COMMUNICATION STUDIES 103: Oral Communication
Miramar College, Fall 2024
Syllabus*

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Canvas Shell (our online course management system): https://sdccd.instructure.com/courses/2476089
Student Support Hours (aka Office or Visiting Hours):
    By appointment (in person or virtually: https://cccconfer.zoom.us/j/93742123704)
    Thursday from 10:00-11:00 in H-110L
Other Important Contacts: School of Liberal Arts Administrative Assistant, Jeanette Moore – 619-388-7873
MySDCCD (this is where you can access everything else related to your student account at Miramar and SDCCD)
Note: if I need to make any changes to this syllabus, I will notify you both during class and via Canvas.

Required Text: Our class will be using two different OERs (Open Educational Resources)—all readings are
    available via linked assignments within Canvas (our course LMS) and Perusall (a free third-party app).
    1. Primary textbook: *Start Here, Speak Anywhere! Empowering Our Voices for a Global Audience.* Copyright
        by The Faculty of the Department of Speech, Communication, and Theatre Arts of the Borough of
        Manhattan Community College. Editors Angela Elbanna, M.S.Ed. and Joe Hutcheson, M.F.A.
    2. Supplemental textbook (which has many great resources I encourage you to explore): *Exploring Public
        Speaking: The Open Educational Resource College Public Speaking Textbook; 4th Edition.* Dr. Barbara G.
        Tucker with contributions by Amy Burger, Chad Daniel, Jerry Drye, Cathy Hunsicker, Matthew LeHew, and
        Amy Mendes. Publication Date: Summer 2019
    Both works are licensed under a Creative Commons Attribution-NonCommercial-Share Alike 4.0 International
    License.

Other required materials
    1. Have a working SDCCD email account (feel free to forward this to any email account that you check
        regularly). A student email webpage has also been setup to help with Microsoft accounts, login instructions,
        and how to contact email support. https://sdccd.edu/student-email
    2. A way to access Canvas, our course management system (any private or public computer with an Internet
        connection will suffice).
    3. A copy of the Syllabus (access to the file on Canvas, although a print-out or electronic file/PDF is ideal)
    4. Access to the Course Schedule (either on Canvas or as a print-out or electronic file/PDF)
    5. You'll need to wear business casual or topic-appropriate attire for three speeches in this class. My definition of
        this is pretty loose: it's basically clothes you would wear for an interview at a nice restaurant or a low-level
        office job. You shouldn't need to spend any money to do this. Please see Canvas for more information or ask
        me if you have specific questions.

A Description of the Course
This course is an introduction to speechmaking. Emphasis is placed on the skills required to organize and deliver a
variety of types of speeches. Students give several speeches with and without visual aids. This course is designed
for Communication Studies majors and for anyone interested in honing their speech skills.

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* Please note that this syllabus is subject to change. Should that occur, I will notify you both during class and via Canvas.

<u>Student Learning Outcomes</u>
Upon successful completion of the course the student will be able to:
1. Locate, analyze, and select information to tailor a presentation to a specific audience
2. Construct a clear general purpose, specific purpose, and thesis statement with the intent of focusing the speech to one topic
3. Construct a well-structured speech by properly identifying an introduction, body and conclusion
4. Demonstrate improvement in verbal and nonverbal delivery in a prepared presentation

Important Dates for the Fall Semester
Classes begin (16 weeks): August 19
Last day to receive, process and pay for add codes: August 30
Deadline to drop classes with no "W" recorded: August 30
Refund deadline for enrollment fees and/or nonresident tuition: August 30
Labor Day Holiday: September 2
Graduation Deadlines (check the graduation deadlines page): October 1 – November 15
Last day to file a petition for Pass/No Pass grade option: October 25
Withdrawal deadline – No drops accepted after this date: October 25
Veterans Day: November 11
Thanksgiving Break: classes not in session November 25 – December 1
End of Fall Semester: December 16
Fall Grades start posting and viewable on: https://myportal.sdccd.edu: January 3, 2025
FINAL GRADES - Hold transcripts for Final Grades - Release Date: January 17, 2025
For other helpful information, visit: https://www.sdccd.edu/students/index.aspx#guide
(Spring Semester begins February 3, 2025)

Course Schedule
Please visit Canvas to review the course schedule. Each week's assignments can be found under the weekly "Modules."

Major Assignment List
Detailed information on all of the following assignments can be found on Canvas. All assignments, major and minor, are assigned to one of two categories: "Skill Development" (or SD) and "Achievements" (or A). Each category is worth roughly 50% of your grade. (Details about minor assignments can be found in Canvas as they are assigned. Please contact me if you have questions.)

