

## SPC 2608 Public Speaking (Communication)

Tallahassee Community College – Spring 2012

MWF 10:10am-11:00am (*section 008*) EN237

MWF 11:15am-12:05pm (*section 010*) EN235

3 Semester Hours Credit - Reference #: 98562 (*010*), 99935 (*008*)

Dr. Malcolm H. Armstrong

Office hours: MW 8:30am-10:00am, F 8:00am-10:00am

TR 8:30am-11:00am, or by appointment

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Home page: <http://malcolm-armstrong.com> (*class schedule/exam outlines and notes/send instructor message*)

Though not a requirement, it is highly recommended that students download the class outlines/notes. This online material is for your benefit and can assist in supporting lecture discussions and exam review sessions. Online material is *removed* once it has been discussed in class.

### Textbook and Materials

Book: *The Art of Public Speaking*, Stephen Lucas (McGraw-Hill, 9<sup>th</sup> Edition).

### Course Description

This course is designed to introduce basic information about speaking in relatively formal situations of public communication. Emphasis will be on understanding the rhetorical principles of speech composition and preparation, verbal and non-verbal skills of delivery and critical listening. Practical speaking opportunities will be provided to help apply this information and to guide in evaluating the effectiveness of your speaking and the speaking of others. SPC 1017 is recommended but is not a required prerequisite.

### Entrance Requirements

Successful completion of ENC 0020 or an appropriate score on the English placement test is a prerequisite for this course.

### Goals

The purposes of Tallahassee Community College are to provide:

1. the general education needs of students.
2. a foundation for study in the upper division of a college or university.
3. preparation for entrance into full-time employment with due regard for the occupational requirements of the local community.
4. extended study opportunities for academic, occupational, and personal enrichment.
5. support services to enhance student academic success.
6. advisement services to assist students in making appropriate personal, educational, and vocational choices.
7. comprehensive regional and state occupational training programs and courses consistent with the needs of businesses, state agencies, and local agencies.

### Performance Objectives

Students will improve their organizational, delivery, and analytical competencies in a variety of public speaking situations and will demonstrate:

1. a grasp of rhetorical components and patterns as revealed in your ability to identify and utilize introductions, conclusions, purpose statements, main ideas and supporting material;
2. the ability to establish verbal and non-verbal credibility with an audience;
3. an ability to apply ideas to the needs, values, and interests of an audience;
4. an ability to present logically sound information to support ideas;
5. the ability to research a topic and prepare an outline and bibliography;
6. the ability to monitor their own speech behavior and write critiques of their speech assignment work;
7. the ability to listen objectively and analyze the speeches of others in written and oral critiques;
8. application of communication theory on exams;
9. the ability to complete written assignments in a manner that is consistent with *college-level* work.

### GRADES

40% of the grade will be determined by student participation in class activities/exercises. These activities/exercises will include providing critiques of class speeches, the researching and development of personal speech presentations, an autobiographical presentation, and a small group speech presentation. **Attendance is extremely important in this class.**

30% of the grade will be determined by the grade earned for a 5-7 minute, researched, informative/persuasive/narrative speech for which an outline and personal speech assessment are required.

30% of the grade will be determined by student performance on class exams. There will a **midterm** (based on lecture, text readings), and a **final** exam (based on lecture, text readings; *the final is not cumulative*). The exams will consist of true/false, multiple choice, and short answer questions (applied course concepts). The exams will be given on the dates assigned in the class schedule. **NOTE: Two** “pop” quizzes may also be given during the semester.

Letter grades are determined by the following scale:

90%-100%	= A	60%-69%	= D
80%-89%	= B	59%	= F
70%-79%	= C		

### Attendance and Responsibilities

1. Any student absent for any reason for more than six class meetings will be withdrawn by “administrative action” (AW). A student may also initiate a withdrawal. (Last day to withdraw from a class, or officially submit an AW is: 03/23/12)

NOTE: Excessive, unexcused absences will adversely affect a student's final grade in this class.

2. Missed performance assignments cannot be made up or rescheduled.
3. Meeting deadlines is the responsibility of the student. Work can be turned in early, but not after the deadline.
4. Make-up exams will only be allowed in special circumstances and must be scheduled at the instructor's convenience. It is the student's responsibility to make the arrangements.
5. Please be aware that in-completes are rarely given for this course. Requirements to change an incomplete to a class grade must be accomplished within one semester after a student has been rewarded an incomplete. Otherwise, the incomplete will be changed to an “F” grade for the course.
6. DISABILITIES ACT: Students with disabilities needing special accommodations should register with the Disability Support Services (DSS) and notify the instructor immediately. The instructor will work with you to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class.

