

**Santiago Canyon College
Arts, Humanities & Social Sciences Division**

**COMMUNICATION 110: PUBLIC SPEAKING COURSE SYLLABUS
Spring 2020**

**Tuesday
1:30 to 4:40 p.m.
February 11 to June 2
Ticket 110-77372**

SCC H-125

Professor Melinda S. Womack, Ph.D.

Academic Senate Approved Title IX Statement for Syllabi Should you like to include a statement about Title IX in your syllabi, please use the following statement, updated August 8, 2019: Santiago Canyon College (SCC) faculty are committed to supporting our students and providing an environment free from sex or gender-based harassment or discrimination as outlined by Title IX of the Education Amendments Act of 1972. Therefore, if a student chooses to confide in a member of SCC's faculty regarding an issue of sexual misconduct, sexual harassment, stalking, intimate partner violence, or other forms of gender-based discrimination or harassment, that faculty member is obligated to tell the Title IX Coordinator. Faculty members are considered "responsible employees" under Title IX and are required to report all details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. This disclosure allows the college to take immediate action to protect the victim and take steps to correct and eliminate the misconduct. If a student does not wish to report an incident to a responsible employee but wishes to speak to someone confidentially, the student can speak to the College Psychologist. Only psychologists within the Student Health Center are required by law to maintain near or complete confidentiality. The College Psychologist is located in the Student Health & Wellness Services in T102 or call 714-628-4773.

Basic Needs Statement

Any student who faces challenges securing their food or housing and believes this may affect their performance in this course is urged to contact the Hawk's Nest Food Pantry Coordinator for support. Please visit <https://www.sccollege.edu/StudentServices/FoodPantry> Furthermore, please notify the professor, if you are comfortable doing so, to discover other resources available for students.

There is to be no photography or electronic recording of any kind, except for those participating in the DSPS program.

STUDENT LEARNING OUTCOMES

1. Students who successfully complete this course should be able to research and utilize evidence to logically construct a speech appropriate for the occasion.
2. Students who successfully complete this course should be able to identify and control anxiety when delivering a speech.
3. Students who successfully complete this course should be able to explain and adapt to physical, physiological, psychological and/or semantic noises when communicating.

**KEEP THESE MATERIALS.
YOU ARE RESPONSIBLE FOR KNOWING
THE CONTENTS OF THESE PAGES.**

Office: H-310 (Humanities Bldg.)
Mailbox H-111
Office Telephone: 714-628-4786 (24-hour voice mail)
Office Hours: Monday and Wednesday: 9:30 to 11:30 a.m.
Tuesday: 12:45 to 1:15 p.m.
Thursday & Friday: by appointment
E-Mail: womack_melinda@sccollege.edu



Accommodations for Disabilities

Students with disabilities who want to request academic accommodations are responsible for informing their instructors and Disabled Students Programs and Services (DSPS) as early in the semester as possible, or at least two weeks before the accommodation is needed. To have accommodations authorized, students must provide DSPS with verification of disability and meet with a DSPS professional for an evaluation of needs. Students may schedule a DSPS appointment by coming to the DSPS Office in E-105, by phoning us at (714) 628-4860 or by emailing us at DSPS@sccollege.edu.

Accommodations for Veterans: First, **THANK YOU** for your service to our country!!!

SCC has a Veterans Resource Center. It is in A-206-A. The telephone number is 714-628-4793. Check it out. They are there to help you coordinate your benefits, your college plan, and orient you to the world of being a college student.

Psychological Services for all Students who have paid their health fee:

SCC has a trained and licensed therapist who is available to help in all matters dealing with emotions, stress, loss, etc. Refer to handout given separately from this document.

IMPORTANT DATES

- Last day to add a class with instructor provided Add Authorization slip: **BEFORE SECOND CLASS MEETING.**
- Last day to drop with enrollment fee refund: **2/23**
- Last Date to Drop ONLINE without a "W": **2/23**
- Last Date to Drop ONLINE and receive a grade of "W": **5/10**

REQUIRED MATERIALS

- Text: **Nelson, Titsworth, & Pearson. iSpeak, 2013 (5th) ed.**
- Lots of paper to take many notes and participate in class workshops.
- 3 x 5-inch note cards (3 each for Informative and Persuasive speeches, 1 for Special Occasion speech).
- 3 SCANTRON 882-E forms for the 3 exams covering the comprehensive reading, understanding and application of the text.
- Your own email addresses AND access to the Internet.