Assignment	Points
1. Class Participation (SD): You can earn 4 points per hour/meeting based on your active, engaged presence in class, including participation in reading discussions (up to 8 pts XC available).	120
2. Perusall Comments (aka annotated reading, SD): interactive, online commentary and discussion for each chapter or assigned reading (10 points each).	180
3. Speech Preparation and Reflection (SD): depending on the length and nature of the speech, students will be asked to complete a number of different assignments to prepare them for their speech delivery. Assignments include things like pre-writing/outlining, draft outlines, peer feedback, audience surveys, post-speech reflection activities, and the like.	NA
4. Peer Introduction Speech (A): A 1-2 minute speech, credit/no credit, in which you will introduce one of your colleagues in the course.	25

Assignment	Points
5. Object Speech (A): A 1-2 minute speech, credit/no credit, to describe an object that says something about you.	25
6. Impromptu Speech (A): a 1-2 minute speech in which you will speak on 1 of 4 general discussion topics provided to you.	25
7. Speech to Celebrate (A): A 1-2 minute speech you create to celebrate someone or something special in your life.	25
8. Process Speech (A): a 3-5 minute speech in which you teach the class how to do something.	50
9. Process Speech Outline (A): A typed, speaking outline of your speech.	25
10. Informative Speech (A): a 4-7 minute speech in which you will inform us about a specific topic of your choosing.	75
11. Informative Speech Outline (A): A complete formal/working outline.	50
12. Persuasive Speech (A): a 7-10 minute speech in which you will persuade us to want to think or act in a particular way regarding an issue. (100 pts)	100
13. Persuasive Speech Outline (A): A typed, speaking outline of your speech (with references).	50
14. Persuasive Speech Slideshow (A): a slideshow (i.e. PowerPoint) that accompanies your speech.	25
15. Extra Credit: See syllabus for more information.	25
Total Points Possible (roughly)	**1000**

Course Guidelines

The overarching guideline of this course is that we all treat everyone and everything around us with respect, including ourselves. That said, below is a list of what I think you'll find are the most important parts of my course policies. Please look under the specific headings listed in the complete Course Guidelines document for more details.

1. Honors Contract Option: This class *may* be available for an honors contract. If you would like to take this course as an honors class, see me before the end of the second week of classes.
2. Social Expectations:
   a. Being this is college, I assume you are choosing to be here. Please help foster a supportive and respectful climate in our classroom and online spaces.
   b. You are free to eat clean, quiet snacks and drink water or beverage in a closed container—please no meals/soups/noodles, etc.
3. Technology in the Classroom: Please exercise self-discipline and avoid using smart phones, tablets, and laptops unless the current activity merits doing so. If you must answer a call or text, please do so outside the classroom.
4. Plagiarism: Students are expected to be honest and ethical at all times in the pursuit of their academic goals. Most plagiarism is not intentional, but when it is, there will be consequences in the course and with the college.
5. Attendance and Class Participation:
   a. Students who don't attend a class meeting cannot earn participation points for that meeting. However, because no one wants ill students coming to class, you may miss two classes without penalty over the course of the semester. If you need to miss class more than that, you can complete an alternative assignment. You can find this on Canvas, or you can post to the "Have a Question? Ask it here!" discussion forum if you can't find it.
   b. If you arrive late to class, please ensure that I've recorded your attendance.
   c. Regardless of the reason, students who miss more than six class meetings (three weeks of class time) one week prior to the "Withdrawal Deadline" will be dropped from the course.
   d. Because presentations require an audience, students who miss class on a major presentation or speech day (such as final projects, the Process, Informative, or Persuasive Speeches) will automatically lose 10 participation points. Students will not be penalized if this is their first or second absence.
   e. If you must enter class during a speech or presentation, please wait to hear applause before entering.

6. <u>Communicating with Me</u>:
    a. I'm here to help you succeed, but know that I receive a lot of emails! Before emailing me, please look for your answer in the course documents, post it to "Have a Question? Ask it here!" ask a colleague, or visit me in my student visiting/office hours.
    b. You can email me at pmartin@sdccd.edu or from within Canvas.
7. <u>Assignment Guidelines</u>:
    a. I will accept an email attachment of your work until you can provide me with a hard copy.
    b. If I am asking you to upload a paper electronically (to Canvas, for example), your work must be saved as a PDF or be in a Microsoft Word compatible format–please don't send links to Google Docs.
    c. Faulty technology does not excuse late work.
8. <u>Make-Up and Late Policy</u>:
    a. Because life is well, life, I'd rather not penalize late work. But because many of the assignments in this class are time-sensitive and all build on past materials and prepare for future speeches, they will lose points if they are submitted late.
    b. In fairness to your colleagues, assignments are considered late if they are submitted after the first 20 minutes of class (see "Late Policy" below for more details).
    c. **Speeches and presentations are unique—they can only be delivered late if there is space in our schedule** (and for a 25% penalty).
    d. All students get one late "freebie." Upon submitting a late assignment, or at the end of the semester, please let me know which assignment you would like to apply this to.
9. <u>Assessment</u>: I employ two types of grading or assessment in my classes: formative and summative. Formative grading prioritizes and rewards effort, while summative grading prioritizes and assesses accuracy.
10. The former is geared to promote authentic engagement with the material and promote true learning. The goal of the latter is to reward accurate and complete work.
11. <u>Grading Logistics</u>: Your final grade in class will be determined based on how many points you have earned on all of the assignments combined, including extra credit. I round up at X9.5% and above (i.e. 79.5% = a "B" not a "C").
12. <u>Extra Credit</u>: I offer a lot of different ways for you to earn extra credit in this course.
13. <u>Student Support</u>: Miramar College offers a wonderful variety of services to help our students succeed, and not just academically, including a food pantry, tutoring, and counseling.
14. <u>Student Code of Conduct</u>: Students who violate the Student Code of Conduct may be removed from class by the faculty for the class meeting in which the behavior occurred as well as the next class meeting.