

# COM K173: Public Speaking

Fall 2012

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Office Hours: Mondays & Wednesdays, 11-12pm, 2-3pm & by appointment.

## **Description of the Course:**

*Prerequisite: ENG\* K101 eligibility.*

Students will learn the fundamentals of speech communication. They will listen 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.

## **COM K173 Course Outcome:**

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.

## **Required Materials:**

Public Speaking: Strategies for Success, 6th edition, by David Zarefsky

## **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. I am on campus five days a week, but my office hours are times set aside for the express purpose of speaking with you about your educational concerns. If you would like to meet at a time other than my posted office hours, contact me (in person, via email, or via phone) to arrange an appointment. Please email me with any questions or concerns that 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 1 (10%)

Informative Speech 2 (15%)

Group Project (15%)

Persuasive Speech (20%)

Classwork/Homework (10%)

Participation (10%)

Exams (20%)

**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.

**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. All speeches that are assigned are scheduled to be presented on a given day. Because giving speeches takes class time, it is often difficult to impossible to find time for presenting late speeches. Please refer to the late assignment policy for questions about missed speeches. If you have specific questions or concerns regarding the policy, please speak with me privately about your situation.

**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.

### COM K173: Fall 2012 Course Schedule

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

Week 1 (Aug 29 – Sep 1)	Course Introduction <b>Speeches of Introduction</b>	
Week 2 (Sep 4 - 7)	Introduction to Communication <i>*No class on 9/3 for Labor Day</i>	Read: Chapters 1, 2 & 16
Week 3 (Sep 10 - 14)	Topic Selection, Speech Strategy, Speech Outlining	Read: Chapters 6 & 11
Week 4 (Sep 17 - 21)	<b>Informative Speech 1</b> Analyzing the Audience	Due: Informative Speech & Outline Read: Chapter 5
Week 5 (Sep 24 - 28)	Delivery & Presentation Aids	Read: Chapters 3 & 15
Week 6 (Oct 1 - 5)	Informative Speaking & Research	Read: Chapters 7 & 13
Week 7 (Oct 8 - 12)	Organization	Read: Chapters 9 & 10
Week 8 (Oct 15 - 19)	<b>Group Project Presentations</b>	Due: Group Project
Week 9 (Oct 22 - 26)	Listening Critically	Read: Chapter 4
Week 10 (Oct 29 - Nov 2)	Reasoning <i>*Nov. 6<sup>th</sup> – Election Day!</i>	Read: Chapters 8
Week 11 (Nov 5 - 9)	<b>Informative Speech 2</b>	Due: Informative Speech & Outline
Week 12 (Nov 12 - 16)	Persuading <i>*No class on 11/12 for Veteran's Day</i>	Read: Chapter 14
Week 13 (Nov 19 - 23)	TBA <i>*No class on 11/23 for Thanksgiving</i>	
Week 14 (Nov 26 - 30)	<b>Style and Language</b>	Read: Chapter 12
Week 15 (Dec 3 - 7)	Persuasive Speech Workshop <b>Persuasive Speeches</b>	Due: Persuasive Speech & Outline
Week 16 (Dec 10 - 14)	<b>Persuasive Speeches</b>	Due: Persuasive Speech & Outline
Week 17 (Dec 17)	<b>Final Exam (on Blackboard)</b>	