

## **COM K173: Public Speaking**

### **Meets MWF 9-9:50am in D104 (Section T2)**

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Office Hours: Tuesdays 11am-12pm, 1-2pm; Thursdays 11am-12pm & by appointment.

#### ***Description of the Course:***

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.

#### ***Course Outcomes: (you should be able to do this by the end of the semester)***

- Compose and deliver several types of speeches of increasing length and complexity representing an increasing development of critical thinking skills and delivery sophistication.
- Develop, research, and compose formal speech outlines.
- Incorporate the appropriate formal argument models and patterns of organization for each speech delivered.
- Compose and utilize appropriate speaking notes to facilitate and enhance the delivery of speeches.
- Utilize both verbal and non-verbal communication effectively
- Demonstrate an awareness of audience analysis and feedback during speech deliveries.
- Use audio and visual aids, including PowerPoint, where appropriate, to enhance speech presentations.
- Document information using MLA/APA format.
- Analyze and provide productive, useful, and constructive critique of peer speech presentations.

***Required Materials:***

Public Speaking for College and Career, 9th edition, Hamilton Gregory

***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 (15%)

Group Presentation (10%)

Policy Speech (25%)

Mini Speeches (15%)

Speech Critiques (5%)

Classwork/Homework (10%)

Quizzes (10%)

Final Exam (10%)

***Quizzes:***

There will be weekly reading quizzes that will be conducted via the Blackboard learning system. Each quiz will be made available several days before it is due and will need to be completed by 11pm on Sundays. There are no make-ups for these quizzes.

***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. I also highly recommend that you sign up for “MyCommNet Alert,” which will send email and texts notifications in the event of emergencies and inclement weather.

***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: Spring 2011 Course Schedule**

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

Week 1 (Jan 20 - 21)	Course Introduction	
Week 2 (Jan 24 -28)	An Introduction to Rhetoric & Communication Controlling Nervousness	Read: Chapters 1 & 2
Week 3 (Jan 31 – Feb 4)	<b>Mini Speech 1</b> Listening & Audience (No classes on 2/3 for Professional Day)	Due: Speech Notes Read: Chapters 3, 4 Quiz: Deadline is 1/30 at 10pm
Week 4 (Feb 7 - 11)	Topic Selection & Refining Research & Evaluating Sources	Read: Chapters 5-7 Quiz: Deadline is 2/6 at 10pm
Week 5 (Feb 14 - 18)	Support Material & Presentation Aides Speaking in Groups	Read: Chapters 8-9 & 19 Quiz: Deadline is 2/13 at 10pm
Week 6 (Feb 21 - 25)	<b>Group Presentations</b> (No Classes on 2/21 for President's Day)	Due: Combined Group Outline & Bibliography
Week 7 (Feb 28 – Mar 4)	Organization Beginnings & Endings Speaking to Inform	Read: Chapters 10-11 & 15 Quiz: Deadline is 2/27 at 10pm
Week 8 (Mar 7 - 11)	Delivery <b>Mini Speech 2</b>	Due: Speech Notes Read: Chapter 14 Quiz: Deadline is 3/6 at 10pm
Week 9 (Mar 14 - 18)	Spring Break – No Classes	
Week 10 (Mar 21 – 25)	Outlining	Read: Chapter 12 Quiz: Deadline is 3/20 at 10pm
Week 11 (Mar 28 – Apr 1)	<b>Informative Speeches</b>	Due: Speech Outline
Week 12 (Apr 4 - 8)	<b>Informative Speeches</b>	Due: Speech Outline
Week 13 (Apr 11 - 15)	Wording the Speech Persuasive Speaking	Read: Chapters 13, 16 & 17 Quiz: Deadline is 4/10 at 10pm
Week 14 (Apr 18 - 22)	<b>Mini Speech 3</b> (No classes on 4/22 for Spring Recess)	Due: Speech Notes
Week 15 (Apr 25 - 29)	Analyzing Speeches	
Week 16 (May 2 - 6)	<b>Policy Speeches</b>	Due: Speech Outline

Week 17 ( <i>May 9 – 13</i> )	<b>Policy Speeches</b>	Due: Speech Outline
Week 18 <i>*(May 16-18)</i>	Final Exam	

\*May 16<sup>th</sup> is the last day of classes. May 17 & 18 are potential Make-up/Supplemental sessions. In the case of a need to use a Make-up session, the Final Exam will be on the day of our last class meeting.