

COM K173-T7: Public Speaking: 10740
Spring 2018

Instructor: Karen Sweeney
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ksweeney@comcast.net
Meets: W from 6-8:45pm in KTRCC D203

Description of the course:

Prerequisite: *ENG K101 eligibility*

COM K173 Course Description):

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:

Speech Craft, by Joshua Gunn

An SD card with at least 4GB free to keep the video of your persuasive speech. You will need a Class 4 or higher SDHC or SDXC memory card, which you should be able to find on Amazon for under \$20. I prefer the brand SanDisk, but there are other brands with good cards

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 by appointment in D 207E on Wednesday prior to class.

Assignments:

- How To Speech (10%)
- Narrative Speech (10%)
- Forensic Speech (15%)
- Ceremonial Speech (10%)
- Impromptu Speech (10%)
- Final Project (20%)
- Classwork/Homework (15%)
- Participation (10%)

Grade Standards:

A: Work is uniformly excellent; meets all criteria for the assignment and exceeds them in quality and execution. Totally free from errors and demonstrates extensive outside preparation.

B: Work is uniformly good; meets virtually all the criteria for the assignment and will do so in a highly competent manner. Predominantly free of errors and demonstrates notable outside preparation.

C: Work is sufficient to fulfill the requirements of the assignment; work generally competent and relatively free from errors; acceptable outside preparation.

D: Work does not fulfill the requirements of the assignment; marked by many errors and little outside preparation.

F: Fails requirements completely and lacks outside preparation.

Grade Scale: Point Ranges Grade Point

A	93 - 100	4.000
A-	90 - 92	3.667
B+	87 - 89	3.333
B	83 - 86	3.000
B-	80 - 82	2.667
C+	77 - 79	2.333
C	73 - 76	2.000
C-	70 - 72	1.667
D+	67 - 69	1.333
D	63 - 66	1.000
D-	60 - 62	0.667
F	0 - 59	0.000

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 direst 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 for an absence 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	<input type="checkbox"/> Learning Disabilities <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Autism <input type="checkbox"/> Mental Health Disabilities
Elizabeth Wilcox (860) 215-9289	<input type="checkbox"/> Medical Disabilities <input type="checkbox"/> Mobility Disabilities <input type="checkbox"/> Sensory Disabilities

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/>

Student Email:

Your default email address is your college email address and this email address must be used for class-related communications. If you have not set up your email address yet, you will need to do this immediately. A secondary way I will be communicating with you is within our Blackboard course shell. If you have any questions regarding use of college email or Blackboard, you can contact the IT Service Desk at (860) 215-9049.

Digication Statement

All students are required to maintain an online learning portfolio using a TRCC designed template. Through this electronic tool, students can see their own growth in college-wide learning. The student can keep and continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select random works to improve the college experience for all. No names will be attached to the assessment work; it will remain private and anonymous for college improvement purposes. In class outlines, students will find recommended assignments which support various college-wide learning abilities. The student will have a tool which can integrate their learning from the classroom, school, and life and allow for another opportunity of learning at TRCC! Students will be able to make multiple portfolios.

BOARD OF REGENTS FOR HIGHTER EDUCATION AND CONNECTICUT STATE COLLEGES AND UNIVERSITIES POLICY REGARDING SEXUAL MISCONDUCT REPORTING, SUPPORT SERVICES AND PROCESSES POLICY**Statement of Policy for 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. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.”

**UNITED STATES DEPARTMENT OF EDUCATION AND OFFICE OF CIVIL RIGHTS
TITLE IX STATEMENT OF POLICY:**

“Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX 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 (as well as other persons) at recipient institutions 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 a recipient’s educational programs and activities.”

