

Public Speaking
SPEECH COMMUNICATION 100 MWF 11:10-12 & 12:10-1
 COLLEGE OF SAN MATEO

Instructor: George Kramm **Semester:** Fall 2009

Office: Building 12-188N **Office Phone:** 574-6679

Speech Lab: 18-110 **Lab phone:** 574-6257

Speech Lab Website: <http://collegeofsanmateo.edu/speech/>

Fax: 574-6324 (Put my name on it)

Email: kramm@smccd.net

Classroom Location: 16-240

My office/lab hours 12-188N	Speech Lab hours/18-110	Library Hours
M off 8-10, off 1-3	M	M 7:45 am to 7:45pm
T lab 9-12:45, off 5:30-7pm	T	T 7:45 am to 7:45pm
W off 1-3, off 5-5:30pm, lab 5:30-6:20	W	W 7:45 am to 7:45pm
Th (by appointment; normally not at CSM)	Th	Th 7:45 am to 7:45pm
F off 1-3pm	F	F 7:45-3pm
		Sat 11-2pm

TEXTS, COURSE DESCRIPTION, SLO's, AND POLICIES:

Text: Kramm's Public Speaking Reader—Fall 09 edition with smiley faces on it ☺ ☺

Course Description. This course offers an opportunity for general improvement in the basic process of public speaking with emphasis on presenting researched, well-organized, and well-delivered presentations to an audience. It is designed to help you in occupational and social situations by improving your self-expression, self-confidence, and self-understanding. Three of the five presentations delivered will be video taped. If you work hard, at the end of the semester you will have achieved the following outcomes:

Student Learning Outcomes (SLO's). You will be able to:

1. Write coherent speech outlines that demonstrate your ability to use organizational formats with a clear specific purpose
2. Incorporate sound reasoning and evidence that support claims you make in the body of your speech outline/speeches
3. Deliver speeches to inform and to persuade successfully integrating visual aids effectively
4. Apply critical thinking skills when evaluating speeches
5. Adapt your presentations to the audience based on situational, demographic, and psychological audience analysis
6. Describe, evaluate, and apply selected theories of rhetoric and/or communication theory

Disability. If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact the Disability Resource Center (DRC) for assistance. The DRC is located in Bldg. 16 Room 150. (650) 574-6438; (650) 574-6230

Be Prepared. Since you have a syllabus listing, all due dates for speeches, outlines, exams, etc. are your responsibility. You must deliver all 5 speeches to pass the class. If you miss a speech on your speech date (for any reason), you can make it up if there's time during the time allotted for the speeches for that particular round. You will lose two full grades from the score you earn. If you are unable to make up the speech in class, you can make-up the speech by videotaping it in the Speech Lab but only for two-thirds of the grade you actually earn—a serious deduction. You cannot do more than one make-up.

Late Arrivals. When speeches are being given, you should be especially concerned about timeliness. If you arrive late, and interrupt someone's speech (in progress), you could lose points off your own speech. Therefore, should you arrive late, wait for the applause before entering the room. If you are late, you must tell me after class. Otherwise, you will be marked absent. It is your responsibility to correct your attendance record after class.

Late Arrivals/Early Exits (General). I don't like to have people arriving late to class on a regular basis. If you come late on any given day or leave early, you will receive a tardy. If you're substantially late or leave well before class is over, you will receive two checks (equivalent to ½ an absence). Every three checks equal one absence. If you expect to be regularly late because of job, childcare or any other reason, don't take this class.

Late Written Work. Late work is never accepted past the next class date after the due date. For outlines, the penalty is 1 point off if I receive it after class on the day it is due. 2 points off if I receive it the day after it's due, and 3 points off if I receive it the next class date after the previous class date when the outline was originally due. Buddy critiques are not accepted without a speech lab instructor's signature and date on them. The date and signature must show that the assignment was completed on time. They also can be turned in as late as one class date late (day of your speech). The penalty, however, is 1point off your score. Self-assessments are accepted by the next class date after the due date with a 1point penalty off of your score.

Attendance. Students must be in class in order to participate and learn effectively. Thus, **you may miss only 6 classes without penalty.** After 6 you lose 10 points (equivalent to 2 percentage points of total grade) for each class missed. **If you miss more than 10 classes, you will be dropped.**

Attitude. I will absolutely not tolerate abusive or unsupportive behavior from any student toward anyone else. I will not tolerate discrimination of any kind (racial, gender, religious, sexual orientation, age, political association, etc.). We can have fun in class as long as it isn't at anyone's expense!