IMPORTANT NOTICE: YOU MUST USE THE CANVAS INTERNET PROGRAM TO SUCCESSFULLY COMPLETE THIS CLASS.

- **IF YOU DO NOT ALREADY HAVE ACCESS TO THE INTERNET AND EMAIL, YOU MUST IMMEDIATELY DO SO OR ELSE DROP THE CLASS. IF THIS CREATES A PROBLEM FOR YOU, PLEASE CONTACT ME AS SOON AS POSSIBLE AS I DO NOT WANT TO PUT YOU AT A DISADVANTAGE.**
- **ALL OUTSIDE OF CLASS CONTACT WITH YOU IS THROUGH CANVAS. IT IS ESSENTIAL THAT YOU REGULARLY CHECK FOR MESSAGES.**
- **BOTH THE ASSUMPTION AND EXPECTATION ARE THAT YOU ARE UTILIZING CANVAS AND CONTACTING ME SHOULD YOU BE HAVING PROBLEMS WITH CANVAS OR ANY OF THE POSTINGS ON CANVAS.**

Nearly all assignments will be submitted at the beginning of class on the due date. Ideally, they will be word processed. At the very least, they must be neatly written using INK. As a student registered in this class, you are EXPECTED to (and will BE HELD ACCOUNTABLE for):

- Submit all assignments on time
- Contact me if you have any questions or concerns.
- Check CANVAS on a regular basis.
- Check your email on a regular basis.
- Keep your Web Advisor file current with your email address.

MOST IMPORTANT NOTE: You are responsible for reading the email messages sent to you through CANVAS. You must make certain, ASAP, that you are receiving my email messages. Once an email has been sent, I assume you have the information. Check your email often.

COURSE DESCRIPTION AND REQUIREMENTS:

WOMACK'S EDUCATION PHILOSOPHY/FOCUS: Education is a life-long endeavor that can only be attained by the individual wanting to be educated. No one else can put data or ideas into your mind...that is up to you. If you should choose to become educated, then you, too, must make the decision to learn...despite others who might distract you, give you false information, or not "click" with your personality. Each of us must pave our own path to education. No teacher can MAKE you learn. Only YOU can MAKE YOU learn. I cannot MAKE YOU a good student. I can only give you my best as an instructor. In other words, I can only do my part...you can do your part...We both are responsible for our own actions.

You are now a college student. What worked in K-12 may possibly not work in college. The level of participation, commitment, reading and thinking is higher now.

COURSE DESCRIPTION. Teaches critical skills in relation to public speaking. Emphasis on the process, principles and major facets of critical thinking with practice through oral presentations. Prerequisite: Communication 097 for non-native English-speaking students. Advisory reading level: 3.

PLANS FOR INSTRUCTION. The objective of this course is to integrate public speaking theory and the act of public speaking. As communicators, we must know what public communication is and how to behave most effectively to maximize our communication skills in the public speaking forum. Our knowledge influences our skills and our skills test our knowledge.

This course includes,

- Speeches

- Lectures,
- Workshops
- Written assignments applying concepts to experience
- Three exams covering the text.

REQUIREMENTS: My plan of action is to run this classroom like an organization. Instead of earning a paycheck, you are earning knowledge and college credit. The classroom is a place for ADULTS to learn and work toward self-understanding and college credit. ***The classroom is NOT the student lounge, your living room, the local coffee house or any place other than what it is...a classroom where, from the start until the end of the period, the sole purpose is to provide an ethical, humane, academically rigorous yet personable and fun environment where ALL are respected as valued Beings and where learning is top priority. Therefore, I WILL NOT TOLERATE any behavior (words or actions) that interfere with my teaching abilities and/or the learning abilities of everyone enrolled in this class. I WILL NOT TOLERATE any behavior (words or actions) that intimidate or otherwise treat another as an inferior. I apply these statements to myself as well as to each of you. Everyone in the classroom is a living, breathing adult; NOT a radio, television, or CD player making background noise. We all have equal share in this space called the classroom.***



Safe

Space

My classroom is part of the **Safe Space** Project. For learning to take place, students must feel safe; this safety is for **ALL** students, not only those who share your values and beliefs. For this reason, courtesy, thoughtfulness, and acceptance are essential in our discussions in and out of the classroom. Acceptance should not be confused with agreement; one need not agree with a person to listen, but one must listen well to disagree respectfully and in an informed manner. Every student in this course has a voice and, therefore, deserves the courtesy of attentive listening and the freedom to express diverse ideas. If, at any time, you feel that you are not receiving this courtesy from me or from your fellow students, please bring it to my attention.

