

**COM K173: Public Speaking**  
**Meets Fridays 6:00-8:45 in E227 (Section T11)**

Instructor: Michael J. Stutz

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Office Hours: Mondays and Wednesdays, 2-3:30 p.m. & by appointment.

***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 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, 6th edition, by David Zarefsky

Pearson's MySpeechLab (access code for this website comes with the Zarefsky text)

***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. Please email me with any questions or concerns which may 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. You can also call me on my office phone.

***Assignments:***

Informative Speech 1 (10%)

Informative Speech 2 (15%)

Persuasive Speech (20%)

Multimedia Presentation (10%)

Mini Speeches (10%)

Speech Critiques (5%)

Participation (10%)

Final Exam (20%)

***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, and giving presentations during the course of the semester. 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 / Voice and Diction Exercises:***

“Question of the Day” and “Voice and Diction 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 documented 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 and should return to class with the documentation. Even with documentation, you are not guaranteed the opportunity to make-up the missed assignment, and if you are, 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 documentation for your absence as well as 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. If there are multiple days for a speech, as there are for the informative and persuasive speeches, you will be assigned a date to give your speech. If you are assigned to give a speech and you are not prepared, 10% will automatically be deducted from the final assignment grade. For each additional class period you are not prepared, another 10% will be deducted from your final assignment grade. I will not guarantee an opportunity to make up a missed speech.

***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.

***Students with Disabilities:***

Any person who because of a disability may need special arrangements or accommodations to meet the requirements of this course should consult with me as soon as possible in order to arrange an appropriate plan of action for this semester.

***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.

### **COM K173: Fall 2011 Course Schedule**

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

Week 1 (Aug 26)	Course Introduction An Introduction to Communication & Rhetoric	<b>Read:</b> Chapters 1 & 2
Week 2 (Sep 2)	<b><i>Mini Speech 1</i></b> Delivery	<b>Read:</b> Chapter 3
Week 3 (Sep 9)	Listening & Audience Analysis	<b>Read:</b> Chapters 4 & 5
Week 4 (Sep 16)	<b><i>Mini Speech 2</i></b> Topic Selection & Informative Speaking	Read: Chapters 6 & 13
Week 5 (Sep 23)	<b><i>Informative Speech 1</i></b>	<b>Due:</b> Speech & Outline
Week 6 (Sep 30)	Organizing the Speech & Using Visual Aids	<b>Read:</b> Chapters 9, 10, & 15 <b>Due:</b> Informative Speech 1 Self-Assessment
Week 7 (Oct 7)	<b><i>Multimedia Presentation</i></b>	
Week 8 (Oct 14)	Outlining the Speech & Reasoning	<b>Read:</b> Chapters 8 & 11
Week 9 (Oct 21)	<b><i>Informative Speech 2</i></b>	<b>Due:</b> Speech & Outline
Week 10 (Oct 28)	Language & Style	<b>Read:</b> Chapter 12 <b>Due:</b> Informative Speech 2 Self-Assessment
Week 11 (Nov 4)	<b><i>Mini Speech 3</i></b> Persuasion	<b>Read:</b> Chapter 14
Week 12 (Nov 11)	*No class on 11/11 for Veteran's Day	
Week 13 (Nov 18)	<b><i>Mini Speech 4</i></b> Occasions for Speaking	<b>Read:</b> Chapter 16
Week 14 (Nov 25)	*No class on 11/25 for Thanksgiving	
Week 15 (Dec 2)	<b><i>Persuasive Speech</i></b>	<b>Due:</b> Speech & Outline
Week 16 (Dec 9)	<b><i>Persuasive Speech</i></b>	<b>Due:</b> Persuasive Speech Self-Assessment
Week 17 (Dec 16)	<b>Final Exam</b>	