Plagiarism. Plagiarism is one form of cheating and is very serious at the college and university level. Don't do it. Plagiarism is defined as 1. To steal and pass off (the ideas or word or another), as one's own: 2. To use a created product without crediting the source: 3. To commit literary theft: to present as new and original an idea or product derived from an existing source -- Webster's Ninth New Collegiate Dictionary, 1983.

Participation. This means having a supportive attitude, contributing feedback to speakers, participating in class discussions, giving impromptu speeches, and writing speech critiques.

Speech Lab. This course has a one-hour by arrangement requirement. Instructors and students are required to participate in lab activities such as video recording of speeches; self-critiques; consultation with instructors; completion of modules online and/or on site; group meetings; and research. When using the lab it is important that you know your G number, your instructor's name, the class you're in and the time it meets.

Electronic Devices. I do not allow any electronic devices in class including cell phones, lab tops, blackberries, etc. In short, turn them off and PUT THEM AWAY. If they are on your desks and it appears you may be using them, you will be asked to leave immediately and will have an absence charged to you for that day. (The only exception to this rule is if you are using the lab top on your speaking day as part of a powerpoint presentation).

EVEN MORE CLASSROOM RULES AND SUGGESTIONS!!

1. If you come to class late, find a seat near the door. It's distracting enough that you're late, but don't interrupt by walking in front of us as well.
2. When we're in discussion, don't hog the floor. Give others a chance to give their input.
3. Bring the book to every class.
4. Read the syllabus frequently to keep up with due dates.
5. Call or email me if you miss class. I respond within 24 hours!
6. Participate during speeches by giving feedback to the speaker. This is extremely important for the speaker and gives you practice in using feedback skills, which is important in virtually all professions. In addition, I'll be grading the quality of your participation during these times.
7. Be ready to go to work when class is supposed to begin -- this means have your notebook open at ten after the hour.
8. Smile to reduce stress and turn on the relaxation response in yourself and others.
9. On your speaking day, make sure your speaking notes do not have too much text on them. I will check them just before you speak. If I deem that you have written too much on the cards I will take them from you and you will have to deliver the speech by memory.

EVALUATION AND POINT VALUES

Demonstration Outline
Informative Outline

25 points
25 points (research-based)

<i>Persuasive Outline</i>	25 points (research-based)
<i>Annotated Bibliography (2 @ 10 points each)</i>	20 points
<i>Graded Speeches</i>	
<i>Introduction (2 minutes)</i>	20 points
<i>Demonstration (video taped) (4-6 minutes)</i>	50 points
<i>Informative (video taped) (5-7 minutes)</i>	50 points
<i>Persuasive (video taped) (6-8 minutes)</i>	50 points
<i>Local Hero (4-6 minutes)</i>	50 points
<i>Exams (2 @ 50 points each)</i>	100 points
<i>Self-Assessments (3 @ 5 points each)</i>	15 points
<i>Speech Buddy Assignment (2 @ 10 points)</i>	20 points
<i>Participation</i>	20 point
	470 points

Grading Scale: 470-423=A, 422-376=B, 375-329=C, 328-282=D, 281 and down=F

(10-15 points of extra credit TBA during the semester)

DATE	AGENDA	WHAT'S DUE?
W 8/19	Syllabus Letters from Previous Students Student Inventory	
F 8/21	Speechlets Assign Introduction Speech	
M 8/24	Rhetoric and Communication Theory	• 3-21
W 8/26	Introduction Speeches (1:30-2:30 minutes)	• Intro Speeches
F 8/28	Introduction Speeches (1:30-2:30 minutes)	• Intro Speeches

DATE	AGENDA	WHAT'S DUE?
M 8/31	Kinds of Oratory Methods of Delivery <i>Note: Tomorrow is last day to add semester length courses</i>	• 21-27
W 9/2	Assign Demonstration Speech/Outline Inventio	• 27-32
F 9/4	Outlining: Heads and Theses Dispositio	• 32-43
M 9/7	Labor Day/No School	
W 9/9	Outlining: Structure, Coordinate, Superordinate Subordinate	• demo topics due
F 9/11	Organizational Structures Internal Summaries/Previews and other transitions	• 44-47
M 9/14	Introductions and Conclusions Lottery for Speaking Dates	• 47-58
W 9/16	Assign Informative Speech/Outline Assign self-assessment Peer Review of Outlines: Bring typed original and 3 copies	• 58-59

