

SPCH 855 Speech for Non Native Speakers

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EMAIL TO SUBMIT LAB ASSIGNMENTS csmspeechlab@smccd.edu

Textbook: All content to be provided in class.

As your instructor, I bring to the classroom many years of study of rhetoric, persuasion, and communication in the academic, non-profit, and corporate worlds. If you are an anxious speaker, one who does not have much experience in public presentation or group work, or even one who has enjoyed many experiences in effective communication, you are warmly welcomed to join our community of learners.

This course is designed to increase your knowledge, skills, and abilities in oral communication situations in a variety of two-person, small group, and public speaking situations. My intention is to prepare you for transfer-level speech communication courses, specifically: SPCH 100, SPCH 120, SPCH 140, and SPCH 150. The information in lectures and text is important for your learning, and you will use that information as well as your own experiences, discussions, and experiential activities which will introduce you to both knowledge and behaviors regarding interpersonal communication.

Below are student learning outcomes for SPCH 120; by the end of the course, the student should be able to:

1. Recognize the role of culture in identity management and its role in communication
2. Prepare, deliver, and listen to organized public presentations
3. Ably enact the roles of interviewer and interviewee in an employment scenario
4. Apply learned skills and communication theories to teamwork activities

The Most Important Housekeeping Rules

1. Lab requirements (3 mandatory modules) need to be met due dates noted on the syllabus.
2. Speeches or presentations cannot be made up; if you are not there, you will not be able to participate in the assignment. If, somehow, there is an emergency, you may work on some modules in the Lab; the additional optional work applies only to one missed oral presentation assignment. However, you will see that the make-up work does not add up to the original assignment. One exam may be made up; however, you will need to contact me immediately about your emergency.
3. Six absences are permissible for MWF classes; four for T/TH classes; and two for evening classes, following what is specified in the **CA State Education Code**. After this, your grade will be affected. Please come to class when it begins and stay until it ends. The final class meeting is mandatory; be sure you include it among your responsibilities.
4. Cell phones and communication devices are to be turned off in class; interruptions harm other students, especially when they are speaking. **DO NOT USE THESE DEVICES IN CLASS** as doing so is antithetical to being a good listener and class participant.
5. 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; TTY (650) 574-6230

6. Original work is expected on all assignments, as specified in the **Student Handbook**. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials is prohibited and may lead to appropriate disciplinary action.

Speech Lab: For schedule, please visit www.collegeofsanmateo.edu/speech

You will need to view three assignments in the Speech Lab and type up an analysis. Modules for critiquing each of these three speeches (all different) are available in the lab but may be downloaded from collegeofsanmateo.edu/speech.

You may submit your completed lab assignment to the lab instructors. If available, he or she will discuss the assignment with you, grade it (0-5 pt scale), and keep it in a folder in the lab; for your information (though it is not necessary), the lab faculty can sign your personal copy of the course syllabus with the points received,.

You may also submit your completed lab assignment to the Speech Lab via email: cmspeechlab@smccd.edu. In the subject line, include your name, course number, and instructor. Attach your assignment AND copy and paste it to your email. You will ALWAYS receive a reply from the lab instructor, saying it was received. If no reply is received within a few days, speak with a lab instructor. Your grade (0-5pt scale) will be recorded in a folder in the lab.

The Three Types of Assignments for class: lab, speeches & presentations, tests
Attendance and participation
Quality and timeliness of work submitted

1. Lab Assignments: 15 pts: your total

Lab assignments must be typed.

Note that the insightfulness and comprehensiveness of your response will affect total points earned. Some lab assignments may be accessed via the department website: <http://collegeofsanmateo.edu/speech>

Mandatory lab assignments 5 pts ea: complete all three (15 pts)

- View and analyze video of “my first friend” speech [by 10/1]
- Practice, videotape, and discuss interview rehearsal [before your interview date]
 - View and analyze video of interview [by 11/5]

2. Speeches and presentations

My first friend speech/45 pts max: your pts ____
Interview project/80 pts max: your pts ____
Family group assignment/75 pts max: your pts ____

3. Quizzes

Quiz 1/50 pts max: your pts ____
Quiz 2/50 pts max: your pts ____
Quiz 3/50 pts max: your pts ____

4. Attendance and quality of participation

Weeks 1-6 10 pts: your pts ____
Weeks 7-12 10 pts: your pts ____
Weeks 13-17 10 pts: your pts ____

Quality and timeliness of assignments is important!

Work is not proofread -5
Work does not show effort -5
Work is not timely -5

Grading Scale

355.5 - 395 = A
316 - 355 = B
276.5 - 315 = C
237 - 276 = D
Below 237 = F

A = exceptional; substantive and original contribution to assignment

B = very good; capable fulfillment of assignment

C = good; acceptable work that omits or misconstrues some assignment criteria

D = needs work—see instructor; work that omits or misconstrues most assignment criteria

F = needs work—see instructor; unacceptable fulfillment of terms of assignment

8/20	Introduction to course; warm-up exercises
8/25	Open-ended versus closed questions & videos of speeches
8/27	Self concept: private, presenting, perceived selves; interview partner
9/1	Last chance to interview partner
9/3	Round I: my first friend in class (videotaped)
9/8	Round I: my first friend in class (videotaped)
9/10	Round I: my first friend in class (videotaped)
9/15	Quiz I on types of questions, self concept, and speeches; introduce interview assignment Show transparencies of position announcements
9/17	Resumes and paperwork; work with partners on position announcement; legal and illegal questions
9/22	Perception: select, organize, interpret
9/24	Nonverbal communication: chronemics, paralanguage, kinesics
9/29	Nonverbal communication: proxemics, haptics, artifacts, environments

10/1	Work in teams on position announcement and interview questions Critiques of Round I due
10/6	Post position announcements; review resumes in teams
10/8	Post resumes and discuss
10/13	Round II: employment interview (videotaped) If you are interviewed, be sure you complete your video rehearsal and turn in analysis.
10/15	Round II: employment interview (videotaped) If you are interviewed, be sure you complete your video rehearsal and turn in analysis.
10/20	Round II: employment interview (videotaped) If you are interviewed, be sure you complete your video rehearsal and turn in analysis.
10/22	Quiz II on perception, nonverbal communication; introduce family service project
10/27	Challenges of understanding our larger community: ethnocentrism, racism, sexism, homophobia; in family groups, devise questions for guest panelists
10/29	Panel discussion on dealing with difficult emotions; ask questions
11/3	Group communication: life of groups, positive and negative
11/5	Link up with service providers and discuss project Critiques of Round II due
11/10	Open discussion of proposals to class
11/12	Flex Day
11/17	Family time to work on project
11/19	Family time to work on project
11/24	Family time to work on project
11/27	THANKSGIVING HOLIDAY
12/1	Round III: family service project (videotaped)
12/3	Round III: family service project (videotaped)
12/8	Round III: family service project (videotaped)
12/10	View videos of service projects in Speech Lab
12/15	Quiz III (comprehensive) and toasts, 8:10-10:40 am

