

# Course Syllabus

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## Communication Studies

### Comm. Studies 101 - Public Speaking

Los Angeles Trade Tech: Summer 2022 06/12-07/16/23

"Most people would rather be in the coffin than have to give the eulogy."

--Jerry Seinfeld on the fear of public speaking

**Instructor:**

**Class Meeting Time:** Sec. 15128 MTWTh 07:45 am-10:35 pm Face to Face;

Finals; 07/16 @ 07:45 am-10:35 pm Online Zoom

The last date to drop the class without a "W" is 06/14/23

The last date to drop with a "W" is 07/08/23

The last date to drop with a refund/no fee is 06/14/23

#### [Zoom Meeting Information:](#)

You are invited to a Zoom meeting.

Register in advance for this meeting:

After registering, you will receive a confirmation email containing information about joining the meeting.

**E-mail:**

**Office Hour:** TBA

**Required Texts:** Click on the following LINK for your PDF Textbook

[O'Hair, Dan, et al. A Pocket Guide to Public Speaking, 5th ed. \(https://oiiipdf.com/a-pocket-guide-to-public-speaking-5th-edition\)](https://oiiipdf.com/a-pocket-guide-to-public-speaking-5th-edition)

Boston: Bedford/St. Martin's, 2016, ISBN: 978-1-319-07776-1

Advisory: Writing Center or NetTutor (Visit MyCollege.laccd.edu)

**Required Supplies:** 3X5 Index Cards (ruled or un-ruled) and Cell Phone or Recording Aid.

#### **Course Description:**

Students study the theory and techniques of public speaking in a democratic society. Students will apply rhetorical principles to topic selection and audience analysis, research and reasoning of information, speech composition and outlining, presentation aids and delivery, and listening and evaluation of public discourse. Students practice effective communicative strategies for various types of original speeches including informative and persuasive speeches. The focus will be on developing credibility as a speaker and demonstrating confidence before an audience. This course meets AA degree and transfer requirements in oral communication. This course requires at least 9-10 hours of study and interactive time.

#### **Units/Transferability**

3 units transferable to UC and CSU

#### **Prerequisites/Co-requisites/Advisories**

No Prerequisites. No Corequisites. It is recommended that you take the following courses prior to enrolling: ENGLISH 101

#### **Student Learning Outcomes**

1. Describe the basic principles of human communication
2. Analyze audiences to adapt their communication style to acknowledge the differences in others
3. Evaluate the reliability of information sources
4. Utilize appropriate speech organization
5. Perform basic delivery skills and submit a video recording via YouTube
6. Create and effectively utilize professional quality presentation aids

**Attendance/Participation Policy:** Students who are registered and miss the first class meeting may lose their right to a place in the class. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may exclude them from the class which equals 10% of overall class minutes per that term. If the instructor determines that there are no mitigating circumstances that may justify the absences, the instructor may exclude a student from the class. Students are responsible for officially dropping a class that they stop attending. You are expected to attend all class meetings. **During the first two (2) weeks, you will be automatically dropped from the class with no exceptions if you miss any class meeting. After the census, if you acquire Three (3) absences, you will be dropped from the class, NO EXCEPTIONS, after four (4) tardies, you will be dropped from the class and leave class early constitutes a tardy. There are no makeup days for speeches, speeches are due on the scheduled day.**

Your overall participation grade will be evaluated based on your contribution to class discussions throughout the semester (i.e., if you have perfect attendance but never participated in class discussions, chapter presentations, group activities, special assignments, etc., the highest you can get is 75/100 percent). Participation will also be based on if you leave class early, not paying attention to me or your classmates.

**Assignment Policy:** Students who are registered and miss the first time the class meets may lose their right to a place in the class. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may exclude them from class. If the instructor determines that there are no mitigating circumstances that may justify the absences, the instructor may exclude a student from the class. Students are responsible for officially dropping a class that they stop attending.

