

COM 173
INTRODUCTION TO SPEECH COMMUNICATION (KTRCC E223)

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Textbook: Public Speaking: for college and career 8th ed

Course Description

You will learn the fundamentals of speech communication by delivering and responding to speeches of increasing complexity, using effective elements of speech delivery that include verbal and non-verbal aspects of communicating.

Learning Outcomes

- Compose and deliver several types of speeches of increasing length and complexity (introduction, entertainment, informative, motivational, and persuasive) representing an increasing development of critical thinking skills and delivery sophistication.
- Develop, research, and compose speech outlines.
- Incorporate the appropriate, formal argument models and patterns of organization for each speech delivered.
- Use speaking notes effectively.
- Use verbal and non-verbal communication effectively.
- Demonstrate an awareness of audience analysis and feedback during speech deliveries.
- Use audio and visual aids and power point to enhance speech deliveries.
- Document information using MLA format.
- Provide constructive critiques of speech deliveries of peers.

Grading

I. Speeches (no Wikipedia)

# 1 Autobiographical: Tell us something that makes you unique (ungraded)	2 min
# 2 Informative: Outline required	5 min
# 3 Informative Media: PowerPoint Outline required	6 min
# 4 Persuasive: Outline required	5 min
# 5 Persuasive Media: PowerPoint: Outline required:	6 min
# 6 Speech of introduction Outline required	4 min

II. Class Participation (10% of final grade). This class relies on active discussion and participation by all. Your ability to participate actively in discussions and your knowledge of the text as demonstrated in your written and class work will be included in this grade. In addition, I will often have in-class and out-of-class (non-graded) exercises for you to do. Your record of completing these assignments will figure into your grade.

Speeches will be evaluated on the following basic criteria:

1. Organization (introduction, body with main points, conclusion)
2. Clarity of ideas
3. Use of supporting material (examples, testimony, analogy, visual aids, etc.)
4. Delivery (extemporaneous style, clear projection, sufficient eye contact, vivid language, appropriate speaking rate, etc.)
5. Relevance to the assignment (note: small group presentations should demonstrate collaborative effort)

Participation will be evaluated on the following criteria:

- connects her/his comments to the discussion at hand
- maintains a constructive attitude, demonstrates respect for the views of the instructor and other class members
- willing to engage with other class members, not just the instructor
- actively invites other students to engage in discussion, especially quieter class members
- avoids unnecessarily dominating a discussion
- welcomes and listens to other perspectives
- willing to disagree with other (by realizing the range of positions on a given subject, we are impelled to develop our own positions more fully)
- avoids interrupting others
- offers specific examples and reasons to support claims, forms coherent arguments

GRADING

Grading is as follows:

- 93-100% = A
- 90-92.9% = A-
- 87-89.9% = B+
- 83-86.9% = B
- 80-82.9% = B-
- 77-79.9% = C+
- 70-76.9% = C
- 60-69.9% = D
- < 60% = F

INTERPRETING YOUR GRADE

A = Mastery of course content at the highest level of attainment that can reasonably be expected of students at a given stage of development. The A grade states clearly that the student has shown such outstanding promise in the aspect of the discipline under study that she/he may be strongly urged to continue.

B = Strong performance demonstrating a high level of attainment for a student at a given stage of development. The B grade states that the student has shown promise in the aspect of the discipline under study.

C = A totally acceptable performance demonstrating an adequate level of attainment for a student at a given stage of development. The C grade states that, while not yet showing unusual promise, the student may continue to study in the discipline with reasonable hope of intellectual development.

D = A marginal performance in the required work demonstrating a minimal passing level of attainment for a student at a given stage of development. The D grade states that the student has given no evidence of prospective growth in the discipline. An accumulation of D grades should be taken to mean that the student would be well advised not to continue in the academic field.

F = An unacceptable performance. If you receive an F, you are likely to get my Professor Kingsfield impression (don't know the reference, look it up!):

"Here are two quarters. Call your parents and tell them it's unlikely you will be taking any more communication courses."

