

COM K109 – Speech Practice (Mod 1)
Three Rivers Community College
Fall Semester 2012

Course Information

Section: 31500

Room: D208

Day/Time: Tuesday and Thursday, 6 – 6:50 p.m.

Mod 1: Seven Week Course from Aug. 28 – Oct. 16

Instructor Information



Name: Shannon Sousa

Email: ssousa@trcc.commnet.edu

Phone: 860.235.2981 (cell)

Office: Adjunct Faculty Room, D205 (cubical)

Office Hours: Thursdays from 4:45 p.m. – 5:45 p.m.

(NOTE: Please speak with me in advance via email or in person to confirm the appointment.)

Open Door Policy: If a student needs my assistance outside of the classroom to clarify or review an assignment, grade, improve on a certain self-identified weakness, or to talk about confidential or personal matters or other areas of college life, feel free to see me during my office hours or after class. I am always open to listening and guiding students who take their education and personal growth seriously.

****IMPORTANT NOTE: This syllabus is subject to change at any time at the instructor's discretion. Announcements will be made in advance. Please make sure that you have the most current copy on file.***

Course Description

Students will learn to give organized, extemporaneously delivered oral presentations for a minimum of seven minutes. Emphasis will be placed on overcoming speech anxiety, acquiring confidence, planning presentations, and practicing speech delivery. This course is an option for completing the oral communication requirement in the General Studies and Liberal Arts and Science degree. ****NOTE: This course does not substitute for COM K173 Public Speaking. You must be eligible to enroll in ENG K101.***

Required Textbook

A Pocket Guide to Public Speaking by Dan O'Hair, Hannah Rubenstein and Rob Stewart

Required Materials

- Journal Notebook – For note taking, outline and speech writing, and brainstorming during group activities.
- Binder – To record graded assignments, speeches, and handouts.
- Note card – 3X5 or 4X6 size – To prepare key words when delivering a speech.
- Method to back up electronic files on computer – recommend a flash drive.
- Stapler – all written assignments must be stapled.

Class Policies

Attendance

Regular attendance is **essential and expected** for active participation and fair evaluation. Attendance to class means that students are expected to physically attend every class, and arrive on time. Absences may affect your grade. Since the class meets twice a week for only 50 minutes during a seven-week session, **more than three absences will most likely reduce your grade. Missing FIVE or more classes is grounds for failure in the course.** If you miss a class, it is **YOUR** responsibility to **EMAIL ME** and to get the information that you missed from a classmate. Then, come to the next class prepared by reading the chapters assigned and having your speech prepared, if applicable. I would advise that you do **NOT** miss an outline workshop session or a speech day.

What constitutes as an **“excused absence”** is a legitimate doctor’s note if you are sick, in an accident or from some other appropriate source for any extenuating circumstance. Students are also excused from class due to a religious observance/holiday as long as I am given advance notice via email or in person.

Tardiness

A late student disrupts the entire class and often interferes with the important directions that typically are made at the start of class. Please ensure that you get to class on time **If you arrive (5-10 minutes) late, THREE times, this counts as ONE absence. If you arrive (20 or more minutes) late to any class session, you will be marked absent.** A tardy is also when a student leaves class early and abruptly during discussion or presentation. An **“excused tardy”** is for extenuated circumstances only and prior notice given to me via email.

Participation

I draw an important distinction between ***Attendance to***, and ***Presence in***, class although these two categories are combined to represent a percentage of your overall grade. Presence in class means students bring all necessary texts and materials essential to their learning as well as the learning of others in the class. They should seize upon opportunities to share critical thinking, practice their oral speaking skills, address ideas and opinions through clear, demonstrated communication and observe and question issues/concepts from the readings during general discussion in groups. By doing these things students will be assured of the full portion of the Attendance & Participation grade.

Ways to measure your participation:

- Make an effort to speak clearly to the class and follow the criteria during impromptu speeches on various topics.
- Be engaged, actively listen and be able to think on your own during small group discussion at least once a week.
- When called upon, do not forcefully resist or decline the assignment.
- Complete the reading and come prepared to class with questions and findings.
- Always have required texts and other necessary materials with you in class.
- Communicate with other students and/or your instructor in and outside of class if you run into questions or problems about the reading, class activities, speech assignments, etc.
- Do not allow distractions from technology, side conversations, or the other limit your learning ability.