Classroom Etiquette: Disruptive or inappropriate language or behavior will result in the student being asked to leave the classroom for the day, and the student being counted as absent. We need a supportive, positive, and safe atmosphere to learn/work together in.

Cell phones, pagers, and any “text messaging” devices must be turned off *completely* during class time. Laptop use for lecture-based notation is acceptable, but no laptops should be in use during class speech presentations. Each infraction of this etiquette issue will result in the deduction of five (5) points from a student’s class activity/exercise category.

Student Contact Information: **Please regularly check your TCC email account.** Confirm that your contact information is correct. If your contact information is incorrect, please update the information. If you have questions concerning your TCC email account, contact the TCC Student Help Desk at: (850) 201-8540.

Inclement Weather: Information concerning inclement weather is available on the TCC website ([www.tcc.fl.edu](http://www.tcc.fl.edu)) and via local TV/radio stations. The College Administration determines whether classes are cancelled due to inclement weather. Faculty members cannot cancel classes for any reason.

\*SCHEDULE WEEK OF: (Students will be notified in advance of any schedule changes)

Jan. 6	Course introduction (assignment of student autobiographical presentations)
Jan. 9, 11, 13	The communication process (Chapter 1) Principles/contexts of public speaking The role of perception and self concept
Jan. 16 Jan. 18, 20	Martin Luther King, Jr. Day ( <i>no class</i> ) Listening (Chapter 3). Use of Language (Chapter 11) Non-Verbal communication
Jan. 23, 25, 27	The speaker and audience analysis (Chapter 5)
Jan. 30; Feb. 1, 3	Small group communication (Chapter 18)
Feb. 6, 8, 10	Small group activities/practice sessions ( <u>NOTE</u> : <i>It is hoped that groups will meet at least once during non-class time as well</i> )
Feb. 13, 15, 17	Small group activities/practice sessions (cont'd)
Feb. 20, 22, 24	Small group presentations (groups presenting submit group reviews)
Feb. 27, 29; Mar. 2	Small group presentations (groups presenting submit group reviews)
Mar. 5-9	Spring Break ( <i>no class</i> )
Mar. 12	<i>Midterm review</i>
Mar. 14	<u>Midterm</u>
Mar. 16	Informative/persuasive/narrative speeches (Chapters 14-17)
Mar. 19, 21, 23	Informative/persuasive/narrative speeches (cont'd) Selecting and researching a speech topic (Chapters 4, 6)
Mar. 26 Mar. 28, 30	Speech organization/delivery (Chapters 7-10, 12-13) <i>Speech presentation practice sessions</i>
Apr. 2, 4, 6	Speech presentations ( <i>presenters submit outline</i> )
Apr. 9, 11, 13	Speech presentations ( <i>presenters submit outline</i> )
Apr. 16, 18 Apr. 20	Speech presentations ( <i>presenters submit outline</i> ) <i>Review for final</i>

Final: (008) Friday April 27<sup>th</sup> - 10:00am-12:00pm  
(010) Monday April 23<sup>th</sup> - 10:00am-12:00pm

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## GRADING EVALUATION:

- A =
- Outstanding speech work -- Excellent organization, followed directions, shows very good thought (including creativity) and careful execution (speech mechanics, language, non-verbal communication skills).
  - Consistently superior scores on class exercises, take home assignments, and quizzes/exams.
  - Excellent class attendance (minimal *unexcused* absences, 0-2).
- B =
- Good job, overall, on speech work, but there may be some weaknesses, such as problems with organization and execution (speech mechanics, language, non-verbal communication skills). Followed directions, shows good thought (including creativity).
  - Consistently above average scores on class exercises, take home assignments, and quizzes/exams.
  - Good class attendance (a few *unexcused* absences, no more than 3).
- C =
- Fair presentation of speech assignments. Deficient in demonstrating grasp of speech organization and execution (average speech mechanics, did not follow all directions, poor use of language, and non-verbal communication skills).
  - Average scores on class exercises, take home assignments, and quizzes/exams.
  - Fair class attendance (several *unexcused* absences, 4-5).
- D/F =
- Superficial, extremely sloppy speech presentations that really miss the mark. Very poor organization and execution, (including speech mechanics, following directions, use of language, and non verbal communication skills).
  - Below average scores on class exercises, take home assignments, and quizzes/exams.
  - Poor class attendance (too many *unexcused* absences, 6 or more; **NOTE**: A student's grade will severely suffer at this level of absences. It is highly recommended that a student withdraw from this class by the W/AW deadline. See TCC attendance policy).

**NOTE**: A student who informs the instructor *in advance* (or *within six hours after-the-fact*) that they will be missing a lecture-based, or a peer evaluation speech class time, will **NOT** be penalized in any form whatsoever. Any missed in-class or take home assignments can be made up for full credit (again, if the student has an *excused* absence).