COURSE POLICIES

Philosophy of Teacher/Student Relationship

It's pretty simple. I expect people to be grown-ups. This means both of us - you and I - accept responsibility for our actions and behaviors. You wouldn't think that I should come to class unprepared for teaching you something; likewise, I fully expect you to be just a prepared for participation - meaning readings should be read, assignments should be handed in on time, questions should be prepared for class. My job is to teach you something that you don't already know. Your job is to learn it. The process of accomplishing this task involves questions, hard work, more questions, communication, trial and error, more hard work, and even more questions. Do not expect to simply be an information receptacle in this class.

Grown-ups are courteous. Consequently, when other students are speaking in class, I expect that you will give your fellow classmate your complete attention, and not be otherwise engaged. In addition, while I don't expect any issues to come up during the term, if there is something that I am doing that makes you feel bothered or uncomfortable, I expect, as a measure of common courtesy, that you bring your concerns to me first. I am sure that we will have no problems working them out.

Academic Honesty

Do not lie, cheat, steal, murder, hit, sabotage, covet a classmate's partner, or otherwise do anything you are not supposed to do. These are bad things, and I don't want to have to deal with bad things. I'm sure you don't, either. Do what you are supposed to do and everything will work out fine.

For example, the World Wide Web has opened up a great deal of many wonderful opportunities for all of us. It had also made it easier than ever to pass off someone else's work as our own.

DON'T DO IT!!!! Not only do you cheat yourself of the opportunity to learn, but also plagiarism is dishonest. And, I cannot stress this enough: ANY incident of academic dishonesty means an automatic "F" in the course. And, I won't be your friend anymore.

Additional Policies

Incompletes will be granted only under circumstances where a student experiences a major unanticipated event disrupting his/her studies, after satisfactorily completing at least half the term. A student requesting an incomplete must present a written explanation detailing the circumstances necessitating the request, as well as an explanation of how he/she will eventually complete the course requirements. Incompletes are not given to students as a way to avoid receiving a failing grade.

Make-up exams/late papers can be made up ONLY at the discretion of the instructor, and only upon prior arrangements. All assignments are due at the beginning of the class. Late assignments will receive a five-point deduction and must be turned in no later than one week from the assigned date to receive credit. Late papers will NOT be accepted the last day of class.

You are expected to respect deadlines. This means arriving on time and in turning in your assignments on time.

Assignments are due at the beginning of the class. You will not be permitted to print out your take home assignments during class time.

Extra Credit Assignments: The instructor, at her discretion, may make optional assignments for extra credit. The total of all extra credit points for the semester will not exceed 5% of the final grade.

Regular attendance is expected and necessary in this class. Please do not assume that you can skip class if a lab or guest speaker is scheduled. I expect you there, armed with your course materials and books, ready to discuss the topic at hand. Excessive tardiness or absences will affect your grade.

You are responsible for all notes, handouts, and assigned readings. If an emergency arises that necessitates your missing a class, it is up to you to get notes and materials from fellow students. Develop a buddy system and exchange phone numbers! Please notify me in advance if you must miss a class.

As a matter of courtesy and professionalism, set your pagers and cell phones to silent alerts during class time.

For your protection and my peace of mind, keep copies of all your completed assignments, including those handed in on diskettes.

See me immediately if you have any difficulties in this course. Do not wait a week or until the end of the semester to contact me with problems. I'm always happy to help you in any way I can, but any delay in communicating with me reduces your chances of getting help.

You must complete all course activities to earn a minimum grade of "D."

NOTICE

By enrolling in this course, you accept your responsibility to read, understand and meet the course requirements set forth, both in written and spoken form, and that you will not be exempted from these requirements due to ignorance, negligence or contradictory advice from any source other than the instructor.

DISABILITY POLICY

Students with a disability who need accommodations for this class should call the Disabilities Counselor at 383-5240. To avoid any delay in receiving accommodations, call ASAP. Please note that I cannot provide accommodations for you until I have received a letter from the Counselor. I am confident we can work out whatever arrangement is necessary, be it special seating, testing, or other accommodation.

Class Preparation

You should have the assigned reading completed before each class period. Classes will consist of varying proportions of lecture, illustration, and discussion.

Other

I reserve the right to alter policies and information in this syllabus. Students will be notified in class of changes in class or by e-mail.

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