F 9/18	Visual Aids Pronunciatio Review Demo Speech Evaluation Form Review Demo Outline Evaluation Form	• 59-62
M 9/21	Demo Speeches (4-6 minutes)	• Group 1 Speaks • Group 1 Outline
W 9/23	Demo Speeches (4-6 minutes)	• Group 2 Speaks • Group 2 Outline
F 9/25	Demo Speeches (4-6 minutes)	• Group 3 Speaks • Group 3 Outline
M 9/28	Demo Speeches (4-6 minutes)	• Group 4 Speaks • Group 4 Outline
W 9/30	Demo Speeches (4-6 minutes)	• Group 5 Speaks • Group 5 Outline • Informative topics due
F 10/2	Demo Speeches (4-6 minutes)	• Group 6 Speaks • Group 6 Outline
M 10/5	Review Informative Speech Outline assignment	
W 10/7	Evidence	• 63 • Self-assessment #1

DATE	AGENDA	WHAT'S DUE?
F 10/9	Library Orientation	
M 10/12	Audience Analysis Review criteria for informative speech outline	• 63-71
W 10/14	Bring in study guide Handling Questions	• <u>INFO OL (EVERYONE!!!)</u> • Annotated Bibliography
F 10/16	Assign Buddy Critiques Assign Persuasive Speech/Outline	
M 10/19	Review for Exam #1	
W 10/21	Exam #1	• Exam #1
F 10/23	Info Speeches (5-7 minutes)	• Group 1 Speaks • Buddy Critique (Grps 1 & 2)
M 10/26	Info Speeches (5-7 minutes)	• Group 2 Speaks • Buddy Critique (Grp 3)
W 10/28	Info Speeches (5-7 minutes)	• Group 3 Speaks • Buddy Critique (Grp 4)
F 10/30	Info Speeches (5-7 minutes)	• Group 4 Speaks • Buddy Critique (Grp 5) • Persuasive topic due
M 11/2	Info Speeches (5-7 minutes)	• Group 5 Speaks • Buddy Critique (Grp 6)
W 11/4	Info Speeches (5-7 minutes)	• Group 6 Speaks

F 11/6	Audience Analysis Surveys Review Persuasive Speech Outline Assignment	
M 11/9	Persuasion	<ul style="list-style-type: none"> • 71-80 • Self-assessment #2
W 11/11	No school	
F 11/13	Veteran's Day/No school	
M 11/16	Persuasion Assign Local Hero Speech	<ul style="list-style-type: none"> • <u>PERS OL (EVERYONE)</u> • Annotated Bibliography
W 11/18	Elocutio <i>Note: Today is last day to drop semester-length course to get a W on your report card</i>	<ul style="list-style-type: none"> • 80-86
F 11/20	Exam #2	
M 11/23	Persuasive Speeches (6-8 minutes)	<ul style="list-style-type: none"> • Group 1 Speaks • Buddy Critique (Grps 1 & 2)

DATE	AGENDA	WHAT'S DUE?
W 11/25	Persuasive Speeches (6-8 minutes)	<ul style="list-style-type: none"> • Group 2 Speaks • Buddy Critique (Grp 3)
F 11/27	Thanksgiving Holiday/No school	
M 11/30	Persuasive Speeches (6-8 minutes)	<ul style="list-style-type: none"> • Group 3 Speaks • Buddy Critique (Grp 4)
W 12/2	Persuasive Speeches (6-8 minutes)	<ul style="list-style-type: none"> • Group 4 Speaks • Buddy Critique (Grp 5)
F 12/4	Persuasive Speeches (6-8 minutes)	<ul style="list-style-type: none"> • Group 5 Speaks • Buddy Critique (Grp 6)
M 12/7	Persuasive Speeches (6-8 minutes)	<ul style="list-style-type: none"> • Group 6 Speaks
W 12/9	Review criteria for Local Hero Speech Practice Rhetorical Devices	
F 12/11	Local Hero Speech (4-6 minutes)	<ul style="list-style-type: none"> • Group 1 Speaks • Self-assessment #3

Final Examination Agenda: Finish Local Hero Speeches

Final Examinations Dates:

11:10 class: 11:10-1:40 on Wednesday December 16
 12:10 class: 11:10-1:40 on Monday December 14

Congratulations! You are now a skilled public speaker. Add it to your resume.