

COM K173-T11: Public Speaking: 10850
Spring 2015

Instructor: Karen Sweeney
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Meets: MWF from 9-9:50 AM in KTRCC D203

Description of the course:

Prerequisite: *ENG K101 eligibility*

Public Speaking introduces students to the principles and basic skills of effective speech communication. Students will research, compose, and deliver speeches of increasing complexity and sophistication. The course familiarizes students with the strategies and techniques of successful informative and persuasive public speaking so students gain an understanding of how communication happens and how people participate in public discourses. The course also exposes students to the rhetorical dimensions of many types of public speech and teaches them to be more critical listeners who can respond rhetorically to complex issues and ideas.

COM K173 Course Outcomes:

1. Demonstrate, describe, and apply an understanding of the relevant principles of speech communication, reasoning, and argumentation.
2. Critically evaluate examples of public discourse.
3. Demonstrate the acquisition of skills in public speaking and argumentation within several speech structures and contexts.
4. Demonstrate an ethical and effective use of academic research.
5. Demonstrate an appreciation of the relationship of speech communication to society.

Required Materials:

Public Speaking: Strategies for Success, 7th edition, by David Zarefsky

Email and Office Hours:

If you have any questions, concerns or want to discuss a particular reading or assignment, feel free to contact me via email. I will respond to emails within 24-36 hours. If you send an email between late Friday and Sunday, I will respond beginning the following Monday. My office hours are MWF from 10-11 in D 207E.

Assignments:

Informative Speech 1 (10%)
Fairy Tale Speech (10%)
Informative Speech 2 (15%)
Ceremonial Speech (10%)
Group Project (15%)
Final Project (20%)
Classwork/Homework (10%)
Participation (10%)

Attendance Policy:

This is a class that requires your regular and engaged attendance. Because of the nature of public speaking and public communication, it is important for you to be in class and committed to listening, thinking critically, and speaking. You should come prepared every day, meaning having read the assigned reading and prepared for any assignments due. I will be taking attendance daily. If you must miss a class due to an emergency, let me know via email. As 10% of your grade is based on participation and another 10% is based on classwork and homework, excessive absenteeism will negatively impact your grade.

Tardiness:

Due to the nature of this course, tardiness is very disruptive. There will be many days when students are giving formal and informal presentations, and entering the room while they are speaking can be quite unnerving for speakers. Excessive tardiness will negatively impact your grade.

Preparation:

You are responsible for all reading assignments, all material discussed in class, all handouts distributed in class, and all announcements made in class, including schedule changes. We will be writing in class, discussing, and giving presentations during the course of the semester. Students are expected to demonstrate professionalism in all of these activities. This includes being prepared to *answer* questions related to the reading, as well as being prepared to *ask* questions of clarification or about issues of interest, during class.

Question of the Day Exercise:

The "Question of the Day" is designed to provide you with regular classroom practice in the principles of effective public speaking. Class will begin most days with one of these exercises, so it is crucial that you arrive on time. During the exercises, students will respond to a current affairs question posed to the class. Student generated suggestions may be solicited.

Late Assignments and Make-up Policy:

Late assignments will not be accepted except in the most dire of circumstances. You are expected to come to class prepared on the days you have assignments due. The only exceptions to this will be documented cases of extreme illness, death of a family member, or college or legal obligations. In these instances, you will be expected to contact me via email prior to the class meeting, and should return to class with documentation explaining your absence. If you are not able to attend class when an assignment is due you must send me a digital copy of the assignment via email **before** our assigned class meeting time. When you return, you must also bring a hard copy of the assignment. I do not permit make-ups for in- class assignments.

Speech Policy:

You are expected to come fully prepared for each speech day. Because giving speeches takes class time, it is difficult to impossible to find time for presenting late speeches. Late speech presentations are guaranteed to lose at least one complete letter grade if proper documentation is not presented. However, even with documentation, you are not guaranteed the opportunity to make-up the missed speech due to time constraints. Please refer to the late assignment policy for questions about missed speeches. If you have specific questions or concerns regarding the policy, please speak with me privately about your situation.

Academic Integrity and Ethics:

The decision to enter college and undertake advanced study is a choice that entails an important set of ethical commitments. One of these commitments is a mindfulness of plagiarism: knowing what it is and how to properly complete assignments competently and ethically. Plagiarism will not be tolerated. Any assignment found to be plagiarized or to come from plagiarized material will receive a grade of zero and the student will be reported to the Academic Dean and Student Services Dean where disciplinary action may be taken.

Students with Disabilities:

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that I cannot provide disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services to me. Also, accommodations take effect when I receive the paperwork from a student, and accommodations will not be provided retroactively.

TRCC Disabilities Service Providers Counseling & Advising Office Room A-119	
Matt Liscum (860) 215-9265	<ul style="list-style-type: none">• Physical Disabilities• Sensory Disabilities• Medical Disabilities• Mental Health Disabilities
Chris Scarborough (860) 215-9289	<ul style="list-style-type: none">• Learning Disabilities• ADD/ADHD• Autism

Class Cancellation Policy

In the event that I am not able to attend class, you should find a note posted outside our classroom door. If there is no note but I am not in the classroom, please wait ten minutes before concluding that class has been cancelled. In the event of cancellation, I will make every effort to notify you by both email and a Blackboard announcement ahead of time. For instructions on class cancellation due to inclement weather, please call 860-215-9000 or go online to: www.trcc.commnet.edu

The Writing Center/TASC

Room: C117 (next to the Library).