Classroom Environment

Every student is expected to actively contribute to classroom discussions. In order for everyone to feel comfortable voicing their opinions or asking questions and receive more clarity or learn something they are not experienced in, **a climate of acceptance and support is essential.**

Discrimination, harassment, or intimidation will not be tolerated. Be respectful of your peers as you would want them to be of you, especially when you take risks to give your perspective. **Your ability to succeed in an academic setting is affected by your willingness to adapt to the classroom environment.**

Please read and follow these policies:

- 1) No texting or ringing of cell phones (please turn to silent when entering the room.)
- 2) No listening to music with ear buds.
- 3) No use of computers unless prompted by instructor.
- 4) When prompted to use computers, no use of personal email, Facebook or Internet sites that are not related to the assignment.
- 5) Do not engage in private side conversations during class.

These instances are not only distracting, inconsiderate and disruptive, but it is extremely disrespectful to the entire class and does not benefit an academic learning environment.

Penalty

I will give you a **verbal warning** for the **first attempt**, but if I see you violating one of these policies again or throughout the semester, **I will simply record in my grade book a -1 point off your final grade average for each attempt.** ****NOTE: This may not seem like a huge impact on your grade, but for example, a previous student in my class totaled -5 points off the final score, which brought the grade from a B to a B-.***

Exceptions

If you have a **legitimate emergency** that requires you **to be contacted via phone** during class or to leave early or come late, you need to **notify me via email in advance of class that day so I am aware.**

Class Cancellations

Information about college-wide class cancellations due to inclement weather can be found on the Three Rivers Community College website at www.trcc.commnet.edu or by calling (860) 886-0177. As your instructor, **if I must cancel class or arrive late** due to illness or personal emergency, **I will email the class with a message, AND/OR post a “note” on the classroom door.** As a general rule, please consistently check your email before class and read any notes posted on the classroom door from me.

College Policies

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, **you must read the TRCC Policy on Academic Honesty in the [Student Handbook](#) or online.**

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 or idea 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 contact a Disabilities Counselor at (860) 383-5240. To speak with Chris Scarborough call (860-892-5751/Room A-119), he generally works with students who have Learning Disabilities, Attention Deficit Disorder, or Asperger’s Syndrome (Chris’s position is part-time). Kathleen Gray (860-885-2328/Room A-119) generally works with students who have physical, visual, hearing, medical, mobility, or psychiatric disabilities. To avoid any delay in receiving accommodations, call ASAP. ***NOTE: I, as your instructor, cannot provide accommodations for you until I receive a written letter from the counseling department.**

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.comnet.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. ***NOTE: I, as your instructor, strongly encourage you to take advantage of the resources and one-on-one assistance this department offers in helping you grasp specific concepts, writing and speaking skills addressed in this course.**

***Fact:** Did you know that the average GPA of students who use the Writing Center equals a 3.0? In other words, strong and disciplined readers and writers rely strongly on the disciplinary energy and expertise of the tutors in the Writing Center.

***Be Advised:** I will send you with your speech outline or writing assignment to the Learning Center if you demonstrate consistent problems with either standard college writing expectations of mechanics, grammar and spelling, or with issues of content development and organization.

Withdrawal Policy

If you intend to withdraw from this course, please contact me first and then contact the Registrar's Office by the **college deadline, Wednesday, Oct. 10, 2012.** ***Important Note: Keep in mind that if you stop attending class, and do not formally withdraw, your grade will be recorded after averaging in zeros for all missing work.**

Grading and Assignment Requirements

Major Speeches: 60%

Assignment prompts for each individual speech listed below will include all additional criteria and will be distributed in class and posted on Blackboard with due dates.

Student Introduction Speech - 1 minute - 20%

(A personal branding message about who you are as if you were in a professional networking setting to gain possible job leads, and meet valuable contacts in your industry.)

Narrative Speech - 3 minutes - 20%

(Personal narrative story defining/explaining a significant moment or lesson learned)

Persuasive Speech - 6 minutes - 20%

(Interesting, controversial, trend topic that identifies a problem and a solution - includes: PowerPoint - 5-7 slides, full-sentence outline, minimum of three outside sources cited orally and on Works Cited page.)

Attendance & Participation: 30%

(Based on coming to class on time and being prepared, fully engaging in class discussions, group activities, peer speech critiques and randomly announced Impromptu Speeches addressing various areas of communication, speech delivery and preparation.)

Final Self-Assessment Paper: 10%

(Includes a two-page self-reflection paper due at the end of the semester based on weekly

journal entries and an initial self-evaluation sheet. Journals will be collected and reviewed periodically to give feedback and assesses progress. Papers submitted LATE will receive NO credit! NO EXCEPTIONS.)

