

## INTRODUCTION TO PUBLIC SPEAKING

**\*Com K173      Section: 13477      Fri. 11:00-2:20 Rm. D203**

**Instructor:** Elaine Violette

**Office Hrs: by appt.** ( D205.1)

**Email:** [eviolette@trcc.commnet.edu](mailto:eviolette@trcc.commnet.edu)

**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.

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

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**

**Speech Craft (6mth Launchpad Access) Author:** Gunn

**ISBN:** 9781319063191 **Copyright Year:** 2018 **Publisher:** MPS (Macmillan Publishers)

Print, bound or loose-leaf, or ebook with Launchpad access

**USB DRIVE and 4X6 NOTECARDS/Power Point presentation**

### **Class Policies:** (Please read carefully.)

Regular attendance is **essential and expected** for active participation and fair evaluation.

Material given weekly in class for the day's discussions, activities, and future preparation is necessary for optimum learning and evaluation. In-class work **cannot** be made up.

**If you do miss a class, email assignments due to the instructor. Come to the next class prepared with all assignments completed and speech prepared if appropriate.**

**Grading Procedure:** For full credit, be present for all activities. No extra work will be assigned to make-up for missed activities.

<b>Speeches/Outlines/research/ assignments</b>	<b>70%</b>
<b>Tests/quizzes</b>	<b>15%</b>
<b>Self-peer assessments</b>	<b>5%</b>
<b>Participation (group work, impromptus, attendance )</b>	<b>10%</b>
➤ Participating in class discussions, peer critiques, and all group activities	
➤ In class on all speech days whether as a speaker or as an audience member	

**Required Speech Assignments:**

- |                        |          |                      |               |
|------------------------|----------|----------------------|---------------|
| • Introductory Speech  | 2-3 min. | • Informative Speech | 5-7 min.      |
| • Entertaining Speech  | 3-4 min. | • Persuasive Speech  | 8-10 min.     |
| • Current Event Speech | 4-5 min. | • Impromptus         | 1 to 1 ½ min. |

**Speech Topics: Speech topics must be conducive to the academic environment and approved by instructor BEFORE outlines are prepared.** Overused topics will be discussed and avoided. Personal as well as audience interest should be considered when choosing topics.

**Major Writing Assignments:**

- 2 Formal Full Sentence Outlines (with earlier drafts and peer edit workshops)
- 2 Topic (Presentation) Outlines/notecards – Due the first day of formal speeches
- Peer and Self Critiques as assigned
- Library/research assignment

**Tests: Mid Term Exam on readings and lectures**  
**Final Exam Formal Speech**  
**Quizzes to be announced**

**Grading Standards\***

A- All class expectations and assignments met without error and with a superior degree of excellence and commitment.

B-Class expectations and assignments met with minimal errors and demonstrate good solid work that is completed in and out of class in a highly competent manner.

C-Class expectations and assignments in and out of class are met in an acceptable and generally satisfactory manner and sufficient to meet requirements.

D-Class expectations and assignments do not meet all requirements and included many errors and omissions.

F-Student failed to meet class room expectations and assignments in and out of class.

**\*Grade is based on all assignments. Minor assignment points add up quickly and can seriously affect a student's overall grade when not completed.**

**N Grade, effective Fall 2012**

The N Grade is assigned to students when there is no basis for a grade. This would apply to students who never came to class as well as to those who didn't attend or participate long enough to be graded. The N grade is used to distinguish between earned failures (F), official withdrawals (W) and students who stop attending or participating before there is a basis for a grade. (In most cases there would be no basis for a grade for students who stop attending or participating before the 60% point.)

**Due dates and Late Assignments:** Due to the nature of a speech class, due dates must be adhered to for the class to run smoothly. Students must be ready to give speeches on assigned days.

### **Speech Assignments Penalties**

- A speech grade for students attending class but unprepared to give speech on date assigned will be penalized 5% and is expected to be prepared at the next class meeting if time permits.
- Students not present in class on major speech days despite the reason will be penalized 10 % and is expected to be present and prepared at the next class meeting if time permits.
- Students unprepared to present or absent a second time for a class that meets once a week, loses the opportunity for a grade.

Late speeches do not simply affect one student but the entire class's time schedule. In the professional world, penalties are expected for a speaker who is not available or unprepared to give a presentation. An absent or unprepared speaker causes serious problems for the company, hosting organization, supervisor, or customer, regardless of the reason (lateness, sickness, etc.) Therefore, points are deducted in a public speaking class for absent or unprepared students regardless of the reason.

**Written Assignments:** Most late written assignments will not be accepted. OUTLINE EDIT 10 PT. WORKSHOPS cannot be made up, though asking for the edit sheet to evaluate your own outline is highly recommended.

