

Instructor: Helen Acosta

Office hours: I will be available every day for the $\frac{1}{2}$ hour before class and $\frac{1}{2}$ hour after class if you need to see me (in the classroom)

Best method of contact: EMAIL

To better serve your needs I have an email address designated just for student use hastudents@gmail.com. When you send your email you will receive an automated response to let you know that I have received the email. If you do not receive the automated response the email has not gone through.

Second best: Leave a voice message or text my google voice number 661-381-1591

Course Description: In this course you will practice the research, organization, language and delivery skills necessary to prepare and present original informative and persuasive speeches on topics of your choice.

Course Organization: Your instructor is your “guide on the side” rather than the “sage on the stage”. Lectures will be short, followed by activities. Students work in teams, determined by the instructor, to complete skill-building assignments however, presentations are given and scored individually.

When you finish this class with a C or higher you will be able to:

1. Apply critical thinking skills when listening to, analyzing and evaluating oral messages.
2. Develop, organize and support ideas with personal experience and cited research for informative and persuasive presentations.
3. Evaluate contexts, attitudes, values and responses of different audiences.
4. Identify and apply different styles of presentation utilizing effective delivery techniques and presentation aids.
5. Manage communication apprehension.

Text and Required materials:

DK Guide to Public Speaking

Lisa A. Ford Brown

eText: ISBN-10 0-205-82806-X, ISBN-13 978-0-205-82806-7

Print: ISBN-10 0-205-75011-7, ISBN-13 978-0-205-75011-5

Acosta, COMM B1 Packet

(see the [flyer](#) for more info.)

available at Minute Man Press

4500 Easton Drive • Bakersfield, CA 93309

You will also need:

- Some form of stopwatch
- Access to a computer with internet. Both are available in the Library Commons.

PERSONAL INFORMATION:

Your instructor will only contact you outside of class via your Bakersfield college email address.. In the settings find the filter to ALWAYS accept email from your instructor as well as other important BC email addresses (you might also set-up a priority folder for your BC emails).

This classroom is a SAFE SPACE

My classes and office are "Safe Spaces" for all individuals, regardless of culture, ethnicity, race, age, physical ability, gender, gender identity, and sexual orientation. People who create an uncomfortable or openly hostile environment due to biased attitudes will be asked to leave the classroom and return only after student and instructor have had a opportunity to meet with the dean of students and developed a remediation plan for respectful behavior toward others in the classroom.

Suggestions for success at Bakersfield College

1. Always have a major
2. Always attend class
3. Don't give up
4. Take student development courses and student success workshops to improve college-level skills.
5. Find/develop your study strengths and use them to avoid wasting time!

<u>Points in the class</u>	
4 Presentations	600
• Personal Object Info.	100
• Impromptu Speaking	100
• Research Based Info.	200
• Research Based Pers	200
Ceremonial Presentation (final)	10
2 research assignments	90
3 Topics	15
Speech packets	240
Speech Practice(in-class)	35
Personal Growth Critique	10
TOTAL	1000
Extra Credit	50
<i>BONUS for perfect attendance (with no more than 3 tardies) and all work turned in on-time: 3%</i>	

Grading Policies

- I do not grade on a curve.
- There are 1000 points in the class. 900-1000=A, 800-899=B, 700-799=C, 600-699=D, 0-599=F
 - When you are absent you must turn in homework at the beginning of the class session it is due (you may turn in work early but not late). No late paperwork will be accepted.
 - If you must be absent on a speaking day you will need to present me with tangible proof of the necessity or you will lose 50% on the assignment.
 - Late speeches will not be done in class. Late speeches will only be done during finals during one of the scheduled make-up sessions BEFORE your final exam period. NO EXCEPTIONS.
 - BONUS: if you have perfect attendance (with no more than 3 tardies) and turn in all work on time I will add 3 full percentage points to your grade if necessary to reach the percentage needed for the next grade up..

Chapter Reading Guides:

Reading Guides are due with your speaking day Journals and reactions on the dates listed on the calendar. Reading Guides should be completed outside of class. Feel free to work with your peers to complete the reading guides.

Exams

Other than the reading guides your skill development in this class is measured through "performance exams". These performance exams are the 4 Oral

Presentations also known as Speaking Assignments.

General

- Your recorded grades will be available for review on RCampus. Please do not ask for a grade check during class or via email.
- Do remember to keep all assignments returned to you so that we can meet in my office at your earliest convenience to resolve any grade discrepancies.
- Except in cases of actual error, final grades are permanent.
- Final "I" grades will not be permitted except in cases of prolonged, continuous, and excused absences in the latter half of the course. Under no circumstances will an "I" grade be given when less than 60% of the coursework has been completed.

Suggestions for success

For most students this will not be a "difficult" course. However, you will be using a wide variety of skills that you may never have used in combination before. There will be times that you may feel silly because tasks that look simple actually use several skill sets that your brain has never connected before. Trust the process and give yourself time to prepare for each speaking assignment in order to allow your brain the opportunity to create all the necessary connections that will assure a more comfortable and enjoyable speaking experience.

Bakersfield College Disability Resources

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Student Programs & Services located at Student Services Building, 1st Floor, Counseling Center (661-395-4334), as soon as possible to better ensure such accommodations are implemented in a timely fashion.

Classroom-Level Enrollment Procedures:

- All absences require prior notification if they are to be excused - email preferred. During first two days an absence without prior notification will lead to an automatic drop - the next person on wait list will come in.
- If you miss class during the first two days of class - even once - without notifying Helen, you will be dropped immediately.
- If you are wait listed and attending class there is a POSSIBILITY that you will be added to the class if there are other drops. If, on census day, there have not been sufficient drops to add you to the class you may no longer attend the class.