

COMM 111-07

Public Speaking

Summer 2024



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Class Times Tuesdays & Thursdays 10:45am – 1:15pm

Room 3413, Canvas and in the Communication Lab.

3418: Communication Lab

Mondays 10:30-12, 1-4

Tuesdays 10:30-12, 1-5

Wednesdays 10:30-12, 1-4

Thursdays 10:30-12, 1-3

Professor Kristine Carroll

kcarroll@ohlone.edu

You are welcome you to contact me outside of class. You may email me anytime. I check my email regularly and often. I will respond to your email as soon as possible.
The instructor reserves the right to amend this syllabus, agenda, assignments, and point availability if deemed necessary. Changes will be communicated in classes and on Canvas.

Communication 111-07 – Public Speaking Summer 2024

What is this class about?

The course is designed to help you improve your oral presentation skills. You will develop your critical thinking, organizing and outlining, researching, and speaking skills.

What will you learn?

- Analyze diverse audiences and choose effective rhetorical techniques (language, organization and visual) to deliver effective group and public presentations.
- Practice the application and delivery of speech making techniques in Communication Lab and classroom in order to improve rhetorical skills.
- Conduct and evaluate library and Internet research for effective speech preparation.
- Critique speeches in the classroom, community and communication lab to analyze the relationships between language, power, and culture.
- Utilize and manage speech apprehension in public communication settings.
- Analyze and evaluate diverse voices and perspectives for a socially justice world.

What do you need to get started?

- Stand Up, Speak Out: The Practice & Ethics of Public Speaking - [link](#)

- Ahnholz, B., Carroll, K., & Phair, K. (2017) Communication Lab Activities Manual (5th ed.). New York, NY: Pearson. [link to the Ohlone College Bookstore](#)
- 3 x 5 or 4 x 6 note cards (recommended)
- Access to the Internet
- Familiarity and working knowledge of Canvas

What's Required?

- Attend in-person class, 2 times per week
 - Tuesdays and Thursdays, 10:45am - 1:15pm
 - Complete all assigned work in the Canvas shell
 - Attendance and participation in the class is very important to your success in the course.
 - There will be in-class discussions and break out collaborative learning lessons and in-class activities.
 - You all are an essential part of the rhetorical situation which means for your peers to succeed in their presentations, they need you as audience members!
 - Students will also give their peers oral and written feedback on their presentations.
- Participate in online activities and complete lessons weekly
 - The online assignments may include some or all of the following: quizzes, reflection papers, group discussion, email communication and downloading of files.
- Active participation
 - Your participation in class meetings is not only part of your grade, but an essential part of the class
 - In the online portion of the class, being active in discussion postings is also reflected in your final grade
- Interacting and communication with your instructor
 - Keep an open line of communication with me throughout the course
 - I want each of you to succeed in this course, but can only support your needs if I know what they are
- Be prepared
 - I hope you actively participate in this course because I have found it is the best way for you to engage in your learning

Speeches

All speeches will be delivered extemporaneously from note cards. This means you are not reading from a manuscript and you are not repeating from memory. You ARE using a brief set of notes on 3x5 or 4x6 white note cards. All of the speech assignments will be explained in writing and discussed in class. This will include outline and research requirements, peer evaluations and self-evaluations.

1. Self-Introduction Speech (TED Talk)
2. Informative Speech (Research/Biography Speech)
3. Persuasive Group Speech - (Research/Socially Significant Topic)

Communication Lab

The Communication Lab is intended to enhance your learning and performance of public speaking. You are required to complete 16 hours in the Communication lab this semester for full credit. There are practice sessions, and written and oral lab assignments and activities, that will be assigned and uploaded and included in your overall course grade. You are required to practice your speech, and have your outline reviewed prior to being allowed to give your speech in-class. We require this because it enhances student success and performance with in-class speeches and lowers speech anxiety.