### **Class Attendance and Tardiness Policies:**

- Students are expected to attend all classes. Missed classes will affect participation grade, regardless of reasons, including illness.
- Classes begin promptly. Lateness lowers participation and adversely affects entire class.
- Important information is given out at the beginning of class and will **NOT** be repeated. If you come in late, see me after class to hand in any written assignments, receive missed handouts, or your graded work.
- **It is the student's responsibility to ask a classmate for up-to-date information missed because of a late arrival or absence.**
- Make-up tests must be arranged with instructor within one week of student's absence.

### **Class Requirements -Read Carefully:**

1. All written assignments including Outlines **must be word processed and submitted IN PRINT** on due date to avoid penalty. Excuses that include computer problems are **not**

accepted. (Use effective time management to avoid last minute problems). Please check your computer set ups (PPs) the week before a speech is due.

2. Please silence cell phones before entering class.
3. Power Points required as assigned.
4. Use credible sources as assigned and include MLA bibliography. (See text)
5. Please DO NOT ENTER the room while a speech is in progress.
6. Please be considerate of everyone in class before, during, and after speeches by keeping side talking to a minimum.
7. Students **absent** on speech day must present the next time their names are called.
8. Tests cover readings and lectures. Notetaking and careful reading is essential to understanding.
9. **This is the only syllabus that you will receive. Please keep it in a secure place in your notebook.**

\*Check to see if your power point/USB works on the class computer **before** the day of speech. Beginning a Power Point in the school library assures you of correct version in class. Everyone is expected to know how to set up your presentation on the classroom computer. **DO NOT WAIT UNTIL DAY OF SPEECH FOR INSTRUCTION.**

**Please remember that it is your responsibility and not mine, to keep up with assigned readings and paper due dates as outlined by the syllabus. Contact me immediately after an absence to receive missed handouts from the session you did not attend. If a class is cancelled for some reason, follow agenda assignments and turn in any papers associated with the cancelled class in the following session.**

**The Writing Center/TASC:** C117-next to library). Visit for help with outlines, research, or speech creation or the on-line writing lab at [TRWritingCenter@trcc.commnet.edu](mailto:TRWritingCenter@trcc.commnet.edu).

I will meet with students up to an hour before my classes in the adjunct office Room 205.1, for extra help or for grade conferencing if you email me at least 48 hours before class for an appointment.

**Campus Policies:**

**Academic Integrity-** In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

**Academic Dishonesty-** Student Discipline Policy, section 2:10, Board of Trustees of CT Community Colleges. Academic Dishonesty shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own,

(d) stealing or having unauthorized access to examination or course materials, (e) falsifying records of laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

### **Student Disabilities and Counseling Center:**

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 accommodations cannot be provided until you provide written authorization from a DSP.

<b>TRCC Disabilities Service Providers</b> Counseling & Advising Office Room A-119	
<b>Matt Liscum</b> (860) 383-5240	<ul style="list-style-type: none"> <li>• Physical Disabilities</li> <li>• Sensory Disabilities</li> <li>• Medical Disabilities</li> <li>• Mental Health Disabilities</li> </ul>
<b>Chris Scarborough</b> (860) 892-5751	<ul style="list-style-type: none"> <li>• Learning Disabilities</li> <li>• ADD/ADHD</li> <li>• Autism Spectrum</li> </ul>

*Please note that an instructor cannot provide disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services to the instructor. Also, accommodations take effect when the instructor receives the paperwork from a student- accommodations cannot be provided retroactively.*

The Counseling Center offers:

- Academic advising and counseling
- Career counseling and information
- College transfer
- Employment counseling and resources for full and part-time jobs and internships
- Personal counseling and development
- Physical, psychological and special learning needs
- [Referral to community agencies and resources](#)

**Class Withdrawal:** If you stop attending class and do not officially withdraw, an **F** for the semester is designated per administration. **Last day to drop a class and partial refund is Feb.23rd/Last day to withdraw from classes, May 9th.**

**Class Cancellations:** Be sure I have your correct emails and phone #s if I must contact you. If emails or phone #s change during the semester, email me on the change. I will send out a test email to be sure all emails are correct and on my list.

**Weather cancellations:**

Call 860-215-9000 or go online at [www.trcc.commnet.edu](http://www.trcc.commnet.edu)

**Cell Phones:** Unless you are an emergency responder, all cell phones, Blackberries, text messaging devices, etc., should be turned off during class. All MP3 players, laptops, and other electronic devices should be turned off as well.

**Library Assignment:** Since research is a vital piece of any informative or persuasive speech, a time will be set aside for a library orientation and a library assignment (scavenger hunt) to practice using data bases.

