

Syllabus – Spring 2011 COM 173 Public Speaking

Instructor: Jennifer Long

Meets: Fridays from 2:00-4:45 p.m. in D128

Office Hours: Tuesdays and Thursdays 5:45-6:45, Fridays 1:00-2:00 and by appointment

Office Location: C252

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Required Texts:

- Zarefsky, David. Public Speaking: Strategies for Success. 6th Edition. Pearson Publishers.
- College Dictionary

Required Supplements:

- A folder with pockets (to keep handouts)
- A notebook with two sections (for class notes and self-reflection journal)
- A method for backing up your work on a computer
- A stapler

Course Description: Students will learn the fundamentals of speech communication. They will learn 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.

Eligibility for Course: Eng. 100

Learning Outcomes for COM 173

Upon successful completion of COM 173, students will be able to:

- Compose and deliver several primary types of speeches of increasing length and complexity (Introduction, Entertaining, Informative, Motivational, and Persuasive Speeches), representing an increasing development of critical thinking skills and delivery sophistication.
- Develop, research, and compose speech outlines according to formal outlining techniques.
- Analyze, recognize, and incorporate the appropriate, formal argument models and patterns of logic for each given speech.
- Devise, compose, and utilize appropriate *speaking notes* to facilitate and enhance the delivery of speeches.
- Utilize both verbal and non-verbal strategies to effectively communicate with audience during speech presentations.
- Understand the importance of audience analysis and demonstrate an ability to be aware of and utilize audience feedback during speech presentations.
- Use audio and visual aids, including PowerPoint, where appropriate, to enhance speech presentations.
- Document information obtained through research using MLA format.
- Analyze and provide productive, useful, and constructive critique of peer speech presentations.

Policies: (Please read carefully.)

Regular attendance is **essential and expected** for active participation and fair evaluation. Materials and activities covered in class for future preparation is timely and necessary for optimum learning and evaluation. Much in-class work cannot be made up and your presence for *active listening* is vital to speech improvement. Absences may affect your grade. **Since the class meets only once a week, more than 2 absences will most likely reduce your grade.** If a class must be missed, it is not necessary to explain your reason. If you do miss a class, come to the next class prepared with readings completed and speech prepared if appropriate. **Due date of speeches must be adhered to. Please do not come in and ask if you can give your speech in the next class because you are not prepared for whatever reason. The syllabus gives presentation dates, so you will know far enough ahead to prepare. If you are not prepared with your outline and speech, you will be afforded one opportunity to do a make up for one speech. Afterwards, any late outlines/speeches will lose a full letter grade for being presented a class late. No outlines or speeches will be accepted if they are more than one class late, and the student will earn a zero for those assignments.**

Assignments and Grading:

| | |
|--|-----|
| Class Participation..... | 20% |
| (includes coming to class on time and prepared, fully participating in class discussions, and completing homework assignments) | |
| Classroom Assignments..... | 10% |
| (includes impromptu speeches and classroom activities) | |
| Narrative Speech..... | 10% |
| Special Occasion Speech..... | 10% |
| (includes formal outline) | |
| Entertaining/Inspirational Speech with PowerPoint..... | 10% |
| Informative Speech..... | 10% |
| (includes formal outline/visuals/3-5 references) | |
| Persuasive Speech..... | 20% |
| (includes formal outline/visuals/4-6 references) | |
| Final Exam (Take Home)..... | 10% |
| (includes self-reflection journal/self-assessment sheet) | |

Major Speech Requirements – Read Carefully:

Outlines **must** be word processed and submitted before your major presentations. They will **not** be accepted hand written or in unacceptable format. **Speeches must be on varied topics. Topics must be conducive to an academic setting, important to you and relevant to the class.** You must use visual aids on the Informative and Persuasive Speeches. Please use current and credible sources and include a MLA bibliography for the Informative and Persuasive speeches. All speeches in a category are **due the first day** for everyone. Please DO NOT enter the room while a speech is in progress. Tardiness causes

disruption. An occasional tardiness is understandable; routine tardiness and leaving class early distracts and will affect your participation grade. Regular attendance, cooperation, thoughtful responses, and helpful peer evaluations create a stimulating learning atmosphere.

Speeches

Due on the day they are scheduled
Provide me with a copy of your outline and references before you speak
Stay within time lines
Incorporate visuals as required

Plagiarism:

Plagiarism is the unacknowledged use of another person's words or ideas in your writing. If you use any ideas, thoughts, writing, quotes, or even paraphrase some other writer's thinking, you must acknowledge that person. Whether conscious or unconscious, plagiarism is a serious academic offence. Consequences for plagiarism can range from failing the assignment to failing the course.

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 (892-5751) generally works with students who have learning disabilities or attention deficit disorder. Kathleen Grey (885-2328) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5240) also works with students who have disabilities.

The Writing Center/TASC

Room C117 (next to the Library).
(860) 892-5713 or (860) 892-5769
TRWritingCenter@trcc.commnet.edu
Online tutoring: <http://www.etutoring.org/>

Technology:

Turn off your cell phone or other electronic equipment.

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 and at the office 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, receive an "F" grade for the course.

Weather Cancellations: Call (860) 886-0177 or go online to: www.trcc.commnet.edu.

Course Outline

| Monday |
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| 1/20 – Class Introduction |
| 1/27 – Outlining/Topic Selection |
| 2/3 – Narrative Speech Due |
| 2/10 – Narrative Speech |
| 2/17 – Special Occasion and Entertaining Workshops |
| 2/24 – Special Occasion Speech Due |
| 3/2 – Special Occasion Speech |
| 3/9 – Entertaining/Inspirational PowerPoint Due |
| 3/16 - Entertaining/Inspirational PowerPoint Due |
| 3/23 – No Class (Spring Break) |
| 3/30 – Research Methods/Rhetorical Modes |
| 4/6 – No Class (Spring Recess) |
| 4/13 – Informative Speech Due |
| 4/20 – Informative Speech |
| 4/27 – Persuasive Speech Due |
| 5/4 – Persuasive Speech Due |
| 5/11 - Persuasive Speech/ Final Exam Due |

This syllabus is subject to change, at any time, at the instructor's discretion.