

**Com173 – Public Speaking Syllabus CRN 50263**  
**Three Rivers Community College, Fall Semester - 2011**  
**Monday 6:30-9:15pm**

**Instructor:** Kevin Amenta  
**Email:** [kamenta@mcc.commnet.edu](mailto:kamenta@mcc.commnet.edu)  
**Office Hours:** MW: 1pm - 2pm and by appointment

**Textbook:** Public Speaking: Strategies for success by Zarefsky, 6<sup>th</sup> edition.

**Course Overview/ Learning Objectives:** This course is designed to help students improve oral communication skills. Emphasis is placed on identifying good and poor speech habits, techniques for improving speech, effective speech planning and delivery, and interpersonal communication.

**Performance Objectives:** Upon completion of this course, the student should be able to:

- Understand Discuss the basic techniques and skills that contribute to effective communication as a speaker
- Demonstrate the etiquette for speaking in a business setting
- Recognize and analyze specific types of speeches
- Recognize and analyze correct pronunciation
- Recognize and analyze effective listening skills
- Recognize and analyze productive techniques to inform or persuade an audience
- Lead a group discussion
- Demonstrate effective verbal and nonverbal communication

**Instructional Methods:** Lecture, Writing and delivering of student speeches. Students will observe, critique, and demonstrate learned material, both independently and in groups. Research will occur in the context of written course assignments, in preparation for classroom discussion and in support of group projects. All research will require the use of the library and the Internet.

**Methods of Evaluation and Grading Policies:**

**20% - 4 Class Quizzes (5% each)**

**5% - Narrative Speech**

**5% - Special Occasion Speech**

**5% - Debate**

**5% - Motivational Speech**

**10% - Informative Speech #1**

**10% - Informative Speech #2**

**20% - Persuasive Speech**

**10% - 10 Homework Assignments**

**10% - 10 Classroom Assignments**

**\*\*No texting, use of cell phones or emailing will be tolerated during class time.  
If your phone rings in class, this will result in -1 point from your overall grade\*\***

**\*\*\*\* AS THIS IS A COLLEGE COURSE, STUDENTS CANNOT MAKE UP QUIZZES, CLASSROOM ASSIGNMENTS, HOMEWORK, THE DEBATE or the SPEECHES. ALL WORK IS EXPECTED TO BE PRESENTED ACCORDING TO THE CLASS CALENDAR (or earlier). AFTER THE ASSIGNED CLASS FINISHES THE GRADE BECOMES A ZERO.**

**\*\*\*THERE ARE NO ACCEPTABLE EXCUSES FOR MISSING ASSIGNMENTS OR NOT ATTENDING CLASS.**

- **Incompletes** –Incompletes are only assigned when there are extenuating circumstances such as illness that prevent the student from completing the coursework on time. You have until the last day of class to request an Incomplete but *I am not required to honor the request.* Students may have until the end of the 10<sup>th</sup> week of the next standard semester to complete the course work if granted.

**Attendance Policy:** Attendance and participation in every class is expected and essential to your learning as well as the learning of others in the class. For every class you miss and are unable to participate in, I will deduct points from your overall grade. A missed speech, homework assignment or exam can be made up during the next class meeting. After that that grade will go down as a zero.

**Withdrawal Policy:** If you intend to withdraw, you must do so at the Registrar's Office by the college deadline. 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.

**Class Cancellation Policy:** Information about class cancellation due to the weather can be found by Calling (860) 886-0177 or go online to: [www.trcc.commnet.edu](http://www.trcc.commnet.edu). If the instructor has to cancel class a note will be placed on Blackboard on the course home page.

**Academic Integrity and Plagiarism:** Plagiarism and other forms of academic dishonesty will not be tolerated and will result in an automatic failing (F) grade on the assignment for the first infraction and, should it occur a second time, an automatic failing (F) grade for the course.

**Students with Disabilities:** If you have a disability or learning style which might impede your progress, or which requires accommodations, please contact one of the college's Disability Service Providers as soon as possible.

**Use of Support Services:** The Writing Center/TASC is located in Room C117 (next to the Library). (860) 892-5713 or (860) 892-5769. [TRWritingcenter@trcc.commnet.edu](mailto:TRWritingcenter@trcc.commnet.edu). Online tutoring: <http://www.etutoring.org/>