

# Com173 -- Syllabus

Three Rivers Community College, Spring Semester - 2010

**Instructor:** Kevin Amenta  
**Email:** [kamenta@mcc.commnet.edu](mailto:kamenta@mcc.commnet.edu)  
**Office Hours:** MW: 3:30-4pm and 5-6pm  
Friday: Noon-1pm C136

**Textbook:** **Public Speaking: for college and career by Gregory**

**Course Overview/Course 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.

**Evaluation and Grading:**

**10% - Attendance/Class Participation**

**10% - 2 Class Quizzes (5%each)**

**5% - Narrative Speech**

**5% - Special Occasion Speech**

**10% - Debate**

**10% - Informative Speech #1**

**10% - Informative Speech #2**

**20% - Persuasive Speech**

**10% - 10 Homework Assignments**

**10% - 10 Classroom Assignments** (Introductions, Impromptu Speech, Famous Speech, Recent Conversations, School Problem, Praise & Criticism, Interview, Panel Discussion, Lost on the Moon, Persuasive in real life)

**\*\*\*STUDENTS HAVE UNTIL THE NEXT CLASS MEETING FROM THE DUE DATE TO DELIVER SPEECHES. AFTER THAT TIME THE GRADE BECOMES A ZERO. THERE ARE NO ACCEPTABLE EXCUSES FOR NOT DELIVERING A SPEECH.**

**\*\*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\*\***

- **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 2 points from your overall grade up to a maximum of 10 points. 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, December 15, 2008. Keep in mind that if you stop attending class, your grade will be recorded after averaging in zeros for all missing work.

**Class Cancellation Policy**: Information about class cancellation due to the weather can be found on the MCC homepage <http://www.trcc.commnet.edu/>.

**Academic Integrity and Plagiarism**: Plagiarism and other forms of academic dishonesty will not be tolerated and will result in an automatic failing (F) grade 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 see me.

**Use of Support Services**: Support Services are available through the College Learning Center. These services include tutoring and online tutoring (eTutoring). Students can access and register for eTutoring through [www.eTutoring.org](http://www.eTutoring.org). No pre-registration is required.