

COURSE INFORMATION SHEET (SYLLABUS)
SPT142 – Public Speaking (3 credits)
D5126 11:00-12:20

Dr. Christina Knopf (“Dr. K.”)

Email: to be announced

Phone: 292-2000 **EXT. 6592** (this is a voice mail box number only)

Office Hours: Tuesday & Thursday, by appointment only after 1:50 P.M.

Required Texts:

Pocket Keys for Speakers; Engleberg & Raimes
Speech Preparation Workbook, 2nd ed. Osborne, S.

(Texts should be available at the college’s bookstore or through online sources.)

Course Description: SPT142 focuses on the basics of oral communication. You will deliver a number of different kinds of speeches of various lengths. You will be exposed to and practice various techniques as well as develop a critical ear for listening to and critiquing the speeches of your classmates.

Course Objectives: With the successful completion of Public Speaking, you will be able to:

- Recognize and deliver different kinds of speeches
- Learn various techniques to deliver speeches
- Select, research and prepare topics
- More successfully present your ideas to a group than when you entered this class
- Overcome some anxiety about speaking in front of groups
- Increase your listening skills and ability to evaluate other speeches.

Grading:

Speeches: 65%

Your speeches will be graded using a rubric that has been tested by outside researchers to be one of the most accurate and consistent ways of grading speeches. You will be provided with a copy of the rubric in advance. The rubric will be broken up into smaller parts to grade you on only the elements of speech-making that we have covered up to the point of each speech.

There are 5 speeches in total for the semester.

Speech 1 = 5% of your grade. Speech 2= 10% Speech 3=15%

Speech 4=10%

Speech 5 = 25%

Homework: 15%

Homework assignments will coincide with your speech assignments and are used to help you prepare for your speeches. These assignments will be announced in class. They will be graded on a ✓+, ✓, ✓- basis pending completion & evidence of effort. There will be at least 5 homework assignments, and there will not be more than 10 (variations depend on class progress).

In-class work & participation: 20%

This includes participation & attitude, and the effort on assignments given for completion during class time.

Participation/attitude = 5%

In-class work = 15% (i.e. speech critiques, critical listening activities, impromptu speeches, and cooperative learning activities)

I am guided by the following grade system:

A = 95-100 A- = 90-94 B+ = 87-89 B = 83-86 B- = 80-82 C+ = 77-79
C = 73-76 C- = 70-72 D+ = 67-69 D = 63-66 D- = 60-62 F = 59-0

Homework: Homework is due the day specified, no exceptions. All written homework must be typed in 12 point Times New Roman or Courier font, printed in black. Assignments must be written in complete sentences. **All homework must be double-spaced and have 1-inch margins.** If homework turned in does not meet these standards *it will not be accepted.* *Homework is not accepted via email except under extenuating circumstances and a hard-copy must be turned in at some time.*

Speeches: Speeches will range in length from approximately 2 to 7 minutes. Time limits specified for speeches must be honored in order to stay on schedule. Speeches that run long may be cut short. All speeches must be delivered on the scheduled day and time. A grading rubric for the speeches will be provided to you in advance so that you may have a clear understanding regarding my expectations. A formal sentence outline or manuscript and works cited page must be turned in with each speech, PRIOR to delivery

Self-disclosure: You will have some measure of freedom in selecting topics for your speeches. Please be advised to thoroughly consider how much and what kinds of personal information you are comfortable sharing with the class. You are not required to include such personal materials as part of your assignments and you should not only take into consideration your own comfort levels when disclosing private information, but also the comfort levels of your audience members. (Audience considerations for speech preparation will be discussed in-depth throughout the course of the semester, but here there's an added dimension of having to see your audience members repeatedly.)

Grade Changes: If you ever are unsatisfied with the grade you get back on an assignment and feel that I perhaps erred or missed something when grading it, you may submit the assignment for reconsideration. To do this, you must type up to a 1-page explanation and description of why you believe the grade you received is not the grade you earned. Be aware, however, that in reconsidering the grade I may find that I was too hasty or too lenient and gave you a grade that was too high and ultimately decide to lower the original mark, so be sure you are confident in the validity of your assessment.

Attendance: Attendance in class is mandatory. Much of the learning takes place in class and so you need to be there. Late arrivals are also counter-productive; they disrupt the flow of the class, cause you to miss valuable information, and distract your classmates. You are allowed two (2) unexcused absences without penalty. Also, two (2) late arrivals will count as an absence. For each absence beyond two, your course grade will drop by one-half step (A- to B+, C to C-, etc.). Considerations and exceptions may be made in the event that I receive official documentation verifying that your absence was unavoidable. *If you miss a class, you are responsible for getting the assignments and notes you may have missed.* If you have to be absent for more than 1 week, you must notify me ASAP so that you can be kept up, or I can't guarantee you'll complete the class.

