

Speech Communication Syllabus

Revised: Fall '05/'06

1

Office Hours: Monday 10-11; 12-1

Wednesday 8-9

Thursday 1-3

Other times by appointment

Office: Sc. Bldg.
Room 363**Phone:** 606-6935
Leave a message.**Instructor:** Dr. Eileen Shea, Professor
Department Chair, Communications and Media Arts**E-Mail:** Eileen.Shea@sunywcc.edu - Please, no assignments via e-mail.

Course Catalog Description: Fundamental concepts and techniques of oral communication with emphasis on interpersonal interaction, and preparation and delivery of individual presentations. Students are given training in critical listening and evaluation.

General Objectives: At the end of this course the student should be able to:

1. Explain the impact of the Person, Message, and Environment on all aspects of communication.
2. Explain how values, self-concepts, imagination, self-disclosure, perception, and listening combine to create a communicating person.
3. Explain how verbal and nonverbal language behavior affect message and communication.
4. Recognize and explain factors that contribute to distortion and incorrect pronunciation of speech during communication.
5. Recognize and describe techniques to minimize barriers and communicate effectively in a relationship.
6. Prepare, organize, and deliver a speech effectively.
7. Prepare an analysis of his or her personal communication strengths and weaknesses.
8. Evaluate the strengths and weaknesses of classmates' performances.

Procedures: A variety of learning opportunities will be provided through required readings, oral and written assignments, independent research for oral presentation, informal discussion, in-class oral and written exercises, individual conferences with instructor outside of class, and use of video taping for self improvement.

Textbook: Communication: Making Connections by William J. Seiler and Melissa L. Beall, (6th edition). In WCC bookstore; used 5th edition copies available and useable.

This course grants 3 Communication/English credits. It meets the core requirement for English or General Elective credit. Communications and Media Arts majors are required to take this course. It is required of all majors in many colleges.

Course Requirements:

- 52 pts. - **Oral Presentations**
4 speeches (Students will submit detailed **typed** outline and/or manuscript for each. Each speech is worth 13 points - 10 for the oral delivery; 3 for accompanied written outline or manuscript.) For Speeches #1, 2, and 4 submit a full-sentence typed outline (see samples in text - 243-245). For Speech #3 submit a typed manuscript (a verbatim script meaning, word for word). For Speech # 4 - a Persuasive Speech, also incorporate the Motivated Sequence Outline (224-225) into standard outline.
- 20 pts. - **Exams**
Based on the text, **two** in-class, short answer, and **the better grade of the two** will count. In other words, I'll drop the lower exam grade. The in-class exams are worth 10 points each. The **final exam** is also worth 10 points and **is required**. There are no make up exams in this course. Please make careful note of when the final exam in Speech Communication for this section is given. The student is responsible for bringing any conflicts to the attention of your instructor by the deadline and making appropriate arrangements. Speech Communication final is on _____. A grade of **Incomplete** is generally not permitted in a performance course.
- 10 pts. - **3 Homeworks (#1 & #2 are worth 4 pts. each; #3 is worth 2 pts.)** This is to get you to read the text and take notes highlighting important information including the italicized definitions in the assigned chapters. Keep it doable and simple. Your neatly **handwritten notes** (on one side of binder- type, theme paper) will serve as a study guide for the exams. Take care when writing them. Points are earned based on quality and depth. There is a Study Guide for each exam listing the items you need to know and include in your homeworks. Feel free to type your Homeworks.
- 8pts. - **2 Critical Essays (worth 4 pts. each)**
- **Personal Profile Essay 1** - Short, **typed**, demonstrating your written communication skills. The content of this essay will be an assessment of your oral communication skills at the beginning of the course.
 - **Personal Profile Essay 2** - Short, typed, well written. The content of this essay will be an assessment of your progress as you complete the course.
- 10pts. - **Attendance Incentive** - Perfect Attendance (No Absences) earns 10 points; One to three absences earns 8 points. Four to six absences earns 5 points. Excessive absences (beyond 9) will cause your final

grade to be reduced.

100 pts. - Total, and then.....

4 pts. - Possibility of Extra Credit Points: For additional points, you will be asked periodically to submit printed copies of selected materials that you have retrieved by using the Electronic Reserve system in the WCC library. You are required to print out all materials for this course and bring them with you to class regularly.

Measurable Objectives: Accomplishment of the stated objectives will be determined by having students do the following:

