

Syllabus – Fall 2015 30564 COM 173 Public Speaking

Instructor: Jennifer Long

Meets: Fridays from 6-8:45 p.m. in D203

Office Hours: Mondays and Wednesdays from 12-1 p.m. and Fridays 5-6 p.m. in C252 and by appointment

Office Location: C252

Phone: (860) 215-9450

E-mail: jlong@trcc.commnet.edu

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 Outcome:

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 Text:

Practically Speaking J. Dan Rothwell

Required Supplements:

- A folder with pockets (to keep handouts)
- A notebook with two sections (for class notes and self-reflection journal)
- A method for backing up your work on a computer
- A stapler

Policies: (Please read carefully.)

Regular attendance is **essential and expected** for active participation and fair evaluation. Materials and activities covered in class for future preparation is timely and necessary for optimum learning and evaluation. Much in-class work cannot be made up and your presence for *active listening* is vital to speech improvement. Absences may affect your grade. **Since the class meets only once a week, more than 2 absences will most likely reduce your grade.** If a class

must be missed, it is not necessary to explain your reason. If you do miss a class, come to the next class prepared with readings completed and speech prepared if appropriate.

Due date of speeches must be adhered to. Please do not come in and ask if you can give your speech in the next class because you are not prepared for whatever reason. The syllabus gives presentation dates, so you will know far enough ahead to prepare. If you are not prepared with your outline and speech, you will be afforded one opportunity to do a make up for one speech. Afterwards, any late outlines/speeches will lose a full letter grade for being presented a class late. No outlines or speeches will be accepted if they are more than one class late, and the student will earn a zero for those assignments.

Assignments and Grading:

Class Participation.....	10%
(includes coming to class on time and prepared, fully participating in class discussions, and completing homework assignments)	
Classroom Assignments.....	10%
(includes impromptu speeches and classroom activities)	
How-to Speech.....	10%
Narrative Speech.....	10%
Speech Analysis Essay.....	10%
Annotated Bibliography.....	10%
Forensic Speech	20%
(includes formal outline/visuals/3-5 references)	
Deliberative Speech.....	20%
(includes formal outline/visuals/3-5 references)	

Major Speech Requirements – Read Carefully:

- Outlines must be word processed and submitted before your major presentations. They will not be accepted hand written or in unacceptable format.
- Topics must be conducive to an academic setting, important to you and relevant to the class.
- You must use PowerPoint for one major speech assignment.
- All speeches in a category are due the first day for everyone.
- A self-evaluation is due the next class for all speeches.
- Please DO NOT enter the room while a speech is in progress.
- Tardiness causes disruption. An occasional tardiness is understandable; routine tardiness and leaving class early distracts and will affect your participation grade.
- Regular attendance, cooperation, thoughtful responses, and helpful peer evaluations create a stimulating learning atmosphere.

Speeches

Due on the day they are scheduled

Provide me with a copy of your outline and references before you speak

Stay within time lines

Incorporate visuals as required

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.

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 prepared 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.

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 topical issues, and giving presentations. 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 / Voice and Diction Exercises:

“Question of the Day” and “Voice and Diction Exercises” are designed to provide you with

regular classroom practice in the principles of effective public speaking. Most days, class will begin with one of these exercises, so it is crucial that you arrive on time. During the exercises, students will respond to a question posed to the class. Student generated suggestions will 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 attend class on the day 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. You will be expected to contact me within twenty-four hours of the class meeting and should return to class with the documentation. Even with documentation, you are not guaranteed the opportunity to make-up the missed assignment, and if you are, may do so with a grade penalty. If you are not able to make class when an assignment is due, I will request a digital copy be emailed to me before our assigned class meeting time. When you return, you should bring documentation for your absence as well as 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. All speeches that are assigned are scheduled to be presented on a given day. Because giving speeches takes class time, it is often difficult to impossible to find time for presenting late speeches. 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.

Disabilities:

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Chris Scarborough (860-892-5751/Room A-119) generally works with students who have Learning Disabilities, Attention Deficit Disorder, or Asperger's Syndrome (Chris's position is part-time). Kathleen Gray (860-885-2328/Room A-119) generally works with students who have physical, visual, hearing, medical, mobility, or psychiatric disabilities.

*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, and accommodations will not be provided retroactively.

“N” Grade Policy:

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. Like a withdrawal, the N grade does not get included in a student's GPA but does count as a non-completed course.

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 Help Desk at (860) 885-2334.

Digication:

As a student you will maintain an online learning portfolio using a TRCC designed template. Through this electronic tool you can see your own growth in college wide learning. It may even help you to find the major that is a match to you. You can keep this Digication account after graduation too. A Three Rivers General Education Assessment Team will select random works and review them so that we can improve the college experience for all. Your name will not be attached to any of the assessment work. It is private. This tool will also be a “place” where you can connect your learning from the classroom, school and life. Sometimes when you look at all of the work you have done and think about it you learn something else. In Digication you will be able to make other portfolios too. It's like a file cabinet with the ability to have multiple but separate files. What is exciting about the electronic tool is when you look inside you will see you are developing in new ways! Look at your class outline to see what assignments to post into the TRCC template, you may post your own choices too. Have fun in learning!

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 fifteen minutes before concluding that class has been cancelled. In the event of cancellation, I will make every effort to notify you by email ahead of time. For instructions on class cancellation due to inclement weather, please consult your student handbook, which can be accessed online through the TRCC website.

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.comnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html

Fall 2015 Course Schedule

This schedule is subject to change. If changes are made, you will be notified in class.

Tentative Course Outline

Friday
9/4 – Class Introduction/ Speech of Introduction
9/11– Introduction to Rhetoric & Communication/How-To Speech workshop/Narrative Speech workshop
9/18 – How-To Speech
9/25 – Narrative Speech
10/2 – Narrative Speech/ /Annotated Bibliography Overview/Research Process Overview/Reasoning & Argument
10/9 –Annotated Bibliography workshop/Topic Selection: Introduce Research Process Topic Proposal/Speech Analysis Essay Directions/”Toulmin on Argument” handout
10/16 – No class (Conference)/Annotated Bibliography research
10/23 – Annotated Bibliography Workshop /Introduce Forensic and Deliberative Speeches/Digication overview
10/30 - Speech Analysis Essay Due/ Research Process Topic Proposal Due/ Annotated Bibliography Due/Forensic Speech Workshop
11/6 – Forensic Speech Due (Digication)
11/13 – Forensic Speech (Digication)/Deliberative Speech Workshop
11/20 – Forensic Speech (Digication)/ Deliberative Speech Workshop
11/27 – No Class (Thanksgiving)
12/4 – Deliberative Speech Due
12/11 – Deliberative Speech
12/18 – Deliberative Speech