Los Angeles Pierce College  
Fall 2016

**Communication Studies (COMM) 101-Public Speaking**

**Fridays 9:00 A.M.-12:10 A.M. in Village 8204 and Online (Section #0689)**

**Instructor:** Sally A. Kassamanian  
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**Phone:** (818) 710-4273  
**Office Location:** FO 2407  
**Office Hours:** M & W 12:40p.m.-2:10p.m. in FO 2407  
T & Th 8:15p.m.-9:35p.m. virtual office hours via email/Canvas Inbox

**Course Description:**

This course is intended to help you to become a more effective, confident, and competent communicator. It emphasizes the development of skills that will enable you to prepare and deliver various types of speeches. Speech 101 meets CSU GE Requirements in area A-1 Oral Communication and IGETC GE Requirements in area A-1C Oral Communication.

**Student Learning Outcomes:**

1. Students will be able to deliver an extemporaneous speech.  
2. Students will be able to demonstrate clear organization using the guidelines discussed in lecture and textbooks.  
3. Students will support and produce well researched speeches.

**Required Text:**


**Canvas Login:** https://ilearn.instructure.com/login/canvas
Course Requirements:

Speeches and Outlines – There will be one credit/no credit speech and four other graded speech presentations. The music, informative, and persuasive speeches must be accompanied by an outline and require topic approval by the date noted in the class syllabus. On the day of the speech you will turn in a TYPED complete sentence outline in correct outline form (to be discussed in class). You will not be permitted to speak if you do not provide an outline BEFORE you deliver your speech. Speeches and outlines are graded on substance, organization, language, and delivery. Should a student fail to appear in class the day of the assigned speech, the student will forfeit the credit and grade associated with that speech (NO EXCEPTIONS). The speaking assignments are detailed below:

Introduction Speech: In this 1-2 minute credit/no credit presentation, you will introduce another student to the class.

Music Speech and Outline: In this 3-4 minute speech, you will present a particular song to the audience. This speech, outline, and topic are worth 15% (or 150 points).

Informative Speech and Outline: This 4-6 minute speech should serve to educate the class within a general topic area. The informative speech, outline, and topic are worth 20% (or 200 points).

Persuasive Speech and Outline: This 5-7 minute speech should advocate the support of, or change in, a current attitude and/or social behavior. Your position should be one that has substantial opposition in the general population. The persuasive speech, outline, and topic are worth 25% (or 250 points).

Impromptu Speech: In this 2-3 minute speech, you will present a spontaneous speech with little preparation. Guidelines will be further discussed in class. The impromptu speech is worth 10% (or 100 points).

Exams – There will be two multiple choice format exams on text readings and lecture materials. Exam 1 is worth 10% of your course grade and Exam 2 (the Final Exam) is worth 10% (or 100 points) of your course grade.

Participation - You must actively engage in discussions, activities, etc., by responding to questions, offering insight, and being respectful when others are speaking. There are many other ways to actively participate in class, but you can't participate if you're not here! In order to practice and perfect your speaking skills, we will have regular in-class activities and exercises. These activities/exercises cannot be made up if you miss class and your participation grade will be negatively affected. You must be in class to participate! Participation is worth 10% (or 100 points).
Policies:

Due Dates – We are on a tight schedule. Speeches and assignments are due on assigned days. Extensions and make-ups are NOT available. Documented illnesses or emergencies are the only exception to this policy. If an emergency arises, you must contact the instructor as soon as possible.

Attendance and Participation are essential in a course of this nature since a major part of the course involves presenting and observing speeches. If you miss any in-class activities or assignments because you were absent, you will not be able to make them up and your participation grade will be affected. If you leave class before you are dismissed, your participation grade may be negatively affected. Students who miss two or more consecutive class sessions may be dropped from the class.

Excused Absences – Absences due to personal illness or medical emergencies must be cleared via written documentation ON THE DAY YOU RETURN TO CLASS (no exceptions). Changes in work schedule, personal celebrations (e.g., birthdays), transportation problems, etc. are NOT considered to be legitimate reasons for me to excuse an absence.