Once you are in the classroom, do not get up and walk in and out of the room. This is a distraction to me. If I am distracted, I am not teaching at my best. If you are out of the room, you cannot listen to what I have to say. Empty your bladder before coming to class. Return calls/texts between classes. If you are taking drugs or drinking alcohol...I don't want to know about it and you need to NOT be doing these on campus. If I do find out, you will be expelled. This is college. Show your commitment by showing up and staying focused the entire time. You have chosen to be here. You are not required to enroll in college.

ALL NON-CLASSROOM SPECIFIC ELECTRONIC DEVICES MUST BE TURNED OFF DURING CLASS.

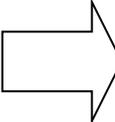
Lap top computer/tablets may be used in class for the sole purpose of taking notes for THIS class. If used for other reasons, your laptop/tablet privileges will be revoked for the entire semester.

Commit to the classroom. Leave your phone off for the time in class. Otherwise, do not take up space that serious students want.

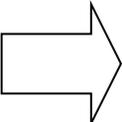
THERE IS TO BE NO PHOTOGRAPHY OR ELECTRONIC RECORDING OF ANY TYPE DURING THIS CLASS.

The requirements for this course fall into 4 categories:

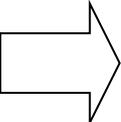
1. Classroom Behavior
2. Attendance
3. Assignments
4. Grading

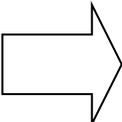
 **1. CLASSROOM BEHAVIOR: Everyone** in this class has the right to be treated as adults with respect. If you are being mistreated, assertively speak up; tell the individual what you need/want. Everyone in this classroom has the responsibility to respect all others as adults.

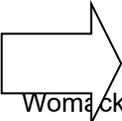
• SHOW UP AND BE PRESENT!

 **• Do not walk out of the classroom once the class has begun. Go to the restroom before and after the class. Take calls during your break between classes. Violation of this will result in a quarter of an absence for the day. If you walk out twice, you have earned half an absence, etc. COMMIT TO THE CLASS. COMMIT TO BEING THE BEST STUDENT YOU CAN BE.**

- **Be prepared to contribute to class discussions daily**
- Use appropriate humor
- Use assertive, adult behavior
- Self-motivate and monitor
- Consider others' needs and wants
- Engage in open, constructive conversation about the course or related materials
- Be honest when you are having difficulties and successes

 **ATTENDANCE:** At work you are not paid extra for showing up. You are expected to be at work giving full effort to keep your job and earn your contracted pay. Earning college credit is not just about completing assignments; it is assumed that the student will be present and active within the classroom. This is not a correspondence course. The State of California considers attendance an integral part in earning college credit. **ATTENDANCE IS MANDATORY.** Because of the experiential/workshop nature of this course, your absence affects not only your overall performance, but also the performance of the entire class.

 The Absence/Drop policy (SCC College Catalog) reads as follows: **“It is the student’s responsibility to withdraw from a course. However, because of enrollment demand a student may be dropped by the instructor when not appearing at the first class meeting. A student may also be dropped for excessive absences when the total hours of absence exceed 10% (4.8 hours) of the total scheduled hours of the class. Under extenuating circumstances, a student may be reinstated by the instructor.”** In accordance with this policy, I will drop a student on the 3rd absence. The ONLY exception to this is considered (not automatic) if the absence is due to a VERIFIABLE, severe medical or personal emergency that allows you no reasonable choice when considering coming to class. These absences will only be considered excused if verification and contact is provided WITHIN 24 HOURS OF THE ABSENCE. This means a telephone call from you (or someone speaking for you). Treat this like a job.

