**COM K173: Public Speaking - Fall 2018**

*Meets Mondays & Wednesdays in D203  
3-4:15 p.m.*

**Instructor Information:**

Tara M. Cantore, Adjunct Professor of Communication

Office Hours: Monday and Wednesday 2:30-3 p.m.

Email: tcantore@ccc.commnet.edu

**Description of the Course:**

*Prerequisite: ENG\* K101 eligibility.*

Public Speaking introduces students to the principles and basic skills of effective speech communication. Students will research, compose, and deliver speeches of increasing complexity and sophistication. The course familiarizes students with the strategies and techniques of successful informative and persuasive public speaking so students gain an understanding of how communication happens and how people participate in public discourses. The course also exposes students to the rhetorical dimensions of many types of public speech and teaches them to be more critical listeners who can respond rhetorically to complex issues and ideas.

**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:**

* **Textbook:**Gunn, Joshua. *Speech Craft*. Boston:Bedford/St. Martins, 2018.

ISBN: 978-0-312-64488-8

* A SD card with at least 4GB free to keep the videos of your speeches. You will need a Class 4 or higher SDHC or SDXC memory card, which you should be able to find on Amazon for under $20. I prefer the brand SanDisk, but there are other brands with good cards.
* Pen/Pencil/Notebook/Index Cards

**Email and Office Hours:**

If you have any questions or want to discuss a particular reading or assignment, feel free to contact me or come by my office to chat before class. My office hours are times set aside for the 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 might 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.

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| **Assignments:**   |  |  | | --- | --- | | Categories | Percent | | Participation (Includes, but not limited to: Speaking Activities, Peer Evaluations, Workshops, Classwork, Homework, Attendance, etc.) | 25% | | Digication ePortfolio | 5% | | How-to Speech | 10% | | Narrative Speech | 10% | | Impromptu Speech | 10% | | Forensic Speech & Outline | 20% | | Deliberative Speech & Outline | 25% | | **Total:** | **100%** |   **Grade Scale:**   |  |  |  | | --- | --- | --- | | Letter Grade | Point Ranges | Grade Point Value | | A | 93 - 100 | 4.000 | | A- | 90 - 92 | 3.667 | | B+ | 87 - 89 | 3.333 | | B | 83 - 86 | 3.000 | | B- | 80 - 82 | 2.667 | | C+ | 77 - 79 | 2.333 | | C | 73 - 76 | 2.000 | | C- | 70 - 72 | 1.667 | | D+ | 67 - 69 | 1.333 | | D | 63 - 66 | 1.000 | | D- | 60 - 62 | 0.667 | | F | 0 - 59 | 0.000 | |  |

**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 topical issues, and giving presentations. 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 / Impromptu Speaking Exercises:**

“Question of the Day” and impromptu speaking 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 cases of extreme illness, death of a family member, or college or legal obligations. You will be expected to contact me within 24 hours of the class meeting to notify me of your absence. While you are not guaranteed the opportunity to make-up the missed assignment, if you are, you 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 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 or 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:**

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.

**Blackboard:**

Students should have access to Blackboard for this class. Assignments, grades and announcements will all be posted on Blackboard. There is also a Discussion Board where students can ask questions and gain feedback from the instructor and classmates.

**Disabilities:**

**Special Considerations**

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college’s Disability Service Providers (DSP) as soon as possible.

You can make an appointment with a DSP by calling (860) 215-9017.

Please note:

1. For academic adjustments, you will have to provide documentation of your disability to the DSP. Instructors cannot provide adjustments until you have delivered written authorization (from a DSP) to the instructor.
2. Adjustments take effect when you deliver your written authorization to the instructor in person (provided there is adequate time for the instructor to make necessary arrangements). Adjustments do not apply to tests/assignments that were due prior to your delivering written authorization to your instructor in person.

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| **TRCC Disabilities Service Providers**  Counseling & Advising Office  Room A-113 | |
| **Matt Liscum**  (860) 215-9265 | * Mental Health Disabilities * Learning Disabilities * ADD/ADHD * Autism Spectrum |
| **Elizabeth Wilcox**  (860) 215-9289 | * Medical Disabilities * Sensory Disabilities * Mobility Disabilities |

**Student Email:**

Your default email address is your college email address and this email address must be used for class-related communications. If you have not set up your email address yet, you will need to do this immediately. A secondary way I will be communicating with you is within our Blackboard course shell. If you have any questions regarding use of college email or Blackboard, you can contact the IT Service Desk at (860) 215-9049.

