

**TRCC COM K173: Public Speaking**  
Meets **MWF 2:00-2:50 p.m.** in **D203** (10850 Section T11)

Instructor: **Douglas N. Honorof**  
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Office Hours: **Wednesdays, 3:00 p.m.**  
Office: **D205E**

***Description of the Course:***

*Prerequisite: ENG\* K100 eligibility.*

Students will learn the fundamentals of speech communication. They will listen 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.

***COM K173 Course Outcomes:***

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 (6th Edition) by David Zarefsky
- Pearson's MySpeechLab website. (Access code comes with the Zarefsky text.)
- Purdue OWL MLA page: <http://owl.english.purdue.edu/owl/resource/747/01/>
- A thumb drive

***Email and Office Hours:***

Students are responsible for providing an accurate, working email address that they check daily. My email address appears above. If you have any questions or want to discuss a particular reading or assignment, feel free to drop by during office hours to chat or email me with any questions or concerns which may arise. I will respond to emails within 36 hours between Monday and Friday.

***Class Cancellation Policy:***

When the College Administration cancels classes due to inclement weather, notification is made by several means as outlined on the College website. If you expect a closing but cannot find notification of it, visit the "Weather Procedures" link under the "Contact Us" drop-down menus for more information. In the event that classes are not cancelled, but I am not able to attend class, I will try to email you at by at least two hours before the missed class. If you have not received an email, but I am not in the classroom, please wait ten minutes before concluding that class has been cancelled.

***Attendance Policy:***

Because of the highly participatory nature of the course, you must come to class regularly. Your attendance will be logged. If you miss class, it is up to you to find out what you have missed and to make up the work in whatever way you can. If, due to a religious observance, you anticipate missing a class meeting or requiring accommodation for any missed class work, you are required to inform me of that fact in writing during the first week of the term.

***Tardiness:***

Tardiness to any public meeting may be considered disrespectful to the group. College class meetings are no exception. In your Public Speaking course, a student will often address the group. Your late arrival – or any visible or audible distraction in the room – can be especially unnerving to student speakers. Therefore, although it is better to arrive late than not at all, please wait to enter until you sense a shift in activity in the room. A pattern of tardiness will negatively affect the participation portion of your grade.

***Preparation:***

You are responsible for all information contained in this syllabus, in all assigned readings, all material discussed in class, all handouts, and all announcements made in class, including schedule changes. Come to class prepared and having studied assigned readings actively. Be ready to *answer* questions related to the readings and to *ask* questions of clarification or about issues of interest. All students should be fully prepared to perform on the earliest date an assignment is due. Speaker names will be drawn at random. If you are not ready to go when your name is drawn, 10% will automatically be deducted from your assignment grade. For each additional class meeting you are not prepared, another 10% will be deducted from your assignment grade. I will not guarantee an opportunity to make up a missed speech.

***Participation:***

You are expected to demonstrate professionalism in all class activities including discussions. This requirement extends to the wearing of appropriate and professional attire while giving formal speeches. While in class, you are expected to remain engaged by listening to the instructor and to each other, thinking critically, and participating. There is to be no eating, drinking, chewing gum or engaging in private conversations in class. There is to be no use of personal electronic devices in class even for note-taking. Students with family responsibilities may set their cell phones to vibrate and take emergency calls in the hallway. Under other circumstances, cell phones are to remain powered off during class meetings. Disruptive behavior will negatively affect the participation portion of your grade.

***Written Work:***

Written work, including multimedia presentation files, should follow the Modern Language Association (*MLA*) style.

***Peer Critiques:***

No matter how good a speech may be by objective measures, audience members will not have identical subjective reactions to a speech or to a speaker. In order to provide each speaker with a sampled measure of effectiveness, classmates will write peer critiques. Graded critiques, which will **not** be anonymous, are to be written with integrity and respect. I will collect peer critiques. Prior to forwarding them to the speaker, I will return for revision any critiques that may be in some way unhelpful.

***Late Assignments and Make-up Policy:***

Late assignments will not be accepted save for *documented* cases of contagious disease, hospitalization, loss of a family member, or College or legal obligations. Under such circumstances, email me within the twenty-four hour period following the missed class meeting. If written work was due at the missed class meeting, email me again prior to our subsequent class meeting with a digital copy of the missing work and bring a hardcopy with you to class. You are not guaranteed the opportunity to make up the spoken component of a missed assignment, however, or its points. If a make-up is allowed, there may be a grade penalty, depending on the circumstances.

***Final Examination:***

The final examination will cover assigned readings.

***Academic Integrity:***

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor. *Any work found to be plagiarized or to come from plagiarized material will receive a grade of zero. Furthermore, the student will be reported to the relevant Dean's office where disciplinary action may be initiated. For a definition of academic dishonesty and discussion of disciplinary procedures, please refer to the TRCC Student Handbook.*

***Students with Disabilities:***

Consult with me if, because of a documented disability, you may need support services and accommodations. If possible, that consultation should take place within the first week of the term.

