

COMM 101 Public Speaking

Department of Communication Studies

Fall 2024 – Class Number 26698

T Th 9:35 – 11:00 am

Instructor: Ms. Parente

E-Mail: ParentZ@wlaac.edu

Office hours: M/ W 4 – 6 pm or by appointment

YouTube Site: youtube.com/zeneidaparente

Zoom link: [laccd.zoom.us/my/msparente](https://laccd.zoom.us/j/9876543210) passcode: msparente

Required Texts

Stand Up, Speak Out

Available at <https://courses.lumenlearning.com/suny-rockland-standupspeakout/>

We will also be using Canvas in this class. Log in at <https://ilearn.laccd.edu/login/canvas>

Course Description and Objectives

Catalog Description: Introduction to effective oral communication through study and experience in analysis, synthesis, and presentation of informative and persuasive discourse in a public speaking forum.

Course Overview: COMM 101 is designed to help you develop and refine your oral communication and critical thinking skills. The course is designed to present the basic elements of human communication, provide techniques for organizing and presenting information and offer perspectives for evaluating public discourse. It will you teach you how to apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech. This course will also teach you how to deliver speeches that incorporate a combination of verbal, non-verbal, written and/or visual and auditory expressions and media.

Course Outcomes: COMM 101 will provide you with both a theoretical understanding of and practical experience with public speaking. As a result of taking this class, you will be able to:

- 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 and compose an outline.
- Revise an outline as needed to meet time constraints.
- Locate appropriate sources and cite them correctly in a speech.
- Illustrate information with specific examples.
- Sketch anecdotes.
- Practice relaxation techniques.
- Practice delivery and employ eye contact.
- Demonstrate appropriate body language
- Prepare and deliver a well-paced 5-8 minute persuasive speech with appropriate eye contact and volume and 2-4 credible sources.

Attendance Policy

Regular attendance and participation are expected, and you should note that attendance and grades are highly correlated in any class. If you miss class, you will be allowed to turn in assignments that were due in class at the very next day of class only for full credit. For a make up speech delivery, you should have a documented excused absence. You may also be allowed to be rescheduled, but please make sure arrangements were made in advance with the instructor's permission. In case of last minute emergencies (e.g.: you were hit by a car as you were walking to class and were taken to the emergency room), you should let your instructor know about any absences via email or inbox message on Canvas, so we can make arrangements for making up any missed work.

Late Work and Incomplete Grade Policy

The late work policy in this course allows you one extra day to submit assignments. If you miss class, you will be allowed to turn in assignments that were due in class at the very next day of class for full credit. Unless otherwise announced, all assignments are due at the beginning of class on the day that they are due. If you have problems with a printer, please, e-mail the assignment to your instructor before class on the day that it is due. You will be allowed to make up in-class assignments (including speeches, quizzes, and exams) if you have a documented, excused absence.

If possible, you should notify your instructor in advance in person or via e-mail if you are going to miss class and the reason for your absence. Please, provide **written documentation** from a third party of your emergency or excused absence. It is very important that you dedicate time and attention to this course. Work-related absences, work in other classes, oversleeping, or meetings with other professors are not considered personal emergencies. Make-up presentations must be delivered during a regularly scheduled meeting of your class. You are encouraged to always communicate with your instructor if you need extra time and/or additional assistance with an assignment. Incomplete grades will not be given in this class except in rare, extenuating circumstances.

Academic Integrity

College in its quest for truth and knowledge embraces honesty and integrity. These fundamental values must not be compromised. The trust and respect among professors, students and the society need to be vigilantly protected. Cheating and plagiarism can be neither justified nor condoned as this would destroy the ideals and purposes of higher education. Students enter College to gain the knowledge and tools necessary for participation in society. Academic integrity is one foundation for a society based on trust and honesty. Therefore, the University takes seriously its responsibility for academic honesty.

Students are expected to abide by the College's Academic Honesty Policy – LACCD Student Code of Conduct (Board Rule 9803.28): violations of academic integrity of any type by a student provide 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.

Email Communications

I will officially contact students using electronic mail (e-mail) and other methods. E-mail provides a cost-effective, timely, and environmentally sensitive means of communicating University business and academic information.

Students are expected to access their e-mail account on a regular basis so that official school, college and department communications are delivered and received in a timely manner, and students do not miss important communications.

Statement on Special Needs Accommodation

Reasonable accommodation will be provided to any student with a disability who is registered with the Office of Students with Disabilities and requests needed accommodation. For more information, please contact the Office for Equity and Diversity and let me know if you need any accommodations in the classroom. 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” (WLAC College Catalog 2016-2018, p.20). DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology.

Use of Video Recording

In this class, we will be recording your speeches and posting the video online so that you can watch your own performance and write a self-evaluation after each speech. Your speeches will be uploaded to a Youtube website as unlisted. While we are making every possible effort to protect your privacy, please be aware that it is not possible to guarantee that your speech recording will not be viewed by others. Unlisted videos are only found if the link is shared.

Classroom Respect

You are expected to be respectful toward the instructor and other members of the class and not engage in behaviors that show disrespect for or distract from others’ learning. This includes, but is not limited to, the following:

- (1) You should not use electronic devices or have them on your desk during class unless the instructor specifically requests that you use them for an in-class learning activity. This includes laptops, mobile phones, iPods, and other similar devices.
- (2) You should come to each class on time, bring all of your course materials, and be prepared to learn and to engage in classroom activities.
- (3) You should not interrupt another student’s speech. If you are late to class on a speaking day due to an unforeseen emergency, you should wait in the hallway and enter the classroom between speeches.