**All written assignments are due by due dates, presentations, and exams cannot be made up. Late written assignments will not be accepted. Students are responsible to turn in all assignments on time if you fail to turn in 3 or more assignments you will be dropped from the course. If you are absent, it is your responsibility to get and complete the assignments by the due date to receive credit. Please contact a fellow student for information concerning missed day projects or assignments that are due, do not depend on the professor.**

**Social Contract:** Both student and instructor will work to create a supportive, exploratory, and intellectually challenging academic community. This demands preparation for class discussions and full participation in all assignments as well as offering honest and constructive responses to the work of other students. **WARNING:** Due to the content and focus of this course, there will be materials and discussions that will be considered graphic and provocative ideas and issues. In addition, aspects of race, religion, class, politics, and intimacy will often be integral to the analysis of events and experiences. If students have any concerns and/or sensitivities to any of these matters, the student may want to consider other options. Course materials will not be altered or censored.

**Disability Statement:** All students with disabilities requiring accommodations are responsible for making arrangements promptly through the [Center for Students with Disabilities. \(Links to an external site.\) \(https://www.lacitycollege.edu/Resources/Office-Special-Services/Department-Home\)](https://www.lacitycollege.edu/Resources/Office-Special-Services/Department-Home)

### **Student Code of Conduct**

Violations of academic integrity include but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper, and/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 to enhance one's grade (see LACCD Board Rule 9803.28). Penalties may include a grade of zero or "F" on an exam or paper, or even suspension from the College.

**Policy on Academic Honesty:** College study is the process of acquainting students with values and procedures central to scholarship. All students are expected to do their own work. All forms of cheating and plagiarism are absolutely forbidden. This is the official policy of Los Angeles Community College. The following behaviors serve as an operational description of student violations of academic honesty:

1. The student takes or copies answers from another student or source or uses unauthorized materials during a test.
2. The student turns in an assignment (labs, art projects, homework, prewritten or purchased papers, or work downloaded from the Internet) that is not his/her own.
3. The student uses words or ideas that are not his/her own without acknowledging the source (plagiarism).
4. The student knowingly deceives an instructor with the intent to improve his/her standing in class.
5. The student submits the same paper or project previously submitted in another class without the permission of the current instructor.
6. The student depends upon tools or assistance prohibited by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.

**Speech Assignments: Are self-recorded and uploaded into Assignments in Canvas, and times may change\*\*, Speech Recordings CAN NOT be Altered.**

1. **Introduction Opening Speech (3mins)**
2. **Scholarship/ Personal Narrative (4mins)**
3. **Career Narrative (4mins)**
4. **Persuasive Speech (7-8mins)**
5. **Special Occasion Speech (3mins)**

**Written Assignments: Can use doc, Docx, or MS Word, and must be uploaded into Assignment in Canvas.**

- Introduction Speech Outline**
- Scholarship/Personal Narrative Outline**
- Career Narrative Speech Outline**
- Persuasive Speech Outline**

### Special Occasion Speech Outline Speech Evaluation (TBA)

**\*\*Papers:** All written work must be **proofread** before it is turned in. **All written assignments should be typed, double-spaced, Times New Roman 12 point font, one-inch margins. Your name, course and section numbers, assignment, and date should be single-spaced and in the upper right-hand corner of the paper.**

**Examinations:** All reading assignments must be read by the due dates. **NOTE:** Pop Quizzes will be given if the class seems unfamiliar with the assigned material and make-ups are **not** permitted.

**Grades:** You will be graded in this class based on a percent you earn from each speech and written assignment as well as your class attendance/participation. Keep track of your scores. At the end of the term, add up your points and use the scale below to determine your letter grade. Also, refer to Grading Attachment.

#### Grading Scale or Criteria

F - Failing

P - Pass; at least equivalent to a "C" grade or better NP - Not Pass; equal to "D" or "F" grade

A - Excellent

B - Good

C - Satisfactory

D - Less than satisfactory

**Workshops:** Speech workshops are provided to assist students in preparing for their speeches, therefore all students must have their speech outlines prepared. **Warning: if your outline is not "COMPLETED" for the workshop, you will receive a letter grade of an "F" for that particular speech, NO PARTIAL PAPER WILL BE ACCEPTED; no exceptions.**

Important! Drop Date Information

#### Drop and Repeats

Effective July 1, 2012 students are allowed three (3) attempts to pass a single class within the Los Angeles Community College District. If a student gets a "W", "D", "F", or "NP" as a grade in a class, that counts as an attempt. If you think you will not be able to complete this course with a C or better, please drop by the due date.

