES**

**Speeches MUST be given on the assigned days.** Students who are absent from class on the day he or she is scheduled to speak will not be allowed to make up their speech and will earn "0" points for the speech. In the event of a true and documented emergency (for example, a trip to a hospital emergency room), make-ups are only allowed at the discretion of the instructor. Please note that only the instructor can authorize changes in the speaking schedule. In the very rare instance where the instructor authorizes a schedule change, please note the following: All speeches that are delivered off schedule will be subject to a late penalty: **50% of the maximum points for the speech will be deducted from the earned point total for the speech.**

**\*Speech Outline Packets Required:** A detailed, full-sentence, typed speech outline with reference citations, along with the first page of your cited source(s), must be turned in to the instructor just before the student delivers his or her speech. **Speeches can only be given after the entire outline packet is turned in to the instructor.** Note: Written work cannot be submitted without delivering a speech.

### General Grading Criteria For Speeches (Preparation is key!)

- Quality of speech (content and delivery)
- Following instructions
- Correct use of outline format
- Appropriate use of reference citations

\*Guidelines for each speech will be made available to you. This information will indicate the expectations for each speech. You will deliver several speeches in this class. **Note: Speeches that are plagiarized, all or in part, will earn "0" points.**

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## Communication Studies 101 Calendar (may be subject to change)

Date	Assignments Due
August 26	Introduce yourself
August 28	Chapter 23
September 2	No Class: No Assignments
<b>September 4</b>	Chapter 17 <b>Ice Breakers</b>
September 9	Chapter 4
September 11	Chapter 5 Submit Informative Topic
September 16	Chapter 6
September 18	Quiz # 1 Chapters 23, 17, 7, 6, 5 & 4 Sign-up for Informative Presentation
<b>September 23</b>	<b>Informative Presentations</b>
<b>September 25</b>	<b>Informative Presentations</b>
September 30	Chapter 24
October 2	Chapter 12
October 7	Chapter 13
October 9	Chapter 14
October 14	Chapter 8 Submit Persuasive Presentation Topic
October 16	Chapter 9
October 21	Chapter 10
October 23	Quiz # 2 Chapters 24, 14, 13, 12, 11, 10, 9, & 8 Sign-up for Persuasive Presentation
<b>October 28</b>	<b>Persuasive Presentations</b>
<b>October 30</b>	<b>Persuasive Presentations</b>
<b>November 4</b>	<b>Persuasive Presentations – if necessary</b>
November 6	Chapter 25
November 11	Chapter 15
November 13	Chapter 18
November 18	Chapter 16
November 20	Chapter 20 Submit Speech Approval (Informative/Persuasive)
November 25	Chapter 21 Submit Speech Approval (Informative/Persuasive)
November 27	Chapter 22
December 2	No Chapter Due Presentation Sign-up
<b>December 4</b>	Quiz # 3 Chapters 25, 22, 21, 20, 18, 16, 15, <b>Multi-media Presentations</b>
<b>December 9</b>	<b>Multi-media Presentations</b>

Bolded Dates Denote Presentation Days

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**FINALS WEEK (12/9-12/15)**

**FINAL MEETING**

**Section 1874: MW 1:00 am-2:25pm**

**Final Session: Monday (12/9), 1:45pm-3:45pm.**

**THAT'S ALL FOLKS**