SYLLABUS
CUYAMACA COLLEGE
COMMUNICATION ARTS DEPARTMENT
SPRING 2002

COURSE

COMM 122-Public Speaking
Section 1860 TTH 8:00-9:15, Room E111 (3 units)
Prerequisites: None

INSTRUCTOR:

Nanette Wier
Phone: (619) 660-4265
Office Hours: MW 11:00-12 noon
TTH 9:30 – 11:00 a.m.
Office: D109

REQUIRED TEXTBOOK

The Art of Public Speaking by
Stephen Lucas (7th ed.) available at the bookstore

INTRODUCTION

Welcome to speech class! You may be surprised at yourself for signing up for this course and perhaps you are wondering why you are here. If you are like many of my students, you have agreed to take this class in exchange for a degree in your major or admission to another college or university. It is even possible that you have chosen to be here; by the end of the semester, I hope you will be satisfied with your decision to study communication.

COURSE DESCRIPTION

The availability to clearly express one's ideas is not only essential to an educated man or woman in our society, but it is a first amendment right that we often fail to exercise. Through our use of verbal and nonverbal communication, we talk with others, we listen, we respond

The purpose of this course is to help you to understand the communication process more fully so that you will be able to function effectively in your verbal and nonverbal communities. During the semester, we will examine a communication definition and model, types and functions of speeches, generating speech topics, organization of materials, modes of support, self and peer evaluation, audience analysis and listening skills.

The most important goal of this class is to maximize your communication abilities in the real world. The principles and skills discussed and practiced in class apply not only to speechmaking, but also to all communication situations you may encounter.

COURSE OBJECTIVES

This course has been designed to improve your understanding and competence in the following areas:

1. The nature and importance of communication in daily life.

2. To describe the elements of communication, to define communication, and to conceptualize the communication process with the aid of a model.

3. To understand factors that inhibits communication and detracts from communication effectiveness.

4. To understand and produce speeches for various purposes.

5. To develop skills in researching and organizing speech contents.

6. To develop skills in audience analysis.

7. To develop skills in verbal and nonverbal delivery.

8. To develop critical listening skills and to learn how to constructively criticize others' presentations.

9. To acquire positive attitudes toward public speaking and improve your confidence before groups.

ASSIGNMENTS

1. Three formal speeches: Demonstration Speech (4-6 min.)
   Informative Speech (5-7 min.)
   Persuasive Speech (6-8 min.)

2. Speech Outlines: You will be asked to submit a typed outline and bibliography of your informative and persuasive speech. **Outlines are due the day of your speech**.

3. Visual Aid: You will be asked to produce one visual aid to be used to clarify information in your informative or persuasive speech.

4. Examinations: There will be a midterm and a final. The final is not cumulative. Each exam contains multiple choice and true or false questions answered on a scantron.

METHOD OF EVALUATION

SUBJECT	POINTS
Attendance	25
Demonstration Speech	50
Informative Speech	100
Informative Outline	25
Persuasive Speech	100
Persuasive Outline	25
Visual Aid	50
Midterm	50
Final	50
TOTAL POINTS	475

427-475 = A
380-426 = B
332-379 = C
285-331 = D

* Extra Credit: Five points possible

GRADING POLICY

1. You are responsible to know when the oral/written assignments are due. **IF YOU DO NOT DELIVER YOUR SPEECH ON THE DAY IT IS ASSIGNED, I WILL TRY TO FIT YOU IN IF I CAN BUT YOU WILL ONLY RECEIVE 1/2 CREDIT FOR THE ASSIGNMENT.**

2. All speeches and examinations must be completed in order to pass this class. A missed examination can only be rescheduled if you contact me prior to the exam date and time and provide acceptable documentation of your emergency.

3. All outlines must be typed and **NO LATE OUTLINES WILL BE ACCEPTED**.

4. Any attempt to take and pass off another's work as your own will constitute an F in the course. Using part or the entire speech prepared by another person is an example of plagiarism.