For all important dates make sure to visit <http://www.lacitycollege.edu/services/admissions/dates.html> (Links to an external site.) (<http://www.lacitycollege.edu/services/admissions/dates.html%C2%A0>)

Therefore, before the end of Week 2, you should carefully consider if you can reasonably manage this course with the other factors in your life (e.g. work, family, course load). **If you think you will not be able to complete this course with a C or better, drop by the last day of Week 2 (of the semester).** If you have any questions, please don't hesitate to talk to me. You may also see a counselor in the [Counseling Center \(Links to an external site.\)](https://www.lacitycollege.edu/Academics/Counseling/Online-Advising) (<https://www.lacitycollege.edu/Academics/Counseling/Online-Advising>) in AD 108.

**Short-term classes:** Drop dates for short-term classes are not the same as full-semester classes. For specific deadline dates, please contact the [Admissions Office. \(https://www.lacitycollege.edu/Admissions/Admissions-Records/Department-Home\)](https://www.lacitycollege.edu/Admissions/Admissions-Records/Department-Home)

#### Financial Aid

If you need help paying for books and other college expenses, call the Financial Aid Office at (323) 953-4000 ext.2010 or email [finaid@lacitycollege.edu](mailto:finaid@lacitycollege.edu), or the attached link [Financial Aid Office. \(Links to an external site.\) \(https://www.lacitycollege.edu/Admissions/Financial-Aid/Department-Home\)](https://www.lacitycollege.edu/Admissions/Financial-Aid/Department-Home)

#### Accommodations

**Supplemental:** "Any student who feels she/he may need an academic accommodation based on the impact of a disability should contact the [Office of Special \(Links to an external site.\) \(Links to an external site.\) Services \(Links to an external site.\) \(https://www.lacitycollege.edu/Resources/Office-Special-Services/Useful-Links\)](#) (DSPS) call or visit their office"

Students with a verified disability who may need authorized accommodation(s) for this class are encouraged to notify the instructor and the [Office of Special Services \(Links to an external site.\) \(https://www.lacitycollege.edu/Resources/Office-Special-Services/Useful-Links\)](#) as soon as possible, and at least two weeks before an exam or quiz. All information will remain confidential. The Office of Special Services (323-953-4000, ext.2270 or email [oss@lacitycollege.edu](mailto:oss@lacitycollege.edu)).

#### Library

### Library Digital Materials Accessibility

The LACC Library provides online access to databases, eBooks, full-text articles, streaming videos, research skills workshops, and 24/7 reference chat for research support.

If you cannot fully access the materials on any page on our site or in our databases, please contact the library by email at [mlklibrary@lacitycollege.edu](mailto:mlklibrary@lacitycollege.edu), by phone at 323-953-4000 extension 2406, or in-person during library hours. Please include the nature of the accessibility issue (including the name of the database), the location of the material with which you are having difficulty, and your contact information. There may be an alternative accessible format of the information available, an alternative solution identified, or improvements that can be made to make the information accessible.

Additional individualized accommodations may be available through the Office of Special Services (OSS). Students do not need to be signed up with OSS to select alternative assignments that do not use the product with identified accessibility barriers when an alternative solution for a product requires that alternative assignments be made available for all students.

Please see the Equally Effective Alternate Access Plan (EEAAP) guide <https://libguides.wlac.edu/eeaaaps> for specific alternative solutions for each of our electronic library databases. Check the library webpage (<http://library.lacitycollege.edu>) for hours and update.