Total percentage: 100%

Major Speech Requirements – Read Carefully:

- All speeches are due for everyone on the first day scheduled. Provide me with a copy of your outline and references **before** you speak.
- Outlines **must** be typed, double spaced, TNR, 12 pt font in Word and submitted before your major presentations. (Outlines will **not** be accepted hand written or in unacceptable format.)
- Poor mechanical errors from grammar, spelling and punctuation count on all written work, including speech outlines and written assignments. Be sure to thoroughly check these areas of your work before submitting.
- Speeches must be on varied topics and approved by me. Topics must be conducive to an academic setting, important to you and relevant to the class.
- Use current and credible sources. Cite your sources verbally and include written MLA citation in your required full sentence outline for Persuasive Speech.
- Stay within time guidelines for each speech.
- Incorporate visuals as required.
- All students **must** write a self-reflection/evaluation in their journal after every speech given. This will be checked periodically.
- All students will give and receive peer critiques for each major speech. Take notes during student speeches and write critically positive and meaningful feedback.
- Please **do not** enter or leave the room while a speech is in progress.

Major Speech Deadlines

Due date of speeches must be adhered to. Please do not come in and ask if you can give your speech during the next class because you are not prepared for whatever reason. The syllabus gives presentation dates, so you will know far enough ahead to prepare. **If you are not prepared with your outline and speech, you will be afforded the opportunity to do a make up for ONE speech ONLY.** After this is recorded, any additional late outlines/speeches will be deducted a full letter grade for being presented a class late. **No outlines or speeches will be accepted if they are MORE than TWO class periods late, and the student will earn a ZERO for the assignment.**

COM 109 Tentative Course Schedule

Week 1

T, 8/28:

Course, Instructor & Student Introductions, Goals, Purpose, Self-Evaluation Sheet

Assignment: Read Syllabus, sign form, buy required book, bring follow-up questions to class. Read Chpt. 1, write an outline with steps you will take to reduce anxiety. Review

personal branding criteria posted on Blackboard, bring print out to next class.

TH, 8/30:

DUE: Syllabus Agreement Form, Chpt. 1

Discuss anxiety, Explain Student Introduction Speech criteria, topic selection, drafting and outlining in class, distribute practice handouts and checklists.

Assignment: Practice delivering your speech

Week 2

T, 9/4

DUE: Introduction Speech, key word note card

Deliver Speeches in class, oral peer critique and reflection.

Assignment: Complete listening handout posted on Blackboard, print and bring to class.

TH, 9/6

Communication Process, Rhetoric Modes, Intended Audience, Listening Activity.

Assignment: Read Chpt. 2 and 7 (pages 175-188) review Narrative Speech criteria, brainstorm topic ideas.

Week 3

T, 9/11

DUE: Chpt. 2

Discuss Narrative Speech criteria, How to choose a topic? Complete Topic, Purpose, Idea handout, drafting and outlining in class, Introduce Persuasive Speech topics and research.

Assignment: Read Chpt. 3, 4 and 7 (pages 188-217), Outline Narrative Speech and begin researching Persuasive Speech topics/support material. See Persuasive Speech criteria on Blackboard.

TH, 9/13

DUE: Chpt. 3&4

Discuss Narrative Speech progress, develop main points, introduction, conclusion, and transitions. Use vivid language and description. Review sample outlines and videos.

Assignment: Practice delivering your speech

Week 4

T, 9/18

DUE: Narrative Speech, outline

Deliver speeches in class. Written peer critique and reflection.

TH, 9/20

Continue Narrative Speeches, if needed.

Discuss progress with Persuasive Speech topics and research. Review criteria, organizational pattern, visual aids. Show sample videos of persuasive speech.

Assignment: Prepare for a library research day and draft outline writing. Bring self-evaluation journal notes to class.

Week 5

T, 9/25

Library day/mid-semester meeting: continue researching Persuasive Speech support material, develop sources, construct argument and main points, and decide on organizational pattern. Students will meet with instructor one-on-one.

Assignment: Read Chpt. 6. Continue planning Persuasive Speech. Confirm sources, support

material, main points, organizational pattern and visual aids.

TH, 9/27

Discuss types of visual aids. When to use them? How to design them?

Assignment: Incorporate visuals into Persuasive Speech and submit a full-sentence outline draft next class. Read Chpt. 5, review handouts and brainstorm your style of delivery.

Week 6

T, 10/2

DUE: Outline draft – Persuasive Speech

Discuss style and verbal/non-verbal delivery strategies, transitions. Citing sources verbally.

TH, 10/4

Discuss constructing your argument, using support materials and organizational pattern.

Week 7

10/9

DUE: Persuasive Speech, full-sentence outline, visual aids

Deliver speeches in class and conduct formal peer critique and reflection.

10/11

Persuasive Speech continued.

Week 8

10/16

DUE: Self-Evaluation Paper

Persuasive Speech continued, if needed.

Recap the course, goals reflection, student exit evaluation