**Library Hours**

**Fall & Spring Semesters**

Monday - Thursday: 8 am - 8 pm

Friday: 8 am - 3 pm

Saturday & Sunday: Closed

**Sign up for MyCommNet Alert!** myCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather. All students are encouraged to sign up for myCommNet Alert. A tutorial is available on the Educational Technology and Distance Learning Students page of the web site. This link should be shared with students

**Board of Regents for Higher Education and Connecticut State Colleges and Universities Policy Regarding Sexual Misconduct Reporting, Support Services and Processes Policy**

**Public Act No. 14-11: An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus:**

“The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking.”

**Title IX Statement of Policy:**

“Title IX of the Education Amendments Act of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students are protected by Title IX, regardless of their sex, sexual

orientation, gender identity, part or full-time status, disability, race, or national origin, in all aspects of educational programs and activities.”

**Please Report Student Incidents** to Vicki Baker at [vbaker@trcc.commnet.edu](mailto:vbaker@trcc.commnet.edu) 860.215.9208

**Digication Statements for all TRCC Syllabi**

As a student you will maintain an online learning portfolio using a college-designed template in Digication. Through this electronic tool you will have the opportunity to monitor your own growth in college-wide learning. It may even help you determine a major that is best suited to you. You will be able to keep and maintain your learning portfolio after graduation. Digication provides a “place” where you will connect your learning from the classroom, college, and life in general.

**Revisions to Syllabus:**

The information contained in the syllabus is subject to revision at my discretion. I will inform the class of any changes that are made. If you miss a class, check with a classmate upon your return to verify that you have the most up-to-date information.

**K173 #13477**  
**Public Speaking Tentative Class Agenda**  
**Fri 11:00-2:20–Rm D203**

***Visuals required for BOTH major Informative and Persuasive Speeches.***  
***One Power Point required.***

***Week 1***

***2/16 – President’s Day Break. TRCC closed***

***Week 2 – Welcome and class prep***

2/23– Course Guidelines/ Get Acquainted Activity / Intro. to public speaking/Introduction speeches. Handouts

***Week 3 – Reading due: Ch. 1 and 2 (speech craft, confidence, listening, ethics)***

3/02– Due: **Entertaining Speeches Due (3-4 min.)** Lecture: Speech expectations, choosing topics, creating specific purpose and thesis statements. Current Event Speech prep

***Week 4 – Reading due: Ch. 4 and 14 (speech topics, informative speaking)***

3/09– Due: **TYPED Current Event topic, specific purpose and central idea. Library Orientation.** Lecture: support materials/outline prep.

***Break***

**3/16– SPRING BREAK – No classes this week.**

Choose topics for informative and persuasive speeches.

***Week 5 Reading due Ch. 7 and 8 (Organization, Outlines, Intros, transitions, conclusions)***

3/23–Due: **Current Event Speeches**

**Hand in topics and specific purposes for both Informative and persuasive speeches.**

Lecture: Preparing formal outlines/research\

***Week 6***

**3/30 – NO CLASSES TRCC Closed for Easter Break**

***Week 7 – Reading due Ch. 5 and 6 (Researching and support material***

4/6- **Outline Workshop (10 pts. no make-ups) Due: Typed Preparation outline for 5-7 min. Informative speech with Work Cited.**

***Week 8 – Reading due Ch. 11 (Presentation aids-visuals)***

4/13- **MID TERM Exam. Persuasive topic, specific purpose, and thesis due today (TYPED)**



***Week 9 – Reading due ch. 3 (audience analysis)***

4/20 – **Formal Informative Speech Presentations with visuals (5-7 min.) and Topic Outlines due** Notes must be on 4x6 Notecards only. Peer-assessment completed in class. Appropriate dress required.

***Week 10 – Reading due Ch. 15 and Ch. 16 (Persuasive speaking, argumentation)***

4/27 - **Persuasive QUIZ on Chapters. Due: Outline draft on your persuasive topic.**  
Lecture on persuasion and impromptus

***Week 11 – Reading due Ch. 9 (Style and Language)***

5/04 - **Persuasive Outline Workshop with your visual ideas. MLA work cited due. (10 pts). NO MAKE-UPS.** Lecture: small group dynamics with activity.

***Week 12 – Reading due Ch. 10 and Ch. 13***

5/11 – **FINAL EXAM Persuasive Speeches with Visual and Topic Outline.**  
**Business dress and note cards required.**

**IMPORTANT**

**Note:** Changes in any of the above assignments are left to the discretion of the instructor. Time limitations may prevent the completion of one or more of the above activities.

**Note:** If classes and/or tests are cancelled due to inclement weather, whatever is scheduled on the cancellation date will be scheduled for the next class, in addition to what is normally scheduled for the next class.