### Prohibited Discrimination

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from Prohibited Discrimination, as defined by Board Rule 15003. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination as defined in this policy or by State and Federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. The specific rules and procedures for reporting allegations of Prohibited Discrimination and for pursuing available remedies are included in Administrative Regulation C-14.A copy may be obtained from the Deputy Title IX Coordinator or from the District's Office for Diversity, Equity, and Inclusion.

Any member of the Los Angeles City College community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute prohibited discrimination, has the right to seek the help of the College. Every employee has the responsibility to report such conduct to the Title IX Coordinator or the District's Office of Diversity, Equity, and Inclusion when it is directed toward students. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders, may be made available. For assistance, contact the Deputy Title IX Coordinator at (213) 891-2315, or [SpeakUp@lacitycollege.edu](mailto:SpeakUp@lacitycollege.edu), or [Diversity-Programs@email.laccd.edu](mailto:Diversity-Programs@email.laccd.edu) (<mailto:Diversity-Programs@email.laccd.edu>).

### Wearing Masks/Facial Covering on Campus

In compliance with Health Orders from the Los Angeles County Department of Public Health, the Los Angeles Community College District, Board Policy 2800, approved August 4, 2021, all students, employees and visitors, regardless of vaccination status, shall wear a mask or face covering while inside any District building, classroom, library, gymnasium, facility or other indoor setting. These requirements are in place to fulfill the Board's statutory obligation to protect its students, faculty, employees and visitors from the risks associated with the spread of infectious diseases, including the spread of the COVID-19 virus and its variants.

Students who fail to wear a mask/face covering while indoors at all LACCD colleges and facilities, including classrooms, will be asked to either comply or to leave the classroom immediately. Continued failure to comply constitutes a violation of the Student Code of Conduct as outlined in Board Policy 5500 and students may be subject to further disciplinary action. Pursuant to Education Code Section 76032, students may be removed from class for up to two (2) class sessions for refusing to wear the mask/face coverings required by this Board Policy. Further or repeated offenses may result in discipline pursuant to Education Code, Board Rules, and Board Policy.

Exceptions to the mask/facial covering requirement are that the student has a valid medical exception currently on file in their college's Disabled Student Programs and Services / Office of Special Services (DSPPS/OSS) office, such as a medical condition, including mental health or disability, that prevents wearing a mask, or, for students who are hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. To facilitate sign language use in the classroom, faculty and sign-language interpreters may remove their face covering for instruction purposes only. In such cases, faculty and interpreters must maintain six feet of distance from all others in the classroom. Should any student have an approved exemption from wearing a mask/face covering, they must also maintain six feet of distance from all others.

Board Policy 2800: <https://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=C5LNV612301>

Board Policy 5500: <https://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=C54M4A560575>

Board Action August 4, 2021:

<https://laccd.edu/Documents/NewsDocuments/2021/LACCD%20Board%20Adopts%20Policies%20Regarding%20Masking%20and%20Vaccinations%20Aug>

### GRADING

Your speeches and assignments are graded on a scale of 1-100. **All outlines (Not A Essay Paper) are due on the date of the speeches.** No emails concerning projects will be accepted.

Assignment Percentage Your Grade Introduction

Speech 100

Introduction Outline 100  
Persuasion

Career Narrative Outline

Speech Career 100 100

Outline  
125 125

Persuasion

Speech

Special Occasion 50

Special Occasion Outline 50

Quiz's total 150

Class Participation 100

Final Examination 160

TOTAL: 1160 points

**Grading Scale and Percentages:**

A = 90% and above B = 89-80% C = 79-70% D = 69-60%

F = 59% and below

Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness, that most frightens us. We ask ourselves, who am I to be brilliant, gorgeous, talented, and fabulous? Actually, who are you not to be?