**Digication:**

As a student you will maintain an online learning portfolio using a TRCC designed template. Through this electronic tool you can see your own growth in college wide learning. It may even help you to find the major that is a match to you. You can keep this Digication account after graduation too. A Three Rivers General Education Assessment Team will select random works and review them so that we can improve the college experience for all. Your name will not be attached to any of the assessment work. It is private. This tool will also be a “place” where you can connect your learning from the classroom, school and life. Sometimes when you look at all of the work you have done and think about it you learn something else. In Digication you will be able to make other portfolios too. It’s like a file cabinet with the ability to have multiple but separate files. What is exciting about the electronic tool is when you look inside you will see you are developing in new ways! Look at your class outline to see what assignments to post into the TRCC template, you may post your own choices too. Have fun in learning!

**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.

**Sign up for MyCommNet Alert!**

MyCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather.

All students are encouraged to sign up for MyCommNet Alert. A tutorial is available on the Educational Technology and Distance Learning Students page of the web site. This tutorial can be found at:

[http://www.trcc.commnet.edu/div\_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html](https://www.mail.commnet.edu/owa/redir.aspx?C=c9ce4a6f45c9491482c2bae5c2091df2&URL=http%3a%2f%2fwww.trcc.commnet.edu%2fdiv_it%2feducationaltechnology%2fTutorials%2fmyCommNetAlert%2fMIR3.html)

**COM K173: Fall 2018 Course Schedule**

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

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| **Dates** | **Topics** | **Assignments Due** |
| Week 1  (Aug. 29) | * Course Introduction * Interview Classmates |  |
| Week 2  (Sept. 3 NO CLASS LABOR DAY) & Sept. 5 | * Introduction to Communication & Rhetoric * Overcoming Speech Anxiety * Audience Analysis * How to Speech Assignment Handout | Read: Chapters 1 & 3 |
| Week 3  (Sept. 10 & 12) | • Ethics of Speaking  • Choosing a Speech Topic & Purpose  • Researching Your Speech Topic | Read Chapters 2, 4 & 5 ***Be prepared to discuss your How to Speech topic in class on Sept. 12*** |
| Week 4  (Sept. 17 & 19) | * How To Speeches | **Due: How to Speech** |
| Week 5  (Sept. 24 & 26) | • Supporting Materials & Contextual Reasoning   * Organizing and Outlining your Speech * Transitions, Introductions, & Conclusions * Narrative Speech Assignment Handout | **Due on Sept. 24: Student Evaluation from How to Speech**  Read: Chapters 6, 7 & 8 |
| Week 6  (Oct. 1 & 3) | * Style & Language * Style & Delivery * Presentation Aids | Read: Chapters 9, 10 & 11 |
| Week 7  (Oct. 8 & Oct. 10) | * **Narrative Speech Due** | **Due: Speech & Outline** |
| Week 8  (Oct. 15 & Oct. 17) | * Understanding Speech Genres * Informative Speaking * Assignment for Forensic Speech Given Out in Class | **Due: Speech Evaluations**  Read: Chapters 12 & 14 |
| Week 9  (Oct. 22 & Oct. 24) | • Informative Speaking  • Forensic Speech Workshop | **Due: Have Topic and Bibliography for Forensic Speech on Oct. 22.** |
| Week 10  (Oct. 29 & Oct. 31) | * **Forensic Speech** | **Due: Speech and Outline** |
| Week 11  (Nov. 5 & Nov. 7) | * Persuasive Speaking   Making Arguments | **Due: Forensic Speech Evaluations on Nov. 5**  **Read: Chapters 14 & 15** |
| Week 12  (Nov. 12 & Nov. 14) | • Celebratory Speaking   * **Argument Workshop** | Read: Chapter 13 & 16  **Due: Rough Draft of Speech and Outline (Nov. 14)** |
| Week 13  Nov. 19 – No Class Nov. 21 Happy Thanksgiving! | * Speaking in the Workplace * Speaking Online * **Deliberative Speech Workshop** | Read: Chapter 17 & 18 |
| Week 14  Nov. 26 & Nov. 28 | * **Deliberative Speech** | **Due: Speech and materials** |
| Week 15  (Dec. 3 & Dec. 5) | * **Deliberative Speech** | **Due: Speech Evaluations &**  **Speech and materials** |
| Week 16  (Dec. 10 & Dec. 12) | **• Impromptu Speech Due** | **Due: Speech Evaluations and Impromptu Speech** |
| Week 17  Finals Week | * **Make-up speeches by appointment only** |  |