If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact Edward A. Derr, the Diversity Officer and Title IX Coordinator: Admissions Welcome Center * Office A116, 574 New London Turnpike, Norwich CT 06360 860.215.9255 * EDerr@trcc.commnet.edu

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 tutorial can be found at:

http://www.trcc.commnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html

Public Speaking: Tentative Student Course Outline

Subject to change by instructor

Wednesday, January 17	Wednesday, January 24
<p align="center">Introduction to course</p> <p align="center">Syllabus review</p> <p align="center">Speeches of introduction</p> <p>Discuss speech basics, speaker anxiety, and Critical Listening Chapters 1 and 2 plus Chapter 12, Understanding Speech Genres</p> <p>HW: read Chapter 4 Choosing Speech Topic and Purpose, Chapter 8, Transitions, Introductions and Conclusions and Ch 10 Style and Delivery</p>	<p align="center">Discuss effective delivery and attention material</p> <p align="center">Discuss How-To Speech assignment, due Wednesday, January 31</p> <p align="center">Discuss introductions and conclusions</p> <p align="center">HW: Prepare and practice speech</p>
Wednesday, January 31	Wednesday, February 7
<p align="center">How-To Speech due!</p> <p>HW: Read Ch 3, Audience Analysis and 9, Style and Language</p>	<p align="center">Discuss audience analysis plus speaking style and language</p> <p align="center">Discuss Speech #2, Narrative Speech, due Wednesday,</p> <p align="center">HW: Prepare Narrative speech, due Wednesday, February 14</p>

Wednesday, February 14	Wednesday, February 21
<p align="center">Narrative Speech Due!</p> <p>HW: Read Chapter 5, Researching your Speech Topic, Chapter 7, Outlining and Organizing Speeches, Chapter 6, Supporting Materials and Contextual Reasoning and Chapter 14, Informative speaking</p>	<p>Discuss outlining, academic research and informative speaking, plus how to present supporting materials</p> <p>Discuss Forensic Speech, due March 7, with complete preparation outline and works cited page in MLA format plus audience analysis paragraph</p> <p>HW: select topic and begin conducting research</p> <p>Prepare three audience analysis questions to ask your audience.</p>
Wednesday, February 28	Wednesday, March 7
<p>Finish discussion of informative speaking</p> <p>In class audience analysis exercise</p> <p>Take notes of your audience analysis and write a paragraph describing how your analysis helped you to craft your speech. Paragraph is due with speech outline.</p> <p>Begin impromptu speeches</p> <p>HW: Finalize Forensic Speech, worth 15% of your grade. Practice!</p>	<p>Forensic Speech due!!!</p> <p>Must include complete preparation outline with works cited page in MLA format.</p> <p>Plus audience analysis paragraph</p> <p>HW: Read Chapter 13, Celebratory Speaking and ch. 17, Speaking in the Workplace</p> <p>Have a great spring break!</p>

Wednesday, March 14	Wednesday, March 21
Spring Break	<p>Finish Forensic Speech presentations.</p> <p style="text-align: center;">Discuss Ceremonial speech, due Wednesday, March 28!</p> <p>Discuss ceremonial speaking and speaking in the workplace.</p> <p style="text-align: center;">In class impromptu speeches</p> <p style="text-align: center;">HW: Select an occasion and prepare a ceremonial speech</p> <p style="text-align: center;">Read chapter 17, Speaking in the workplace</p>
Wednesday, March 28	Wednesday, April 4
<p style="text-align: center;">Ceremonial Speeches due!</p> <p>HW: Read chapters 15, Persuasive Speaking and Chapter 16 and Ch. 11, presentation aids.</p>	<p>Discuss Final Project assignment, a 10-minute researched persuasive speech incorporating multi media.</p> <p style="text-align: center;">Discuss persuasive speaking</p> <p style="text-align: center;">Discuss visual aids</p> <p>HW Read chapters 18, Speaking online and 19, Speaking for Social Change.</p> <p>Select a topic for your final project and begin conducting research.</p> <p>Prepare three audience analysis questions to ask of the audience, as per the previous exercise</p>

Wednesday, April 11	Wednesday, April 18
<p>Discuss speaking online and for social change</p> <p>In class audience analysis exercise.</p> <p>In-class impromptu speeches</p> <p>HW: Prepare final project outline, due Wednesday, April 18 for peer review.</p>	<p>Outlines due for peer review</p> <p>In class impromptus</p> <p>Assign due dates for final project</p> <p>HW: Finalize and practice your final speech!</p>
Wednesday, April 25	Wednesday, May 2
<p>First day of Final Project presentations</p> <p>Complete preparation outline with Works Cited page in MLA format due, along with audience analysis paragraph, reflecting how the results impacted your speech crafting.</p>	<p>Final Presentations continue</p>

Wednesday, May 9 Last day of class Finish Final presentations Final thoughts	
