

**COM K173: Public Speaking**  
**Meets TR 4:00 – 5:15 p.m. in D222 (Section T13)**

Instructor: Michael J. Stutz

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Office: C112

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Office Hours: MWF 9:30 – 10:30 a.m. & by appointment.

***Course Description:***

This class will introduce you to the principles and basic skills of effective oral communication. The course will also familiarize you with the strategies and techniques that enable successful and persuasive public speech. As we study these principles, you will be afforded numerous opportunities to put these strategies into practice by speaking to your classmates. Your skills will improve as you gain more experience. Through lecture, discussion, reading, student presentations, writing, and instructor critique you will gain an understanding of how communication happens and how citizens participate in public discourses. The course will also expose you to the rhetorical dimensions of many different types of public speech. Finally, you will learn to be a more critical listener who can respond rhetorically to complex issues and ideas.

***Course Objectives:***

1. Understand and describe relevant principles of public communication.
2. Critically evaluate examples of public discourse.
3. Demonstrate the acquisition of public speaking skills and their application to several speaking environments.
4. Appreciate the power and responsibility of public communication.

***Required Materials:***

O’Hair, Dan. A Pocket Guide to Public Speaking. Boston: Bedford/St. Martin’s, 2010.

***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:***

Participation (5%)

Classwork/Homework (15%)

Group Presentation (20%)

Informative Speech (15%)

Persuasive Speech (25%)

Informative Speech Self-Assessment (5%)

Persuasive Speech Self-Assessment (5%)

Argumentative Analysis Essay (10%)

***Description of Major Presentations:***

Because this is, in part, a skills-based class, there is a certain progression of assignments. The Group Presentation is the first major presentation and will be presented as a small group. Your group will be asked to pick a controversial topic and present the issues relevant to the topic to the class. The Informative Speech will require the composition of a complete preparation outline and delivery practice. In this speech you will research a topic and attempt to take a neutral, straightforward, fact-based approach to your presentation. In the Persuasive Speech, you will need to argue for a specific action to be taken in support of a conclusion you have drawn through a compelling use of evidence.

***Written Assignments:***

There will be three written assignments for this course. The speech self-assessments will be a minimum of 3 pages and you will be expected to analyze your presentation, including preparation, practice, delivery, and adaptation to your audience. In these two papers I am looking for substantial self-reflection and analysis. The Argumentative Analysis Essay is the final project of the semester and will be done in place of a final exam. You will be given a choice of speeches, of which you will pick one to use as an object of analysis for your paper. In this essay, you will be expected to do a thorough analysis of the primary and secondary arguments in the speech, attending as well to adaptation to the audience and the use of language by the speechwriter. This essay will be a minimum of five pages. All papers will need to be double-spaced, using 12 point font and adhering to the MLA's guidelines for formatting an essay.

***Classwork and Homework:***

There will be frequent classwork and homework assignments, both written and oral. These assignments will be graded and returned to you. I also reserve the right to administer pop-quizzes, if they seem necessary, which will also be calculated in the classwork and homework grade.

***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. If you miss more than 10% of the total class meetings for the semester (3 classes for TR and 5 classes for MWF classes), whether excused or unexcused, your final grade will be lowered by one letter grade. If you miss more than 20% of the total class meetings (6 classes for TR and 10 classes for MWF) you will not receive credit for this course.

***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 have consequences. Three tardies will equal one absence.

***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.

***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.

***Grading Scale:***

The following scale will be used for the calculation and assignment of all grades in the course:

- A: 100 - 90
- B: 89-80
- C: 79 -70
- D: 69-60
- F: Below 60

### COM K173: Fall 2010 Course Schedule

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

Week 1 (Aug 26 & 27)	Course Introduction	
Week 2 (Aug 30 – Sep 3)	An Introduction to Rhetoric & Communication	Read: Chapters 1-3
Week 3 (Sep 7 - 10)	Audience Analysis & Listening Selecting a Topic & Purpose *Group Projects Assigned *No classes on 9/6 for Labor Day	Read: Chapters 4-7 & 35
Week 4 (Sep 13 - 17)	Effective Research Strategies & Developing Support Material	Read: Chapters 8-11 & 34; Appendices A-B
Week 5 (Sep 20 - 24)	Informative Speaking Organization & Outlining *Informative Speeches Assigned	Read: Chapters 12-14 & 23
Week 6 (Sep 27 – Oct 1)	<b>Group Project Presentations</b>	<b>Due: Speech &amp; Outline</b>
Week 7 (Oct 4 - 8)	Delivery	Read: Chapters 17-19 & 33
Week 8 (Oct 11 - 15)	Presentation Aids	Read: Chapters 20-22 & Appendix C
Week 9 (Oct 18 - 22)	<b>Informative Speeches</b>	<b>Due: Speech &amp; Outline</b>
Week 10 (Oct 25 - 29)	Using Words Well	Read: Chapters 15-16 & 25 <b>Due: Informative Speech Self-Assessment</b>
Week 11 (Nov 1 - 5)	Persuasion & The Toulmin Model of Argument	Read: Chapter 24 & “Toulmin on Argument”
Week 12 (Nov 8 - 12)	TBA *No Class on 11/11 for Veteran’s Day	
Week 13 (Nov 15 - 19)	<b>Persuasive Speeches</b>	<b>Due: Speech &amp; Outline</b>
Week 14 (Nov 22 - 26)	TBA *No classes 11/25 & 11/26 for Thanksgiving	
Week 15 (Nov 29 – Dec 3)	<b>Persuasive Speeches</b>	<b>Due: Speech &amp; Outline</b>
Week 16 (Dec 6 – 10)	TBA	<b>Due: Persuasive Speech Self-Assessment</b>
Week 17 ( Dec 13 – 16)	<b>*Argumentative Analysis Essays due on last day of class</b> *Last day of classes is 12/16	<b>Due: Argumentative Analysis Essay</b>