***Withdrawal:***

The last date by which to withdraw officially from this class is May 7. Any student who stops attending class, but does not withdraw officially, will receive a grade of F for the course. Withdrawal grades may have a negative affect on financial aid and academic progress. Please see your academic advisor before you withdraw.

**Grading:**

**Point Allocation**

	<b>Grade</b>	<b>Points</b>	<b>Definition</b>
Final Examination (10/100)	A	4.0	Excellent
Informative Speech I (10/100)	A-	3.7	
Informative Speech II with Q & A (15/100)	B+	3.3	
Multimedia Presentation (10/100)	B	3.0	Good
Narratives (5/100)	B-	2.7	
Outlines (10/100)	C+	2.3	
Participation (10/100)	C	2.0	Satisfactory
Peer Critiques (5/100)	C-	1.7	
Persuasive Speech (15/100)	D+	1.3	
Pitch (5/100)	D	1.0	Poor
Self-assessment (5/100)	D-	0.7	
	F	0.0	Unsatisfactory

**Grade Standards:**

- A**     **Excellent.** 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**     **Good.** 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**     **Satisfactory.** Work is sufficient to fulfill the requirements of the assignment; work generally competent and relatively free from errors; acceptable outside preparation.
  
- D**     **Poor.** Work does not fulfill the requirements of the assignment; marked by many errors and little outside preparation.
  
- F**     **Unsatisfactory.** Fails requirements completely and lacks outside preparation.

## COM K173 SPRING 2012 CALENDAR

You will be notified in class of any schedule changes.

***Complete readings before first class meeting of each week.***

DATE	TOPICS & ACTIVITIES	ASSIGNMENTS DUE
<b>Week 1</b> Jan 20	Course Introduction Begin Group Work: <b><i>To Tell the Truth</i></b> (groups of 4)	
<b>Week 2</b> Jan 23-Jan 27	Group Work: <b><i>To Tell the Truth</i></b> Discuss Performance, Persona & Presence <b><i>Fairy Tales/Voices</i></b> (groups of 3) Prep <b><i>Narratives</i></b> (F Jan 27 – Blackboard Vista)	<b>Read:</b> Ch. 1, 2 & 3 <b>Due:</b> Narratives YouTube link by email (F night, Jan 27)
<b>Week 3</b> Jan 30-Feb 3	<b><i>Narratives</i></b> Audience Analysis Effective Use of Multimedia	<b>Read:</b> Ch. 5 & 15 <b>Due: Voices</b> (M Jan 30) <b>Due:</b> Narratives (W Feb 1)
<b>Week 4</b> Feb 6-10	<b><i>Multimedia Presentation - 3 mins</i></b>	<b>Read:</b> Ch. 4 <b>Due:</b> Multimedia Pres. (M Feb 6)
<b>Week 5</b> Feb 13-17	Multimedia Presentation Revisited Informing, Reasoning & Topic Selection	<b>Read:</b> Ch. 6, 8 & 13
<b><i>M FEB 20 • NO CLASS</i></b>		
<b>Week 6</b> Feb 22, 24	Organizing & Outlining Research & Documentation	<b>Read:</b> Ch. 7, 9, 10 & 11 <b>Due:</b> Self-assessment (W Feb 22)
<b>Week 7</b> Feb 27-Mar 2	<b><i>Informative Speech I (w/Multimedia) - 4 mins</i></b>	<b>Due:</b> Speech & Outline (M Feb 27)
<b>Week 8</b> Mar 5-9	Language & Style Fielding Questions	<b>Read:</b> Ch. 12 Ch. 16, pp. 396-397
<b>Week 9</b> Mar 12-16	<b><i>Informative Speech II (w/Multimedia)</i></b> <b><i>- 4 mins + 1 min Q &amp; A</i></b>	<b>Due:</b> Speech (M Mar 12)
<b><i>MWF MAR 19-23 • SPRING BREAK • NO CLASS</i></b>		
<b>Week 10</b> Mar 26-30	Persuasion & the Buyer's Perspective	<b>Read:</b> Ch. 14
<b>Week 11</b> Apr 2, 4	Analyzing examples of persuasion	
<b><i>F APR 6 • SPRING RECESS • COLLEGE CLOSED</i></b>		
<b>Week 12</b> Apr 9-13	<b><i>Persuasive Speech (No Multimedia) - 10 mins</i></b>	<b>Due:</b> Speech & Outline (M Apr 9)
<b>Week 13</b> Apr 16-20	<b><i>Persuasive Speech (No Multimedia) - 10 mins</i></b>	
<b>Week 14</b> Apr 23-27	Expressiveness & Clarity	
<b>Week 15</b> Apr 30-May 4	In-class Review – <b><i>M Apr 30</i></b> <b><i>Final Examination</i></b> – <b><i>W May 2</i></b> Group Work: <b><i>Pitching</i></b> – <b><i>F May 4</i></b>	
<b>Week 16</b> May 7-11	<b><i>Pitching (30 seconds)</i></b>	<b>Due:</b> Pitch (M May 7)
<b>Week 17</b> May 14, 16	<b>Tie-up</b> – <b><i>M May 14</i></b> <b>Make-up Session</b> – <b><i>W May 16 (instructor's discretion)</i></b>	