

Class Guidelines & Policies David D. Malley
COM 173
Office: 9 Mohegan (2nd floor in the annex)
Office Hrs: M 11:30-12:30, W 3:30-4:30, Th 3:30-4:30
(and by appointment)
Office Phone: 383-5243
email: dmalley@trcc.comnet.edu

COM 173

INTRODUCTION TO SPEECH COMMUNICATION

Course Description: Students will learn the fundamentals of speech communication. They will learn to deliver, discuss, and respond to presentations of increasing complexity. Emphasis will be placed on organization, analysis, and elements of speech delivery, including effective verbal and non-verbal aspects of communication.

LEARNING OUTCOMES FOR COM 173

Upon successful completion of COM 173, students will be able to:

- Compose and deliver several primary types of speeches of increasing length and complexity (Introduction, Entertaining, Informative, Motivational, and Persuasive Speeches), representing an increasing development of critical thinking skills and delivery sophistication.
- Develop, research, and compose speech outlines according to formal outlining techniques.
- Analyze, recognize, and incorporate the appropriate, formal argument models and patterns of logic for each given speech.
- Devise, compose, and utilize appropriate speaking notes to facilitate and enhance the delivery of speeches.
- Utilize both verbal and non-verbal strategies to effectively communicate with audience during speech presentations.
- Understand the importance of audience analysis and demonstrate an ability to be aware of and utilize audience feedback during speech presentations.
- Use audio and visual aids, including PowerPoint, where appropriate, to enhance speech presentations.
- Document information obtained through research using MLA format.
- Analyze and provide productive, useful, and constructive critique of peer speech presentations.

Requirements:

Textbook: Public Speaking for College and Career, 7th edition, Hamilton Gregory

Magazine: The student is responsible for regular access to one of the following

magazines throughout the semester: Time, Newsweek, New York Times Sunday Magazine, The New Yorker, or a similar magazine (see me for approval of specific mags).

Blank Media: One blank Mini DVD+RW Disc (8 cm) (available at bookstore).

Policies:

Attendance: Regular attendance is essential. A great deal of material will be given out in class and there is considerable in-class work, which often cannot be made up. Significant absences will affect your grade. If you do miss a class, come to the next class prepared by finding out what you missed.
* * * Quizzes cannot be made up.

Late Assignments: We are all adults, deadlines are deadlines. Late assignments will not be accepted unless approved by me in advance. No Crybabies!

Student Disabilities: Please see me immediately if we need to make any modifications to meet your individual needs. Students with learning disabilities should see a counselor in student services immediately.

Withdrawal from class: If you stop attending the class, and do not officially withdraw, you will receive a grade of F for the semester.

Plagiarism: Plagiarism is a violation of academic honesty. It occurs when you take credit for someone else's work (words) and submit it as your own, either intentionally or merely through incomplete documentation of sources. Any plagiarized work in a speech will result in an F for the semester.

Assignments and Grading:

SPEECHES

Short Speech 2-4 minutes
Entertaining 10 pts

10 pts

Informative Speeches 4-6 minutes 20 pts each
Presentations (2)
(possibly from magazines)

40 pts

Persuasive Speech 5-8 minutes 25 pts
Persuasive with at least 3 references
(may use magazine)

25 pts

Evaluations & Class work/participation
15 pts

Quizzes
10 pts

Total Points
100 pts

Major Speech Requirements:

1. Outlines must be word processed and submitted before your major presentations.
2. Major speeches must be on varied topics.
3. You must use a visual on the Persuasive speech.
4. Use at least two current sources for the Persuasive speech.
5. I highly value attendance, participation and timely cooperation.
6. All speeches in a category are due the first day for everyone.
7. Listen to the tapes of your first three speeches and write up an evaluation of one of them. Then make an appointment to share your ideas with me
(assignment and sign-up sheet will be distributed).
8. Please DO NOT enter the room while a speech is in progress.
9. Behind all good speaking is good thinking!!!!