 **YOU ARE REQUIRED TO MEET ALL DEADLINES LISTED ON THE COURSE CALENDAR, WHETHER PRESENT OR ABSENT...Remember those choices we all must make and either**

celebrate the rewards or mourn the risks. On the 3rd absence you will be dropped (if before the deadline to drop) or given a grade of "F" in the course (if after the deadline to drop). Be forewarned! This matter is strictly up to you. Observe the rules...especially the 24-hour rule. **WHEN IN DOUBT, COMMUNICATE WITH THE INSTRUCTOR!**

Those of you who miss the second meeting of the class will be dropped.

Those of you who missed the first session without a verifiable excused absence have already earned one absence.

THE 24-HOUR RULE IS: YOU (OR A PERSON REPRESENTING YOU) MUST CONTACT ME WITHIN 24 HOURS (IN EITHER DIRECTION) OF THE MISSED CLASS SESSION. IF YOU DO NOT CONTACT ME WITHIN 24 HOURS, YOU FORFEIT THE POSSIBILITY OF EARNING AN EXCUSED ABSENCE. EVEN IF YOU CONTACT ME, YOU STILL MUST PROVIDE FORMAL VERIFICATION OF YOUR ABSENCE (GET PROOF!)

3. ASSIGNMENTS: Late projects in the workplace are not tolerated except in severe cases of personal or medical emergencies. The same is true in this class.

ALL ASSIGNMENTS ARE DUE AT THE BEGINNING OF THE REQUIRED CLASS PERIOD. IF I CHANGE ANY DUE DATE, I WILL ANNOUNCE THE CHANGE IN CLASS. STUDENTS ARE RESPONSIBLE FOR KEEPING TRACK OF ALL DUE DATES, ORIGINAL AND CHANGED. CHECK WITH ME WHEN IN DOUBT OR IF ABSENT

LATE ASSIGNMENTS AND MISSED IN-CLASS ASSIGNMENTS WILL NOT BE ACCEPTED. Only in EXTREME cases will Prof. Womack consider make-up assignments.



The course grade is based upon a **1950-point total**. There is no extra credit. I do not assume a higher grade if your score falls within the gray area between grades. I will look at exams, speeches, improvement, submission of work, and connection with the class during class time.

The breakdown is by percentage. You are not competing against one another, rather, you are competing against standards set with each assignment and within this syllabus. Therefore, there may be no "A" grades in this class, or potentially, everyone could earn a grade of "A." This holds true for all levels of achievement regarding grades.

GRADE	POINT RANGE	PERCENTAGE
A	1755 - 1950	90 – 100%
B	1560 - 1736	80 – 89%
C	1365 - 1541	70 – 79%
D	1170 - 1346	60 – 69%
F	0 - 1151	0 – 59%

There is no extra credit in this course.

Grades falling within the gray area between grades will be given every consideration but there is no automatic upgrade to the higher grade. I will look at overall attendance/participation, exam grades and growth in speeches.

ASSIGNMENTS

Assignment	Description	Quantity	Points
Student Learning Outcomes Pre- and Post-tests	This is a confidential survey testing your skills at the beginning and end of the semester. There are no "correct" answers, only honest answers	2 @ 25 points each	50 points (3% of grade)
Shares	Consists of both a written and oral (shared) portion based on connecting the theory of the class with the practice of the student.	2 @ 50 points each Written = 25 points Oral = 25 points	100 points (5% of grade)
Topic & Controlling Idea Approval 	The topics and controlling ideas for the informative and persuasive speeches MUST be pre-approved by the instructor. Non-approval means the speech cannot be completed.	1 @ 50 points	50 points (3% of grade)
Exams	Three exams based on student's comprehension of the text. While instructor will lecture from the text, not all material tested will be covered in lecture.	3 @ 200 each	600 points (31% of grade)
Developmental Outlines 	All outlines MUST be submitted to complete your speech.	Narrative = 50 points Informative = 75 points Persuasive = 75 points	200 points (10% of grade)
Speeches 	All students are required to complete 8 speeches to be considered for a passing grade in the course. The informative and persuasive speeches are based on scholarly research. In all speeches, plagiarism rules apply.	Partner Introduction = Cr/NC Analogy = Cr/NC Special Occasion = 50 Narrative = 50 points Informative = 300 points Persuasive = 400 points Impromptu #1 = 75 points Impromptu #2 = 75 points.	950 (49% of grade)
TOTAL			1950 points

Students are expected to keep a notebook for lectures and class assignments. The exam is based on the text. While I lecture from the text, I do not cover every point for which you are responsible. **As a college student, you are expected to read and comprehend the entire text.** I expect you to ask for clarification.