*A Return to Love: Reflections on the Principles of "A Course in Miracles" (1992) Marianne Deborah Williamson*

## Course Summary:

### Date Details Due

[Speech #1 Introduction Speech Outline](#)

<https://ilearn.laccd.edu/courses/246962/assignments/5741592> due by 10pm

Thu Jun 15, 2023

[Syllabi Quiz](#)

<https://ilearn.laccd.edu/courses/246962/assignments/5755520> due by 10pm

[Quiz # 1 Becoming A Public Speaker](#)

<https://ilearn.laccd.edu/courses/246962/assignments/5755521> due by 10pm

Fri Jun 16, 2023

[Speech #1 Introduction Speech Video Upload](#)

(<https://ilearn.laccd.edu/courses/246962/assignments/5741593>) due by 10pm

Sat Jun 17, 2023 [Starting, Finishing and Styling Quiz Ch 14-15](#)

(<https://ilearn.laccd.edu/courses/246962/assignments/5755522>) due by 10pm

<https://ilearn.laccd.edu/courses/246962/assignments/syllabus/5/10>  
6/21/23, 9:45 AM Syllabus for COMM 101 : Public Speaking - SUMMER 2023 - SECTION# 15128

Date Details Due

[How to Evaluate a Speech](#)

(<https://ilearn.laccd.edu/courses/246962/assignments/5741570>) due by 11:59pm

Wed Jun 21, 2023 [Speech #2 Introduction/Scholarship Outline](#)

(<https://ilearn.laccd.edu/courses/246962/assignments/5741571>) due by 10pm

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([https://ilearn.laccd.edu/calendar?event\\_id=1895316&include\\_contexts=course\\_246962](https://ilearn.laccd.edu/calendar?event_id=1895316&include_contexts=course_246962))

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<https://ilearn.laccd.edu/courses/246962/assignments/syllabus> 6/10  
6/21/23, 9:45 AM Syllabus for COMM 101 : Public Speaking - SUMMER 2023 - SECTION# 15128

**Date Details Due** [https://ilearn.laccd.edu/calendar?  
event\\_id=1895334&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895334&include_contexts=course_246962)

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[\(https://ilearn.laccd.edu/calendar?event\\_id=1895378&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895378&include_contexts=course_246962)

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[\(https://ilearn.laccd.edu/calendar?event\\_id=1895379&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895379&include_contexts=course_246962)

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[\(https://ilearn.laccd.edu/calendar?event\\_id=1895327&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895327&include_contexts=course_246962)

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[\(https://ilearn.laccd.edu/calendar?event\\_id=1895331&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895331&include_contexts=course_246962)

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<https://ilearn.laccd.edu/courses/246962/assignments/syllabus/8/10>  
6/21/23, 9:45 AM Syllabus for COMM 101 : Public Speaking - Smith A. - SUMMER 2023 - SECTION# 15128

**Date Details Due** [\(https://ilearn.laccd.edu/calendar?event\\_id=1895332&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895332&include_contexts=course_246962)

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[\(https://ilearn.laccd.edu/calendar?event\\_id=1895352&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895352&include_contexts=course_246962)

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[\(https://ilearn.laccd.edu/calendar?  
event\\_id=1895360&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895360&include_contexts=course_246962)

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[\(https://ilearn.laccd.edu/calendar?  
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[\(https://ilearn.laccd.edu/calendar?  
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[\(https://ilearn.laccd.edu/calendar?  
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<https://ilearn.laccd.edu/courses/246962/assignments/syllabus> 9/10  
6/21/23, 9:45 AM Syllabus for COMM 101 : Public Speaking - Smith A. - SUMMER 2023 - SECTION# 15128

**Date Details Due**

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[\(https://ilearn.laccd.edu/calendar?  
event\\_id=1895365&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895365&include_contexts=course_246962)

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[\(https://ilearn.laccd.edu/calendar?  
event\\_id=1895366&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895366&include_contexts=course_246962)

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[\(https://ilearn.laccd.edu/calendar?  
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[\(https://ilearn.laccd.edu/calendar?  
event\\_id=1895371&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895371&include_contexts=course_246962)

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[\(https://ilearn.laccd.edu/calendar?  
event\\_id=1895372&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895372&include_contexts=course_246962)

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event\\_id=1895376&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895376&include_contexts=course_246962)

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event\\_id=1895377&include\\_contexts=course\\_246962\)](https://ilearn.laccd.edu/calendar?event_id=1895377&include_contexts=course_246962)