ATTENDANCE AND PARTICIPATION

1. You are expected to attend class regularly. If you are absent or arrive late to class, it is your responsibility to be informed of what you have missed.

2. If you arrive late to class, it is your responsibility to see that the attendance roster is corrected to reflect your partial attendance. Three tardies equal one absence.

3. If you arrive late to class, please do not enter the classroom when a classmate is delivering his or her graded speech.

4. Students begin the semester with an automatic **25** attendance points toward their final grade. Students will lose **5** points for each absence after his or her allotted two absences (2 total for a TTH course).
   (For example: 3 absences you receive 20 points, 4 absences you receive 15 points, and so on.) Complete the semester with only 2 absences in a MWF class and receive your 25 points.

5. Manage your absences well. I do not discriminate between excused and unexcused absences. Please do not ask me if you can skip class to go to the doctor, pick up a long-lost relative form the airport, or study for an exam in another class. Your allotment is like a canteen of water; when it has been used up, there isn't any more!

6. In an effort to allow every student to exercise the right to free speech and to create an atmosphere of tolerance and respect, class members are expected to give their full attention to each speaker. Our classroom is not an appropriate place to do homework for other classes or to prepare note cards for your speech. Above all, the art of listening to ideas with which we do not necessarily agree is a desirable goal.

7. Students with disabilities who may need academic accommodations should discuss their options with me during the first week of class.

This course adheres to the policies outlined in the Cuyamaca College catalogue. For further information, see Academic Policies stated in the catalogue.

CLASS SCHEDULE
Section 1860 COMM 122
SPRING 2002

DAY	DATE	LECTURE/ACTIVITY	READING ASSIGNMENT
T	1/29	Course Overview	
TH	1/31	Communication Apprehension Introduction Speeches	
T	2/5	The Communication Process: Model	
TH	2/7	Speech Purpose & Topic Selection Introductions & Conclusions	Chapters 4,5, 9
T	2/12	Demo Speech Lecture	
TH	2/14	Listening Skills	Chapter 3
T	2/19	Delivery Skills	Chapter 12
TH	2/21	DEMONSTRATION SPEECHES	
T	2/26	DEMONSTRATION SPEECHES	
TH	2/28	DEMONSTRATION SPEECHES	
TH	3/5	DEMONSTRATION SPEECHES	
TH	3/7	Informative Speaking Lecture	Chapters 8, 10, 14
T	3/12	Research & Evidence	Chapters 6,7
TH	3/14	Visual Aids	Chapter 13
T	**3/19**	**MIDTERM**	
TH	3/21	Persuasive Speech Lecture	Chapters 15, 16
T	**3/26**	**HOLIDAY**	
T	**3/28**	**HOLIDAY**	
T	4/2	Persuasive Speech Lecture	
TH	4/4	INFORMATIVE SPEECHES	
T	4/9	INFORMATIVE SPEECHES	
TH	4/11	INFORMATIVE SPEECHES	
T	4/16	INFORMATIVE SPEECHES	
TH	4/18	INFORMATIVE SPEECHES	

DAY	DATE	LECTURE/ACTIVITY	READING ASSIGNMENT
T	4/23	INFORMATIVE SPEECHES	
TH	4/25	Lecture Language	Chapters 2,11
T	4/30	P.S. Activity	Chapter 17
TH	5/2	PERSUASIVE SPEECHES	
T	5/7	PERSUASIVE SPEECHES	
TH	5/9	PERSUASIVE SPEECHES	
T	5/14	PERSUASIVE SPEECHES	
TH	5/16	PERSUASIVE SPEECHES	
T	5/21	PERSUASIVE SPEECHES	
TH	5/23	Make-up Speeches Extra Credit Speeches	
T	**5/28**	**FINAL EXAM 7:30 – 9:30 a.m.**	

Please Note Following Important Dates:

Feb 9 Last day to add semester-length classes

Feb 9 Last day to drop semester-length classes without a "**W**" appearing on your record

April 27 Last day to drop semester length classes