

**COM K173 – Public Speaking, Section 10567**  
**Three Rivers Community College, Spring Semester 2011**

**Instructor:** Shannon Sousa

**Email:** [SSousa@trcc.commnet.net](mailto:SSousa@trcc.commnet.net)

**Class Meets:** MWF: 1-1:50 pm

**Room:** E206

**Office Hours:** By appointment only (please email me to arrange a time and location to meet)

Course Description: This course is designed to help students learn the fundamentals of speech communication. Students will listen to, creatively and clearly deliver, critically discuss and respond to oral presentations with increasing length and complexity. Emphasis is placed on effective speech planning and organization, identifying and analyzing good aspects of speech delivery, including verbal and non-verbal communication.

Required Textbook: *Public Speaking: For College and Career* by Hamilton Gregory

Required Materials: Ink Pen and Journal Notebook

Learning Outcomes: Upon completion of this course, students should be able to:

- Listen, discuss, compose and deliver several primary types of speeches of increasing length and complexity representing an increasing development of critical thinking and delivery skills that contribute to effective communication as a speaker.
- Develop, research, and compose speech outlines according to formal outlining techniques.
- Plan, compose, and utilize appropriate speaking notes to facilitate and enhance the delivery of speeches.
- Document all secondary sources within speech according to MLA style guidelines.
- Analyze, recognize, and incorporate productive techniques and formal models and patterns of logic for each given speech.
- Recognize, analyze and use correct pronunciation and grammar during speeches, written assignments and class activities.
- Use audio and visual aids, including PowerPoint, when assigned, to enhance speech presentations.
- Utilize both verbal and non-verbal strategies to effectively communicate and gain feedback from the audience during speech presentations.
- Recognize, analyze and use effective listening skills and constructive critique of peer speech presentations.
- Demonstrate how to lead a group discussion and provide proper etiquette.

Methods of Evaluation: Facilitating student's writing, organization and research skills through book assignments, research in the context of written outlines and topics for speeches, and in preparation for class discussions and group projects. Evaluating student's ability to observe and critique peer speeches, think critically and engage in oral participation through learned material, both independently and in groups. All research will require the use of the library and the Internet.

## Assignments and Grade Measurement

**-Attendance/Class Participation      10%**

### **-Writing Assignments:**

Self Assessment (2)	10% (5% each)
Peer Review (2)	20% (10% each)

### **-Speeches: (include written outline)**

Narrative Speech	5%
Special Occasion	5%
Informative Speech #1: (How To/Demonstrative)	10%
Informative (Event) Speech #2:	10%
Persuasive (Action) Speech	20%

### **Class Assignments, Reading & Quizzes: 10%**

(Impromptu Speech, Famous Speech, Recent Conversation, School Problem, Praise & Criticism, Interview, Visual Aids, Outline Writing & Organization.)

**Total percentage:                      100%**

## Major Speech Requirements

- Outlines (formal and key words) must be written in MLA style and submitted the same day the speech is presented.
- Speeches must be on different topics.
- Specific criteria for each speech will be reviewed in class and assignments will be posted on Blackboard.
- Please do NOT leave or enter the room while a speech is in progress.
- Please remember that peer feedback is important. Be sure to make your comments specific and make your suggestions for improvement reasonable.

**IMPORTANT: STUDENTS HAVE UNTIL THE NEXT CLASS MEETING FROM THE FIRST ASSIGNED DAY TO DELIVER SPEECHES. AFTER THAT TIME THE GRADE BECOMES A ZERO. THERE ARE NO ACCEPTABLE EXCUSES FOR NOT DELIVERING A SPEECH.**

## Course Policy

**Attendance:** Attendance is a requirement, however you are **allowed ONE missed class**. Any absences beyond this will have a negative effect on your grade. 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. **If you miss class, it is up to you to find out what you have missed (i.e. speech presentation, homework, class activity) and make up the work (by the next class meeting if it was due on the day you were absent), or the grade becomes a zero.** Please keep open lines of communication with me, via email or in person, regarding your absence and/or if you have an extenuating circumstance, such as severe illness.

**Class Participation:** Participation in every class, arriving on time and bringing all necessary texts and materials is expected and essential to your learning as well as the learning of others in the class. I draw an important distinction between **Attendance to**, and **Presence in**, class. **Presence in** class means that if you come consistently to class, seize upon opportunities to share critical thinking, observe, critique and demonstrate communication techniques and general discussion in groups, then you will be assured of the full portion of the Presence Grade. **NOTE:** This grade does not include speech presentations, as they are measured differently.

**IMPORTANT: NO TEXTING, USE OF CELL PHONES, LISTENING TO MUSIC, EMAILING OR ENGAGING IN PRIVATE CONVERSATIONS WILL BE TOLERATED DURING CLASS TIME. IF YOUR PHONE RINGS IN CLASS OR IF I CATCH YOU IN ANY OF THESE OTHER INSTANCES, THIS WILL RESULT IN -1 POINT FROM YOUR OVERALL GRADE. DISRUPTIVE BEHAVIOR WILL HAVE A NEGATIVE EFFECT ON YOUR GRADE.**

**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 Three Rivers Community College. Any violation of the Academic Integrity Policy will be reported to the administrative authorities for appropriate action (i.e. a notation on the student's permanent record, suspension, or expulsion). In addition, please read the TRCC Policy on Academic Honesty in the Student Handbook or on-line.

**Plagiarism:** It is the intentional use of someone else's words or ideas. It is a serious violation of academic dishonesty that will not be tolerated. If you do not acknowledge the work of another—peer or published author--through proper forms of citation, you will receive an automatic failing (F) grade for the given assignment as a first infraction. If you plagiarize a second time, you will receive an automatic failing (F) grade for the course. In this class and in the course of your academic career, present only your own best work, clearly document the sources of material used from others, and act at all times with honor to the Academic Integrity Policy.

**Students with Disabilities:** If you have a disability or learning style which might impede your progress, or which requires accommodations, please see me during the first week of this class. If you need further assistance, consider contacting one of the college's disability service providers as well.

**Use of Support Services:** Three Rivers Community College Writing Center is located in Room C117 (next to the library). Students can visit the [Web page](#) and register for various resources online, email [trwritingcenter@trcc.commnet.edu](mailto:trwritingcenter@trcc.commnet.edu) or call (860) 892-5713 or (860) 892-5769. These services include walk-in and reserved appointments with a tutor, online tutoring through email paper submission, and assistance with course specific writing assignments and class presentations. No pre-registration is required.

**Withdrawal Policy:** If you intend to withdraw from this course, you must do so at the Registrar's Office by the **college deadline, May 9, 2011**. **Important Note:** 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 inclement weather can be found on the college homepage <http://www.trcc.commnet.edu/> or by calling (860) 886-0177.