Course Assignments and Grades

The following assignments will be completed by each student. All speaking assignments must be completed to receive a passing grade in the course.

Speeches

<i>Cultural Artifact Speech</i>	50
Draft outline of Cultural Artifact Speech	5
Cultural Artifact Workshop	5
Peer Speech Evaluation	5
Self-Reflection Evaluation	5
<i>Informative Speech</i>	75
Draft outline of Informative Speech	5
Informative Speech Workshop	5
Peer Speech Evaluation	5
Self-Reflection Evaluation	5
<i>Persuasive Speech</i>	100
Draft outline of Persuasive Speech	5
Persuasive Speech Workshop	5
Peer Speech Evaluation	5
Self-Reflection Evaluation	5
Written and Other Assignments	
Library Assignment	40
Activities	25
Quizzes and Exams	
Quizzes (2 quizzes)	50
Comprehensive Final Exam	100
Total	500

The following grading scale will be used in the course:

A = 90%-100%

B = 82%-89%

C = 70%-79%

D = 60%-69%

F = 0%-59%

Tentative Course Schedule

Week	Day	Topic & Reading Due	Assignment due
1	8/27	Orientation to Course: Syllabus Introduction Speeches	Read Chapter 1
	8/29	Communication Apprehension: Speech Anxiety Understanding Oral Communication	Read Chapter 11
2	9/03	Audience Analysis	Read Chapter 5
	9/05	Topic Selection	Read Chapters 8, 9
3	9/10	Cultural Artifact Assignment	CA. Topic Selection Due
	9/12	Outlining, Introductions, Conclusion, Connectives and Thesis Statement	
4	9/17	Cultural Artifact Peer Workshop	CA Speech Outline Due
	9/19	Cultural Artifact Peer Workshop	
5	9/24	Cultural Artifact Speeches	
	9/26	Cultural Artifact Speeches	
6	10/01	Cultural Artifact Speeches	
	10/03	Informative Speeches Informative Speech Assignment	CA Self-Reflection Due Inf. Topic Selection Due Read Chapter 15
7	10/08	Research and Preparation Library Assignment	Read Chapter 7
	10/10	Citing Sources in Your Speech Oral Citations and References List	Library Assignment Due
8	10/15	Delivery	Read Chapter 12
	10/17	Informative Peer Workshop I	Inform. Speech Outline Due
9	10/22	Presentations Aids and Using PowerPoint	Read Chapter 13
	10/24	Informative Peer Workshop II	
10	10/29	Informative Speeches	
	10/31	Informative Speeches	
11	11/05	Informative Speeches	
	11/07	Group Presentations	Inform. Self-Reflection Due Read Chapter 18
12	11/12	Persuasive Speeches Persuasive Speech Assignment	Pers. Topic Selection Due Read Chapter 16
	11/14	Persuasion, Argumentation and Reasoning Quiz #1	
13	11/19	Persuasive Peer Workshop – Introduction, Sources	Read Chapter 6
	11/21	Persuasive Peer Workshop – Outline, Visual Aids	Pers. Speech Outline Due
14	11/26	No School	
	11/28	No School	
15	12/03	Persuasive Speeches	
	12/05	Persuasive Speeches	
16	12/10	Persuasive Speeches	
	12/12	Special Occasion Speeches on Canvas	Persuasive Self-Reflection Due Read Chapter 17
17	12/17	Course Overview and Quiz #2	
	12/19	Final Exam	
18		Extra Credit Activity on Canvas - No class	

Extra Credit

Various opportunities for extra credit might arise throughout the course of the semester, but are not guaranteed. You may earn up to a maximum of 10 total extra credit points, and all extra credit assignments must be turned in before the final exam in order to receive credit. Examples of extra credit assignments that are worth 5 points each include the following:

- **Outside Speech.** You may attend an outside speech and write a 1-2 page (single spaced) outside speech report. Speeches attended for this assignment should be at least half an hour long. Examples of approved outside speeches include lectures that are part of the Los Angeles Public Library's [ALoud] series (see <http://www.lfla.org/aloud>) and pre/post performance lectures by directors, musicians, artists, etc. We highly recommend that obtain approval for any outside speeches from your instructor in advance, especially if you are unsure whether the event is appropriate for this assignment. In your paper, you should briefly summarize what was presented and discuss the ways that you did (or did not) see the principles of public speaking that you have been learning about in COMM 101 utilized in the speaker's presentation.
- **Participate in Research.** There might be a few opportunities to participate in research that is being conducted by Communication Studies faculty and/or graduate students. Your instructor will notify you if/when these opportunities are available.

Canvas

These are the steps to access canvas.

- Go to: <https://ilearn.laccd.edu/login/canvas>
- Your login ID is your Student Identification Number. If you do not know your Student Identification Number you can look it up using the Student Information System (SIS) at https://services.laccd.edu/districtsite/sis_logon.asp
- If this is your first Canvas class your password is 8888 + your Month and Day of birth (8888mmdd). Example: 88880101 for January 1st birthday. However, since Canvas passwords are permanent, if you have already taken a class using Canvas your password has not changed. Then it is 8888 before the SIS PIN. Example: 88881995
- After you login, you will see a list of the courses in which you are enrolled. Just click on a course number to access a course. Once you have entered the course, use the left-side menu to navigate the course.
- If you have trouble accessing the course on, or after, the start date, visit the Online Student Help Desk at <http://www.wlac.edu/online/helpdesk.asp>. Review the Common Login Mistakes information on the right for solutions to common login problems. If your problem is not addressed, contact the Distance Learning Program Office at (310) 287-4306 or via email: dabbagh@wla.edu