Keys to success and guidelines to support your learning:

- Make up speeches are not allowed unless there is a serious emergency and and/or a compelling reason
 - If you are absent due to illness you are required to submit your speech and outline online.
- If you are absent the day of your group's presentation, you will let your group down and you will not receive credit
- Make up work
 - I encourage you to make the due dates for your assignments a priority
 - Any late work accepted is eligible for 50% of the original points
- Grades

- o Keep track of your grades throughout the semester.
 - o You will receive several grade updates as your grades are updated in Canvas
 - o If you see a discrepancy with any of your grades, please contact me as soon as you see it so that we can work collaboratively to resolve the issue
- "Classroom" Etiquette and Behavior
 - o It is imperative that you maintain a learning environment that comfortable to the entire class
 - o Please refrain from behavior that is distracting, disruptive, hostile and/or aggressive
- Attendance and punctuality
 - o A Public Speaking class requires an audience for successful student presentations and active participation from the audience is required for peer feedback.
 - o It is imperative that you attend all in-person sessions
 - o Illness, family emergencies, and accidents happen
 - You are allowed 1 absence without penalty
 - Each absence thereafter will be a 10-point deduction from your participation grade
- Academic Honesty
 - o Academic integrity is the commitment to, and demonstration of honesty in an academic environment.
 - o Cheating is the act of obtaining or attempting to obtain credit for academic work through use of any dishonest, deceptive, or fraudulent means.
 - o Plagiarism is the act of representing the work of another as one's own (without giving appropriate credit) regardless of how that work was obtained and submitting it to fulfill academic credit.
 - o Neither cheating nor plagiarism will be tolerated in any academic program. Students who are caught either cheating or plagiarizing as a first offense will fail that assignment and will be reported to the Vice President of Instruction. If the problem occurs again or if the instructor believes that this has been an ongoing problem in the past, the student will fail the course.
 - o See the college policy here:
 - o <https://www.ohlone.edu/student-services/academic-dishonesty>
- Problems and/or accommodations:
 - o If you have any special needs and/or accommodations please reach out to me during the first week of class

- so that we can assure arrangements are made and your needs are met
- o The staff and faculty of Ohlone College are here to see you succeed academically and care about your emotional and physical health.
- o You can learn more about the broad range of confidential
- o Student Services, including counseling and mental health services available on campus by visiting the Student Health Center in building 7 or at our website:
- o <https://www.ohlone.edu/student-services/ssc>
- For technical support with Canvas:
 - o Please go to the IT website:
 - o <https://www.ohlone.edu/it/students>

Diversity and Inclusion Statement:

This course engages different perspectives related to gender, race, nationality, ethnicity, sexual orientation, religion, dis/ability and other relevant cultural identities. You will learn best by listening to those voices that have been historically silenced making room for discomfort and opening yourself up to change. I will foster an anti-racist classroom where #blacklivesmatter and we strive for equality and justice for all. This is reflected in our readings, discussions, and other classroom materials. *Brandi Lawless, Professor of Communication Studies, USF*

Note about Degrees & Certificates

- Earning an associate degree or certificate from Ohlone can increase your likelihood of getting hired for a new job, increase your earning potential as an employee, and decrease your chance of being unemployed. Ohlone has almost 195 associate degrees and certificates from which you can choose—ranging from Certificates of Accomplishment (7+ units) to an Associate in Arts or Associate in Science with 60+ units. See a counselor and go online:
- <https://www.ohlone.edu/making-careers-happen/degrees-certificates>

Grading

- You will receive numerical scores on all graded work throughout the semester
- Your final letter grade will be determined using the following percentage breakdown
- You can track your grade at any time throughout the semester on Canvas

Assignment

Points

Impromptu	10
TED Talk/Outline	25/10
Informative/Outline	50/25
Persuasive/Outline	100/25
Lab Hours	50
Lab Activities	50 approx
Online Discussions	60
Participation	50
Peer/Self Evals	50

Approximately 505 points

<i>Letter Grade</i>	<i>Point Total</i>	<i>Percentage Total</i>
A	465-505	92-100%
B	415-464	82-91%
C	365-414	72-81%
D	315-364	62-71%
F	314 and below	0-61%

Key Dates:

- ☐ Monday, 6/10 - Summer semester instruction begins
- ☐ Tuesday, 6/11 - Last Day to Drop with a Refund
- ☐ Sunday, 6/16 - Last Day to Drop without a "W"
- ☐ Wednesday, 6/19 - Holiday - Juneteenth
- ☐ Thursday, 7/4 - Holiday - Independence Day
- ☐ Monday, 7/8 - Last Day to Drop with a "W"
- ☐ Thursday, 7/18 - Last class meeting