

COM K173: Public Speaking

Fall 2014

Instructor Information:

Michael J. Stutz, Assistant Professor of Communication

Office Hours: MW 5-6pm, F 2-3pm, & by appointment.

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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 Materials:

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

Email and Office Hours:

If you have any questions or want to discuss a particular reading or assignment, feel free to contact me or drop by my office to chat. My office hours are times set aside for the purpose of speaking with you about your educational concerns. If you would like to meet at a time other than my posted office hours, contact me (in person, via email, or via phone) to arrange an appointment. Please email me with any questions or concerns that might arise through the course of the semester. 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.

Assignments:

<u>Categories</u>	<u>Points</u>
Class Participation (Classwork, Homework, Peer Evaluations, Workshops)	100 pts.
Speech of Introduction	50 pts.
How-to Speech	50 pts.
Narrative Speech	50 pts.
Multimedia Presentation	100 pts.
Research Project:	
• Topic Proposal	25 pts.
• Annotated Bibliography	50 pts.
• Argument Analysis	25 pts.
• Forensic Speech Outline	100 pts.
• Deliberative Speech Outline	100 pts.
• Forensic Speech	150 pts.
• Deliberative Speech	200 pts.
Total:	1000 pts.

Grade Scale:

<u>Letter Grade</u>	<u>Point Ranges</u>	<u>Grade Point Value</u>
A+	980 - 1000	4.000
A	910 - 979	4.000
A-	900 - 909	3.667
B+	880 - 899	3.333
B	810 - 879	3.000
B-	800 - 809	2.667
C+	780 - 799	2.333
C	710 - 779	2.000
C-	700 - 709	1.667
D+	680 - 699	1.333
D	610 - 679	1.000
D-	600 - 609	0.667
F	0 - 599	0.000

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 / Impromptu Speaking Exercises:

“Question of the Day” and impromptu speaking 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 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 to notify me of your absence. While you are not guaranteed the opportunity to make-up the missed assignment, if you are, you 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 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 (860-215-9289/Room A-119D) generally works with students who have Learning Disabilities, Attention Deficit Disorder, or Asperger's Syndrome (Chris's position 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.

“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 Service Desk at (860) 215-9049.

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 ten 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.commnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html

COM K173: Fall 2014 Course Schedule

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

Week 1 (Aug 26 - 29)	<ul style="list-style-type: none">• Course Introduction• Speech of Introduction	
Week 2 (Sep 1 - 5)	<ul style="list-style-type: none">• Introduction to Rhetoric & Communication• Controlling Nervousness <i>*No class on 9/1 for Labor Day</i>	Read: Chapter 1
Week 3 (Sep 8 - 12)	<ul style="list-style-type: none">• Brainstorming & Topic Selection• How-to Speech	Read: Chapters 2 & 6 Due: Speech and Outline
Week 4 (Sep 15 - 19)	<ul style="list-style-type: none">• Occasions for Speaking• Audience	Read: Chapters 5 & 16
Week 5 (Sep 22 - 26)	<ul style="list-style-type: none">• Organizing the Speech• Narrative Speech	Read: Chapters 9 & 10 Due: Typed Narrative and Speech
Week 6 (Sep 29 - Oct 3)	<ul style="list-style-type: none">• Speaking with Visual Aids• Outlining the Speech	Read: Chapters 11 & 15
Week 7 (Oct 6 - 10)	<ul style="list-style-type: none">• Achieving Style Through Language• Multimedia Workshop (online)	Read: Chapters 12 Due: Multimedia Workshop (online)
Week 8 (Oct 13 - 17)	<ul style="list-style-type: none">• Multimedia Presentation	Due: Speech and Outline
Week 9 (Oct 20 - 24)	<ul style="list-style-type: none">• Research Project Topic Proposal (online)• Researching the Speech	Read: Chapter 7 Due: Research Project Topic Proposal
Week 10 (Oct 27 - 31)	<ul style="list-style-type: none">• Informing• Listening Critically	Read: Chapters 4 & 13 Due: Annotated Bibliography

Week 11 (Nov 3 - 7)	<ul style="list-style-type: none"> • Forensic Speech Workshop • Forensic Speeches 	Due: Rough Draft of Speech and Outline Due: Speech and Outline
Week 12 (Nov 10 - 14)	<ul style="list-style-type: none"> • Forensic Speeches • Persuading <i>*No classes on 11/11 for Veteran's Day</i>	Due: Speech and Outline Read: Chapter 14
Week 13 (Nov 17 - 21)	<ul style="list-style-type: none"> • Reasoning & Argument 	Read: Chapter 8 & "Toulmin on Argument" handout
Week 14 (Nov 24 - 28)	<ul style="list-style-type: none"> • Argument Workshop <i>*11/26 is a possible Supplemental Day</i> <i>*No classes on 11/27 - 11/28 for Thanksgiving Recess</i>	Due: Argument Analysis
Week 15 (Dec 1 - 5)	<ul style="list-style-type: none"> • Deliberative Speech Workshop • Deliberative Speeches 	Due: Rough Draft of Outline Due: Speech and Outline
Week 16 (Dec 8 - 12)	<ul style="list-style-type: none"> • Deliberative Speeches 	Due: Speech and Outline
Week 17 (Dec 15)	<ul style="list-style-type: none"> • Deliberative Speeches <i>*12/16 & 12/17 are possible make-up days</i>	Due: Speech and Outline

*December 8th is the last day to withdraw from classes.