

Westchester Community College
Valhalla, NY 10595
Fall, 2003

Course Title: Speech Communication

Professor: Gabrielle Miller

Office: AAB 518

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M: 11-12

T: 11-12

W: 11-12

Th: 11-1

Text: *Communication: Making Connections*
Seiler and Beall

General objectives: After successfully completing this course you should be able to:

1. Define "communication," identify the elements of communication and explain it as a process
2. Analyze theoretical principles of communication behavior and explain their impact on human interaction
3. Differentiate among interpersonal, intrapersonal, and public communication
4. Apply techniques of verbal and nonverbal communication in formal and informal situations
5. Focus and research a topic, organize ideas, and clearly articulate and defend them to others
6. Prepare and deliver at least three different types of oral presentations, including informative and persuasive
7. Evaluate and critique personal communication and the communication of others
8. Identify causes of anxiety in public speaking and overcome them when performing, developing a greater measure of self-confidence and freedom in public speaking situations

Specific objectives will be identified for each unit studied

Methods: You will participate in a variety of learning and assessment experiences through required readings, completion of chapter outlines, lectures, discussions, oral and written assignments, informal in-class exercises, independent library research, critical evaluation of yourself and others, written tests, and selected audio-visual aids.

General Policies:

1. Participation: This is an activity-based performance course. It is a course in which *your* presence is a mark of respect for your fellow students, and is critical to its success. Therefore, regular and punctual attendance is *essential*.

As an adult and a member of this academic community, you are obligated to play more than one valuable role. Not only are you a student in this class, you will discover that you are also a teacher. You will learn more from each other this semester than from any other resource. Your classmates must be able to depend on you to be there to deliver your speeches on time, to listen to and provide valuable feedback to others, and to participate actively in group projects and activities.

2. Lateness: Arriving on time is a mark of respect for your classmates and prevents disruption of classroom activities. If you should be unavoidably late, please enter quietly and find a seat near the door. It is your responsibility to *see me after class to be sure that you are marked late and not absent*. Never enter during a classmate's presentation. Wait until he/she has finished, and then enter quietly. 3 lates = 1 absence

3. Required work: Being absent *does not* excuse you from responsibility for assignments, speech deadlines, or group work. If you must miss class, please obtain information from a classmate. I strongly recommend that you trade phone numbers with someone for this purpose.

4. Deadlines: Each of us has to do his/her part to keep the class running smoothly. In the interest of fairness to each student, speeches and speech outlines are due on the dates assigned. Order of performances will be decided by a lottery system. Meeting deadlines is an essential part of this course, and a student who misses his/her speech on the assigned day will *not* be able to deliver the speech at another time. He/she may hand in the outline and receive half credit for the assignment. This is only a one-time privilege, however (see #7), and ***will certainly lower your final grade for the course by one full letter grade.***

5. Chapter outlines, worth 20% of your grade, are due on the dates specified. Late outlines will be accepted, but will receive only half credit.

6. Speech Outlines: Preparation outlines must be typed and handed in ***at the time of your presentation.***

7. Speeches: This is a *speech* class. If you fail, or fail to complete, two of the three major speaking assignments (demonstration, informative, persuasive), you have not fulfilled the most important requirements of the course and will **automatically receive an F for the course.**

8. **Extra credit:** An extra credit essay opportunity will be given. Depending upon the quality of your work, you may earn up to five points toward your final average for the course. For example: your final average for the course is a 78 (C+0), but you have elected to complete the extra credit assignment and have received 4 points for your efforts. $78 + 4 = 82$, bringing your final grade to a "B." Extra credit assignments may be handed in at anytime, but will not be accepted after the established due date.

9. **Teamwork:** In order to provide a respectful environment for your classmates, please refrain from talking, eating and other distractions, especially during presentations. We are all responsible for providing a supportive classroom experience. Remember- everyone will be making presentations, including YOU.

10. **My job:** Please **don't hesitate** to see me (AAB 518) or call me (785-6161) if you are experiencing difficulties that I can help you resolve. *It's my job to be there for you.*

11. **Your job:** Care about yourself, your classmates, and your work!

Grading method:

speeches and speech outlines	50%
chapter outlines.....	20%
mid-term exam.....	10%
final exam.....	10%
participation	<u>10%</u>
	100%

IMPORTANT DUE DATES

1. For each chapter reading assignment you are required to complete the chapter outline I have prepared. These chapter outlines are designed to help you learn and understand the material in the chapters, and will serve as your primary notes for exams. Refer to general policy number five regarding grading of these assignments.

2. All speeches will be scheduled via a lottery system.

WEEK 1	Chapter 1 – <i>Connecting Process and Principles</i>
WEEK 2	Chapter 7 -- <i>Selecting a Topic and Relating to the Audience</i>
WEEK 3	Chapter 9 -- <i>Organizing and Outlining Your Speech</i>
WEEK 4	Chapter 5 -- <i>Connecting Through Nonverbal Communication</i> Chapter 10-- <i>Managing Anxiety and Delivering Your Speech</i>
WEEKS 5 & 6	Presentation of Demonstration Speeches --- typed, full-content outline required
WEEK 7	Chapter 8 – <i>Gathering and Using Information</i> Chapter 11 – <i>Informative Speaking</i>
WEEK 8	Mid-term Exam
WEEK 9	Chapter 4 – <i>Connecting Through Verbal Communication</i> Chapter 6 -- <i>Connecting Listening and Thinking in the Communication Process</i>
WEEKS 10 & 11	Presentation of Informative Speeches --- typed, full-content outlines required
WEEK 12	Chapter 12– <i>Persuasive Speaking</i>
WEEK 13	Persuasive speaking continued Extra credit assignment deadline Thursday, November 27
WEEKS 14 & 15	Presentation of Persuasive Speeches --- typed full-content outlines required
WEEK 16	Final Exam