Attendance and punctuality are mandatory on speech presentation days. **IF YOU MISS A CLASS IN WHICH YOU'RE SCHEDULED TO SPEAK YOU WILL ONLY BE GIVEN A CHANCE TO PRESENT THAT SPEECH AND RECEIVE A GRADE IF I RECEIVE DOCUMENTATION REGARDING YOUR ABSENCE.**

Class Etiquette: There will be no gum-chewing in class to help you get used to speaking and interacting publicly without gum in your mouth.

Cell phones, beepers, and alarms **MUST** be turned off before coming into class (unless you can provide proof of a medical reason that warrants their use). These are distracting to me, to your fellow classmates, and they will be distracting to you when you are in front of the room speaking. If I hear one of these devices go off during a regular class day, or if you are seen playing with it, your device will be confiscated for the remainder of class and your participation grade will be adversely affected. If I hear one of these devices go off during a day when speeches are being presented, you will be asked to leave and counted as absent. Laptop or notebook computers may be used for note-taking, but I will check to make sure that there are no movies, MP3s, or games being played during class; such uses will, again, lower your participation mark.

Finally, I ask you to be civil and polite to me and to your fellow classmates. Rudeness and other displays of a bad attitude will not be productive for the class or for me and may ultimately be counterproductive for you.

Plagiarism/Cheating: These are serious offenses and will be handled immediately and directly. If a student is guilty of plagiarism or cheating in my class, s/he will receive an F for the assignment, which may also mean an F in the course. Please refer to the college's policy on Academic Honesty in the MCC Catalog & Student Handbook, available in the Admissions Office.

Learning Center Referral Statement: MCC has a number of Learning Centers at Brighton, for example – Math, Psychology, Writing, the Electronic Learning Center, and Foreign Languages, and at Damon (the Integrated Learning Center). Learning Centers are staffed with instructional personnel and may be equipped with computers to assist students. Students may use these centers to get additional help with concepts learned in the classroom. Information is available online or a brochure with details is available at Brighton's Learning Center, Bldg 11, Room 106, or Damon's Integrated Learning Center in 4-130 and the Student Services Office on the Fifth Floor.

Emergency Closings and Class Cancellations: If the college is closed due to inclement weather or some other emergency, all Rochester area radio and television stations will be notified no later than 5:30 a.m. The homepage on the MCC website (www.monroecc.edu) will display a message indicating the college is closed. Class cancellation information is available daily on the web or by telephone. Simply go to MCC's website, and under "Quick Links," click on "Class Cancellations." Information is also available by dialing 292-2066 and pressing 1 for the Brighton Campus.

If this class is cancelled at a time when the college is otherwise in session, the Visual and Performing Arts Department will be notified and usual procedures will be followed. *In addition*, a mass email will be sent to all students prior to the start of class notifying you of any changes.

Concerns: I am always ready and willing to help you through any problems you may be having in the class. If you are having trouble keeping up, if you want help studying for tests, if you want me to look at drafts of your term paper, don't like my teaching style, or if you are finding some concepts difficult to understand – PLEASE SEE ME! I am very glad to help you through or discuss any problem and would prefer that you spoke to me before things got out of hand and the problem became worse.

Tentative calendar: Use this calendar to keep up with the semester if you miss any classes.

Tuesday	Thursday
9/6 –Introduce class	9/8 –Recognizing & creating effective speeches
9/13 –Presentation tips	9/15 –Presentation practice activities & handling nerves
9/20 –Warm-up speeches**	9/22 –Ethics
9/27 –Organizing your speech	9/29 –Using visual aids
10/4 –Visual aids continued	10/6 –Demonstration speeches**
10/11 –Writing intros & conclusions / Outlining the speech	10/13 –Speaking to inform
10/18 –Language Choices	10/20 –Evidence & reasoning
10/25 –Gathering evidence, cont.	10/27 –Informative speeches**
11/1 –Using reasoning, cont.	11/3 –Special speeches
11/8 -Impromptu speech practice	11/10 –Group presentations
11/15 -No class meeting. Work with your groups	11/17 –No class meeting Work with your groups
11/22 –Group speeches**	11/24 –Happy Thanksgiving!
11/29 –Speaking to persuade	12/1 –Methods of persuasion
12/6 –Handling Q&A sessions	12/8 –Speech workshop
12/13 –Persuasive speeches**	12/15 –Persuasive speeches**

I want this class to be both productive and fun. I can't achieve this without your full cooperation. I want to see everyone do well. Again, I need your cooperation. I can't guarantee that you'll like everything about the class or about me, but by following the guidelines of the syllabus and the calendar, I can make the class a little less painful for you. Your continued attendance to class after receiving & reviewing the syllabus is acknowledgement that you understand & agree to the terms outlined herein. Thanks. I hope you have a great semester.