

INTRODUCTION TO PUBLIC SPEAKING

***Com K173-12328 T13**

Friday-2:00-4:45pm- Rm. E225

Instructor: Elaine Violette

Office Hrs: by appt.

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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.

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

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.

Textbook: *Public Speaking-Strategies for Success-* David Zarefsky/6th edition.

Educational Resource article -2-3 p. minimum

USB and Notecards

Class Policies: (Please read carefully.)

Regular attendance is **essential and expected** for active participation and fair evaluation. Material given weekly in class for the day's discussions and activities and for future preparation is necessary for optimum learning and evaluation. In-class work **cannot** be made up. Your presence for *active listening* is vital to speech improvement. **More than 2 absences will seriously affect your grade. If you do miss a class, come to the next class prepared with readings completed and speech prepared if appropriate.**

Grading Procedure: In order to receive full credit, you must be present in class for all activities. No class activities can be made up outside of class and no extra work is assigned as make-up work for any missed activities.

Speeches/Outlines	70%
Tests/assignments	20%
Self-peer assessments	5%
Participation/Group work	5%

Required Speech Assignments:

- Introductory Speech (2-3 minutes)
- Entertaining Speech (2-3 minutes)
- Magazine / Info Speech (3-4 minutes)
- Informative Speech (5-7 minutes)
- Persuasive Speech (8-10 minutes)
- Impromptus (1 to 1 ½ minutes each)
- Group presentations as assigned

Major Writing Assignments:

- 2 Formal Full Sentence Outlines (with earlier drafts and peer edit workshops)
- 2 Topic Outlines – Due on days of formal speeches
- Peer and Self Critiques as assigned
- Library/research assignment
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Tests: Mid Term Exam on readings and lectures

Essay Final – Take home

Grading Standards

A- All class expectations and assignments met without error and with a superior degree of excellence and commitment.

B-Class expectations and assignments met with minimal errors and demonstrate good solid work that is completed in and out of class in a highly competent manner.

C-Class expectations and assignments in and out of class are met in an acceptable and generally satisfactory manner and sufficient to meet requirements.

D-Class expectations and assignments do not meet all requirements and included many errors and omissions.

F-Student failed to meet class room expectations and assignments in and out of class.

Due dates and Late Assignments: Due to the nature of a speech class, due dates must be adhered to for the class to run smoothly. Students must be ready to give speeches on assigned date with topic outline handed in at the beginning of class.

Speech Assignments Penalties

Students attending class but unprepared to give speech on date assigned:

5% per day up to 3 class days (no excuses accepted).

Students not present in class on assigned speech day:

10 % per absence up to 3 class days. (No excuses accepted)

- Students are expected to present on the next class day, if time permits.
- Students will received a zero after 3 missed speech days
- Topic outline due on day one of speeches. If absent, send it on due date for credit.

Late speeches do not simply affect one student but the entire class' time schedule. In the professional world, penalties are expected for a speaker who is not available or unprepared to give a presentation. An absent or unprepared speaker causes serious problems for the company, hosting organization, supervisor, or customer, regardless of the reason (lateness, sickness, etc.)

workshops cannot be made up., though asking for the edit sheet to evaluate your own outline is highly recommended.

Class Attendance and Tardiness Policies: Although attending every class will not guarantee an A, or B or even a C, it will be impossible to earn a decent grade with too many absences or consistent tardiness. Important information is given out at the beginning of class and will NOT be repeated. It is the student's responsibility to ask a classmate for up-to-date information missed because of a late arrival or absence.

Class Requirements Read Carefully:

1. Outlines **must** be word processed and submitted on due date to avoid penalty. They will **not** be accepted hand written or in **unacceptable format**.
2. Excuses that include computer problems will **not** be accepted. (Use effective time management and careful planning to avoid last minute problems). Please check your computer set ups (PPs) the week before your speech is due.*
3. Speech Topics must be conducive to academic setting and approved by instructor.
4. Power Points required as assigned.
5. Use credible sources as assigned and include MLA bibliography. (See text)
6. Please **DO NOT ENTER** the room while a speech is in progress.
7. Please be considerate of everyone in class before, during, and after speeches by keeping side talking to a minimum.
8. Students **absent** on speech day are required to present the next time their names are called.
9. **This is the only syllabus that you will receive. Please keep it in a secure place in your notebook.**
10. Tests cover readings and lectures. Careful reading is essential to understanding.

*Check to see if your power point/USB material works on the class computer before the day of speech. Beginning your Power Point in the school library will assure you of correct version in class. Everyone is expected to know how to set up your presentation on the classroom computer.

Please remember that it is your responsibility and not mine, to keep up with assigned readings and paper due dates as outlined by the syllabus. Contact me if you miss a class to receive missed handouts from the session you did not attend. If a class is cancelled for some reason, expect to do the work and turn in any papers associated with the cancelled class in the following session.

Extra Help: I highly recommend taking advantage of TASC/ The Writing Center for help with outlines, research, or speech creation or the on-line writing lab at

TRWritingCenter@trcc.commnet.edu. I will meet with students up to an hour before my classes in the adjunct office Room 205.1, for extra help or for grade conferencing if you email me at least 48 hours before class for an appointment.

Campus Policies:

Academic Integrity- 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.

Academic Dishonesty-Student Discipline Policy, section 2:10, Board of Trustees of CT Community Colleges. Academic Dishonesty shall in general mean conduct which has as its intent or effect the false representation of a student’s academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed, or otherwise obtained) as one’s own, (d) stealing or having unauthorized access to examination or course materials, (e) falsifying records of laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Student Disabilities and Counseling Center:

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP.

TRCC Disabilities Service Providers Counseling & Advising Office Room A-119	
Matt Liscum (860) 383-5240	<ul style="list-style-type: none"> • Physical Disabilities • Sensory Disabilities • Medical Disabilities • Mental Health Disabilities
Chris Scarborough (860) 892-5751	<ul style="list-style-type: none"> • Learning Disabilities • ADD/ADHD • Autism Spectrum

Please note that an instructor cannot provide disability accommodations until a student provides the necessary paperwork from the college’s Office of Disability Services to the instructor. Also, accommodations take effect when the instructor receives the paperwork from a student- accommodations cannot be provided retroactively.

The Counseling Center offers:

- Academic advising and counseling
- Career counseling and information
- College transfer
- Employment counseling and resources for full and part-time jobs and internships
- Personal counseling and development
- Physical, psychological and special learning needs
- Referral to community agencies and resources

Class Withdrawal: If you stop attending class and do not officially withdraw, an **F** for the semester is designated per administrative guidelines. **Last day to withdraw is May 13th./Last day for add/drop is Feb. 6th.**

Class Cancellations: Please be sure I have your correct emails and phone #s if I must contact you. If emails or phone #s change during the semester, please email me on the change. Check the college website for whole school closings. I will send out a test email to be sure all emails are correct and on my list.

Cell Phones: Unless you are an emergency responder, all cell phones, Blackberries, text messaging devices, etc., should be turned off during class. All MP3 players, laptops, and other electronic devices should be turned off as well. Treat your fellow students with maturity and respect at all times. Extend the same attitude towards your instructor. Immature behavior will simply not be tolerated.

Sign up for MyCommNet Alert!

myCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather.

All students are encouraged to sign up for myCommNet Alert. A tutorial is available on the Educational Technology and Distance Learning Students page of the web site. This link should be shared with students

Revisions to Syllabus:

The information contained in the syllabus is subject to revision at my discretion. I will inform the class of any changes that are made. If you miss a class, check with a classmate upon your return to verify that you have the most up-to-date information.