

COM 173-Public Speaking (Spring 2014-Rindell)

Instructor: Dr. Samuel C. Rindell

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Office Hours: Thursday after class or by appointment

Work Phone: 860-235-1866

Course Number: **COM 173** **Section Number:** **30479**

Credit Hours: 3 Credits

Course Schedule: **Day:** Thursday; August 28, 2014-December 17, 2014
 Time: 6:30pm-9:15pm **Location:** KTRCC

Room: D203

Prerequisite: *ENG* K101 eligibility.*

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 173 Course Outcomes:

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.

Requirements:

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

Supplies: Note cards 3x5 or 4x6 & Binder/Folder for Speech Reviews/Handout

Policies:**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, 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.

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.

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 (860-215-9289/Room A119) generally works with students who have Learning Disabilities, Attention Deficit Disorder, or Asperger's Syndrome (Chris is part-time). Kathleen Gray (860-215-9248/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.*

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/>

Weather Cancellations:

Call 860-215-9000 or go online to: www.trcc.commnet.edu.

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, both on campus and 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, run the risk of receiving an "F" grade for the course.

"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.

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 cancelation due to inclement weather, please consult your student handbook, which can be accessed online through the TRCC website.

Plagiarism:

It is expected that all students maintain high standards of academic honesty and integrity. Plagiarism is a violation of academic honesty and is a major offense. It occurs when you take credit for another person's work or ideas as though the work or ideas were your own, without giving appropriate credit. **Any plagiarized work in a speech will result in an F for the semester.**

Cell phones:

All cell phones and pagers must be place on "vibrate mode" or turned off completely during class (**includes texting**).

Assignments/Grading:

Self/Peer Introduction Speech (1 min)	1 point
Summarize a Magazine article (2-3 minutes)	2 points
Entertaining Speech (4-6 minutes)	5 points
How-To" Speech (4-7 minutes)	10 points
Informative Speech (4-7 minutes) Typed outline in MLA format	20 points
Persuasive Speech (8-10 minutes) Typed outline in MLA format	25 points
Impromptu Speeches	2 points
Group Speech	10 points
Self-analysis/Self-assessment paper	5 points
Evaluations/Class work/participation	10 points
Quizzes	10 points
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Total Points	100 points

Major Speech Requirements:

- Outlines must be typed and submitted at the time of your speech
- Major speeches must be on *varied* topics
- At least one speech should require the use of PowerPoint (or another multi-media software platform)
- Use at least four current sources for your Persuasive speech
- If a speech is in progress, please **do not** enter the classroom until the speaker has concluded
- Maintain a positive attitude
- **Have fun!**

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.

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.

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

Supplemental Materials & Assignments:

There may be supplemental readings/assignments added at the instructor's discretion.

Public Speaking

COM 173

Detailed Syllabus
Instructor: Dr. Samuel C. Rindell
Fall 2014 (Thursday)

- August 28th-** Introduction to Course
- **Self/Peer Introduction Speech**
- September 4th-** Review Chapter 1: Welcome to Public Speaking
Review Chapter 2: Your First Speech
- **Discussion Questions Chapter 1 (Questions 1 & 2)**
 - **Discussion Questions Chapter 2 (Questions 1 & 2)**
- September 11th-** Review Chapter 4: Listening Critically
Review Chapter 6: Choosing a Topic and Developing a Strategy
- **Discussion Questions Chapter 4 (Questions 1-4)**
 - **Discussion Questions Chapter 6 (Questions 1-5)**
 - **Magazine Article Speech Due**
- September 18th-** Review Chapter 7: Researching the Speech
Review Chapter 11: Outlining the Speech
Review Chapter 9: Organizing the Speech: The Body
- September 25th-** Review Chapter 10: Organizing the Speech: Introductions, Conclusions, and Transitions
- **Entertaining Speech Due**
- October 2nd-** Review Chapter 13: Informing
Review Chapter 3: Presenting the Speech
- **Discussion Questions Chapter 3 (Questions 1-3)**
 - **“Impromptu” Speeches (in-class, no pre-work required)**
- October 9th-** Review Chapter 5: Analyzing Your Audience
Review Chapter 12: Achieving Style Through Language
Review Chapter 15: Speaking with Visual Arts
- **Discussion Questions Chapter 5 (Questions 1-4)**
- October 16th-** Review Chapter 8: Reasoning
“How To” Speech Due
- October 23rd-** Review Chapter 14: Persuading
“How To” Speech Continued

October 30th- Preparation for Group Speech

November 6th- Group Speeches/Guest Speaker

**November 13th- Review Chapter 16: Occasions for Public Speaking
Informative Speech Due**

- **Discussion Questions Chapter 16 (Questions 1-2)**

November 20th- Informative Speech Continued

November 27th- Thanksgiving Recess (No class)

December 4th- Persuasive Speech Due (Please note: This speech will be video-taped)

December 11th- Persuasive Speech Continued (Please note: This speech will be video-taped)

Please note: December 16th & December 17th-Please reserve these dates for make-up class if needed

Class Notes:

* Impromptu Speeches will occur periodically throughout the course (These Speeches will be **FUN**, I promise!!)

* **Please note that this schedule may be revised at the Instructor's discretion**