

**Syllabus – Spring 2013
COM 109 Speech Practice**

Instructor: Jennifer Long
Meets: Tuesdays from 4-5:40 p.m. in E204 (From 8/26-10/17)
Office Hours: Thursdays 3:45-6:45 p.m. and by appointment
Office Location: C252
Phone: (860) 892-5719
E-mail: jlong@trcc.commnet.edu

Required Texts:

- O’Hair, Dan. A Pocket Guide to Public Speaking. Boston: Bedford/St. Martin’s, 2010.
- College Dictionary

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

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.

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.....30%
(includes coming to class on time and prepared, fully participating in class discussions, completing homework assignments and delivering impromptu speeches)

Narrative Speech.....20%
(3-4 min. speech)

Persuasive Speech.....30%
(8-10 min. speech that includes formal outline/PowerPoint/5 or more references)

Final Exam (Take Home).....20%
(includes self-reflection journal/self-assessment sheet)

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.

Speeches must be on varied topics. Topics must be conducive to an academic setting, important to you and relevant to the class.

Use current and credible sources and include MLA bibliography with required Topic Outline for Persuasive speech.

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.

Behind all good speaking is good thinking! Your topics should be important to you and relevant to the class.

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

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 (892-5751) generally works with students who have learning disabilities or attention deficit disorder. Kathleen Grey (885-2328) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5240) also works with students who have disabilities.

The Writing Center/TASC

Room C117 (next to the Library).

(860) 892-5713 or (860) 892-5769

TRWritingCenter@trcc.comnet.edu

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

Technology:

Turn off your cell phone or other electronic equipment.

College Withdrawal Policy:

A student who finds it necessary to discontinue a course once class has met must provide notice to the Registrar. Withdrawal forms are available at the Registrar's office and at the office at the Sub-base. Non punitive "W" grades are assigned to withdrawal requests. An instructor's signature is required after the deadline has passed. No withdrawals are permitted after the last

class preceding the final exam. Students who do not obtain an official withdrawal, but simply stop attending classes, receive an “F” grade for the course.

Weather Cancellations: Call (860) 886-0177 or go online to: www.trcc.commnet.edu.

Course Outline

Tentative Schedule

Tuesdays
8/27 – Professional Day – No class
9/3– Course introduction and syllabus review/Lecture: Narrative/Narrative Speech topic selection/Lecture: Persuasive Speech: Outlining/Rhetorical Modes/Intended Audience/ Lecture: Rhetorical Modes/Workshop: MLA Formatting
9/10– Narrative Speech Due / Impromptu Speech Directions/Persuasive Speech Topic Selection
9/17 – Narrative Speech/Lecture: Thesis Statements and claims
9/24– Persuasive Speech Due
10/1– Persuasive Speech
10/8– Persuasive Speech/ Final Exam Due
10/15– Conferences

This syllabus is subject to change, at any time, at the instructor’s discretion.