Promptness is expected as a general rule, but especially on speech days. If you should happen to be late on a speech day, wait outside of the classroom until you hear applause and then enter. Habitual tardiness over the course of the semester will not be tolerated and your participation grade will be affected. If you are more than 30 minutes late, you are considered absent for that day.

Academic Honesty – Students are responsible for understanding and adhering to the College policies regarding student academic integrity, as specified in the current Pierce Catalog. Cheating and plagiarism are serious violations of the student conduct code. Cheating or plagiarizing will result in an “F” or a “0” on the assignment or test and may result in suspension from the class, and/or other disciplinary action authorized by the Board of Trustees for violations of the District Code of Conduct. All incidents of cheating and plagiarism will be recorded in the student’s disciplinary file.

Disruptive Behavior – Any behavior which interferes with the instructional, administrative or service functions of the College is considered to be disruptive behavior. Disruptive behavior will not be tolerated in the classroom. Examples of unacceptable behavior may include:

- Cheating; plagiarism
- Use of profanity or Verbal/non-verbal disruptions
- Private conversations or displays of affection
- Uncooperativeness or Physical threats/violence
- Cell phones and/or other personal electronic equipment

In the event of severe cases of disruptive behavior, I reserve the right to suspend a student from class on the day of the offense and for the following class period (if necessary). If additional action is deemed necessary, I will report the incident to the Dean of Student Services to determine the next course of action.
Special Services – Students with physical, psychological, or learning disabilities are offered a wide range of services free of charge (to any qualifying disabled student). These services are also available to students with a temporary disability. The Special Services Office is located in the new Student Services Building in Room 48175 (phone: 818-719-6430).

Religious Holidays - If you plan to miss a class period, an assignment due date or an exam because you will be practicing your religion on a particular day, you need to notify me of this fact well in advance of the absence. Official notification will take the form of a note or email, written and signed by the student, which specifies the anticipated date(s) of absence.

Course Grades Will Be Determined Using the Following Scale:

- 90-100% (or 900-1000 points) = A
- 80-89.99% (or 800-899 points) = B
- 70-79.99% (or 700-799 points) = C
- 60-69.99% (or 600-699 points) = D
- 0-59.99% (or 0-599 points) = F

Grading:
- CR/NC* Introduction Speech
- 15% (or 150 points) Music Speech, Outline, and Topic Approval
- 20% (or 200 points) Informative Speech, Outline, and Topic Approval
- 25% (or 250 points) Persuasive Speech, Outline, and Topic Approval
- 10% (or 100 points) Impromptu Speech
- 20% (or 200 points) Exam 1 & Exam 2 (100 points each)
- 10% (or 100 points) Participation
- 100% (or 1000 points) TOTAL
Tentative Course Schedule
(last day to drop without a "W" is 9/11 and with a "W" is 11/20)

9/2 Course Introduction / Icebreakers
CR/NC Introduction Speeches

9/9 Becoming a Public Speaker
Managing Speech Anxiety
Ethical Public Speaking
Listeners & Speakers
Analyzing the Audience
_____ chapters 1-6

9/16 Organizing the Speech
Outline the Speech
Developing the Introduction & Conclusion
Delivery
Special Occasion Speeches
_____ chapters 11, 13, 14, 16-18, 25

9/23 Music Speeches & Outlines DUE in class

9/30 EXAM #1 (9:00A.M. in Village 8402)
Library Session (11:00A.M.-12:10P.M.) meet by Reference Desk
Supporting your Speech
_____ chapters 8-10

10/7 Informative Speaking
Selecting a Topic and a Purpose
Selecting an Organizational Pattern
Using Language
Presentation Aids
_____ chapters 22, 7, 12, 15, 19, 20

10/14 Informative Speeches & Outlines DUE in class

10/21 Informative Speeches & Outlines DUE in class

10/28 Persuasive Speaking
_____ chapter 23, 24

11/4 Persuasive Speeches & Outlines DUE in class

11/11 NO CLASS! Veterans Day

11/18 Persuasive Speeches & Outlines DUE in class

11/25 NO CLASS! Thanksgiving Holiday

12/2 Persuasive Speeches & Outlines DUE in class

12/9 Impromptu Speeches

12/16 EXAM #2 (9:00 A.M.-11:00 A.M.)