Phone: 860-215-9082.

Email: TRWritingcenter@trcc.commnet.edu.

Online tutoring: <http://www.etutoring.org/>

Digication Statement

All students are required to maintain an online learning portfolio in Digication that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

Public Speaking: Tentative Student Course Outline

Subject to change by instructor

Monday, January	Wednesday, January 21	Friday, January 23
		Introduction to course Syllabus review Speeches of introduction HW: Read Ch. 1
Monday, January 26	Wednesday, January 28	Friday, January 30
Finish speeches of introduction Discuss Ch 1 HW. Read Ch 2	Discuss Ch 2 and go over Informative Speech #1 due Wednesday, February 4 HW: Pick speech topic and read Ch. 3	Discuss speaker anxiety Discuss Chapter 3: Presenting the speech HW: Read Ch. 4:Critical Listening and prepare speech

Monday, February 2	Wednesday, February 4	Friday, February 6
Discuss Critical Listening HW: Finalize speech preparation and outline	Informative speech #1 Due!!	Continue presentations of first informative speech
Monday, February 9	Wednesday, February 11	Friday, February 13
Continue Presenting Informative speech #1 HW: Read Ch. 5 Analyzing Audiences	Finish informative speech #1 presentations Discuss Audience analysis HW: Read	Discuss Fairy tale elements Go over Fairy tale speech assignment, due Friday, February 20 HW: Pick a fairy tale for speech and prepare assignment Read. Ch 12 Achieving Style Through Language
Monday, February 16	Wednesday, February 18	Friday, February 20
President's Day No class	Discuss the importance of language choices in speech HW: Finalize fairy tale speech	Fairy tale speeches due!
Monday, February 23	Wednesday, February 26	Friday, February 27
Continue with fairy tale presentations	Fairy tale presentations HW: Read ch. 13: Informing and Ch. 7 Research	Finish fairy tale presentations Begin discussion of informative speaking

Monday, March 2	Wednesday, March 4	Friday, March 6
<p>Discuss Academic research And Informative speaking</p> <p>HW: Read Ch 9:Organizing the speech and Ch. 10 Organizing the speech: Introductions, Conclusions and Transitions</p>	<p>Discuss speech organization and go over Informative Speech #2 assignment, Due Monday, March 23</p> <p>**Outlines due for peer review Friday, March 13</p> <p>HW: Read Ch. 6: Topic Selection and 13: Informative speaking</p> <p>And pick a topic</p>	<p>Discuss topic selection and informative speaking</p> <p>HW: Pick a topic for informative speech #2 and prepare three audience analysis questions</p> <p>Begin conducting research</p> <p>Read ch, 11:Outlining the speech</p>
Monday, March 9	Wednesday, March 11	Friday, March 13
<p>Discuss preparation outlines</p> <p>HW: Work on preparation outline</p>	<p>In class audience analysis exercise for informative speech #2</p> <p>HW: Write audience analysis paragraph</p> <p>Finalize outline for peer review</p>	<p>Finish audience analysis exercise</p> <p>Outlines due for in class peer review</p>
Monday, March 16	Wednesday, March 18	Friday, March 20
<p>Happy Spring Break!</p>	<p>No class</p>	<p>No class</p>

Monday, March 23	Wednesday, March 25	Friday, March 27
Informative Speech #2 due with complete preparation outline and works cited page in MLA format plus audience analysis paragraph	Continue presentations	Continue presentations HW: Read Ch. 16: Occasions for public speaking
Monday, March 30	Wednesday, April 1	Friday, April 3
Continue Presentations HW: Read chapter 16: Occasions for Public Speaking	Finish informative speech presentations Discuss occasions for public speaking and Ceremonial Speech assignment, due Wednesday, April 8 HW: Read ch. 8 Reasoning	April Recess No class
Monday, April 6	Wednesday, April 8	Friday, April 10
Discuss logic and reasoning in speeches Hw: Finalize preparations for ceremonial speech	Ceremonial speeches due!	Continue presenting ceremonial speeches
Monday, April 13	Wednesday, April 15	Friday, April 17
Continue ceremonial speech presentations	Finish ceremonial speeches Discuss Group project, due Monday, April 22 Class time to begin group work HW: Find article to summarize for group project	Class time to work on group project HW: Write article summary for group project and collaboratively write intro, conclusion and transitions. Organize outline.

Monday, April 20	Wednesday, April 22	Friday, April 24
Group projects due, with one outline per group in MLA format with complete works cited page	Finish group project presentations Discuss Final Project, Outlines due Friday, May 1 for peer review. Final Projects due Monday, May 4 HW: read Ch 14: Persuasive speaking	Discuss persuasive speaking HW: Pick topic for final project and begin research Read Ch 15 Speaking with Visual Aids
Monday, April 27	Wednesday, April 29	Friday, May 1
Discuss speaking with visual aids HW: Organize outline for final project, due for peer review Friday, may 1	Digication Lesson HW: Complete final project outline, select multi-media and practice!	Final Projects Outlines Due for Peer Review!
Monday, May 4	Wednesday, May 6	Friday, May 8
Final Projects Due!!!	Final Project Presentations	Final project presentations
Monday, May 11	Wednesday, May 13	Friday, May 15
Final Project Presentation	Final Project Presentations	Final Project presentations
❖ Monday, May 18 Last day of class Final thoughts Finish presenting final projects		
Wednesday, May 20 Make-up Instructor Discretion		