Your speeches are expected to reflect the rigor and ethical substance as described in class and in the text.

It is the student's responsibility to make note of any changes in due dates and/or assignments, and, to check with me regarding assignments in the event of an absence.

It is the student's responsibility to drop the course.



Plagiarism

All the work written in and out of class should be your own. To plagiarize is to present someone else's work as your own. Plagiarism is considered a strict offense at Santiago Canyon College and will be treated severely. According to Jacqueline Berke in **Twenty Questions for the Writer**, you must give credit to a source in the following instances:

- When you directly quote someone else.
- When you use someone else's ideas or opinions (unless these are common knowledge).
- When you use someone else's examples.
- When you cite statistics or other facts compiled by someone else.
- When you present evidence or testimony taken from someone else's argument. (73)

Students who plagiarize will receive a grade of zero (0) for the assignment. If more than two assignments are plagiarized, the student will be dropped from the class or receive a grade of "F" if the date to drop has passed.



I will NOT accept any assignments submitted by other means other than what I have required. That means, no emails, no hard copies, no Google Docs, etc.

COURSE CALENDAR

Note: Dates are subject to change. ALWAYS check with the instructor if you are uncertain of the dates. If you are absent, it is your responsibility to find out about changes.

Week 1

February 11 Orientation

Speech Anxiety lecture

Work with partners

Week 2

February 18 Student Learning Outcomes Pre-Test Survey due prior to class ONLINE via CANVAS (25 points)

Partner Introductions (Credit/No Credit)

Share #1 (50 points)

Week 3

February 25 **Analogy Speeches (Credit/No Credit)**

Chapters 1 & 12

Week 4

March 3 **Topic/Controlling Idea Assignment due at the beginning of class (50 points)**

Chapters 2, 3 and 4

Special Occasion Speech Workshop

Week 5

March 10 **Special Occasion Speeches (2-3 minutes; 1 note card allowed) (50 points)**
No late speeches allowed.

Feedback on speeches

Week 6

March 17 **Narrative Speech outlines due at the beginning of class. (50 points)**

Chapters 5 & 6

Exam #1 covering chapters 1, 12, 2 and 3 (200 points). Bring SCANTRON 882E and a #2 pencil. No late exams allowed.

<u>Week 7</u>	March 24	Informative Speech Outlines due at the beginning of class (75 points) Chapters 9 & 10 Narrative speech workshop
<u>Week 8</u>	March 31	Holiday – no class
<u>Week 9</u>	April 7	Spring Break – no class
<u>Week 10</u>	April 14	Narrative Speeches (3-5 minutes, no notes; 50 points) NO LATE SPEECHES.
<u>Week 11</u>	April 21	Persuasive Speech outlines due at the beginning of class. (75 points) Impromptu #1 (75 points) No late speeches. Exam #2 covering chapters 4, 5, 6 and 9) (200 points) Bring SCANTRON 882E and a #2 pencil. No late exams allowed.
<u>Week 12</u>	April 28	Informative Speeches (5-7 minutes, up to three 3x5 notecards, plus bring a formal bibliography to class for Womack to check sources). (300 points) NO LATE SPEECHES.
<u>Week 13</u>	May 5	Informative Speeches (5-7 minutes, up to three 3x5 notecards, plus bring a formal bibliography to class for Womack to check sources). (300 points) NO LATE SPEECHES.
<u>Week 14</u>	May 12	Chapters 7, 8 and 11 Persuasive Workshop

Week 15

May 19

Student Learning Outcomes Post-Test Survey due prior to class ONLINE via CANVAS (25 points)

Impromptu #2 (75 points) No late speeches.

Chapters 7, 8 and 11

Share #2 (50 pts.)

Week 16

May 26

Persuasive Speeches (6-8 minutes, may use 3 note cards) (400 pts.) NO LATE SPEECHES

Week 17

June 2

Persuasive Speeches (6-8 minutes, may use 3 note cards) (400 pts.) NO LATE SPEECHES

Final Exam covering chapter 7, 8, 10 and 11. (300 points) Bring SCANTRON 882-E and #2 pencil. No late exams allowed.

END OF SEMESTER