1. Attend class and participate in learning activities and discussion. Be familiar with **Policies on Attendance and Lateness**. The course is similar to a lab or seminar/workshop. We become a support group for each other. Attendance and promptness are essential for success and are expected. Please do not walk into class during a student's presentation. Wait outside until it is over. Note also that professional classroom decorum is expected at all times. Proper manners, classroom behavior and attitude comprise good communication skills in an academic environment. Please turn off beepers and cell phones during class. Do not chew gum in a speech course, at least not when you are speaking.
Policy on Attendance - Being present in class regularly is a way to communicate professionalism. There is no college-wide policy on attendance, so the bottom line in this class is, don't cut; you paid for a quality course. Make it a priority. The consequences of excessive absences will be explained in class. Your final grade is lowered if you have excessive absences.
Policy on Lateness - Chronic lateness is unprofessional and sends a negative message. Occasional lateness is tolerated; habitual lateness is not. Therefore, if you accumulate over **5 lates** without initiating discussion with me explaining yourself, points are deducted from your final grade. Each lateness over 5 equals 1 point a piece. Therefore, be mindful of getting to class on time in order to respond to the roll call. You are required to keep track of your attendance and tardiness on your Personal Record of Progress. See me after class if you are late. Otherwise you could have an absence instead of a late.
2. Complete **three exams (including the final)** on the concepts presented in the text and discussed in class. It is suggested that you bring the text to class, take notes while reading and listening in class. Keep up with the reading; ask questions. Exam format is generally short answer, announced beforehand, plus a written final. The Homework Notes will include highlights of the chapters and the italicized terms, and will be most helpful in taking the exams. They will not be submitted in a notebook, but on stapled binder paper. This is the only assignment that you are permitted to hand-write using one side of the paper. Neatness will be helpful for you when studying and for me when reading. The homeworks are due the day of the exam.

3. Demonstrate **written communication proficiency** by submitting 2 short papers (Personal Profiles) assessing your skills as a communicator. Details will be given in class and presented in a handout. Listen for explanation regarding **Policy on Deadlines for Papers**.
4. Demonstrate **oral communication proficiency** by preparing, rehearsing, and presenting several speeches as assigned by the instructor. Each speech should be accompanied by a typed outline and/or script. All written work will be submitted in a professional manner. Details will be given in class. Typing, proofreading, and stapling are essential. Please buy a stapler and listen for explanation of **Policy on Deadlines for Presentations**.

Please communicate with me if you have any concerns, special needs or become seriously ill. Take ownership of your own academic career. I'll help you in any way I can. Absence is defined as not being present; for whatever the reason. However, I will try to assist you in every way I can if I know of your special situation beforehand.

Major Topics Covered in the Course: Human Communication, Perception, Language, Listening, Nonverbal Communication, Interpersonal Relationships, Public Speaking Techniques: choosing and developing a topic, evidence and support, rehearsal and presenting the speech, informative and persuasive speaking.

Required Speeches: Guidelines for each of the four formal speeches will be given in a handout and clarified in class. There will be the opportunity for several impromptu (unannounced) oral presentations as well. Each of the four speeches builds in challenges and expectations. In other words, the speeches get tougher as the course progresses.

The Big Four:

- Ice Breaker
- Training Session - Informational/Demonstrational in nature, using professional visuals.
- Dramatic Speech - PSA delivered with feeling, passion, flair and professional style. This speech will be videotaped and assess: voice, tone, inflection, pausing, vocal emphasis.
- Persuasive Speech - business/sales oriented, research/evidence cited, professional visuals a must. Full-sentence outline submitted (see guide on pg. 243-245). Motivated Sequence (224-225) should be included in the persuasive speech.

Weekly Schedule of topics and Activities: (Rough Guide)

| <u>Week</u> | <u>Topic/Activity</u> | <u>Text Reading</u> |
|-------------|--|--|
| 1,2,3 | Introduction, Overview, Guidelines for Speech 1, | Chapters 1; 7-10 Communication |

| | | |
|----------|---|--|
| | Discuss Assigned Reading, Personal Profile 1, Impromptu Speeches | Process, Selecting a Topic, Gathering Information, Outlining, Delivery |
| 4,5,6 | Deliver Speech 1 and Evaluate, Guidelines for Speech 2 Discuss Use of Professional/ Business Visuals Exam 1 (1,7-10) | Homework 1 due |
| 7,8,9 | Deliver Speech 2 and Evaluate, Discuss Text, Guidelines for Speech 3 | Chapters: 11, 2, 3, 13 14 Informative Spkng. Perception, Self, Interpersonal C. Relationships |
| 10,11,12 | Discuss Text, Deliver Speech 3 and Evaluate, Guidelines for Extra Credit Paper Option- Assessment of Playback of Sp. #3, Personal Profile 2, Discuss persuasion. Exam 2 (11, 2, 3, 13, 14) | Homework 2 due |
| 13,14,15 | Discuss text, Deliver Final Speech #4, Evaluation of Course/ Instructor, Review for Final Exam which includes chapters: 4,5,6,12 | Chapters: 4,5,6,12 Verbal Nonverbal Persuasive Sp. Listening |
| | Homework 3 due on or before the final exam. Not after the final. | |

This is only a guide. Weekly adjustments and changes will be discussed in class. The final written exam in this course is giving during the official college exam week.

Please note, each project is worth points that ACCUMULATE to reflect the final grade. Tenacity and consistency in your output and production are KEY to your success in this course. Note the Withdrawal Date on the college calendar.

Good luck! I hope you enjoy the class. Please call my office if you need to reach me. I am always available for help. Please communicate.

Other points of clarification:

- **Suggested Supplies:** a folder for handouts, pad for writing, the text. Your Homework Notes (written on one side) will be submitted on theme-style, binder paper, stapled.

- **Items for Success:** commitment, attendance, reading the text, reflecting on your work, giving your best, and securing the course handouts online in a timely manner.
- **Written Work:** Doing your best includes: typing, proofreading, grammar, checking spelling, etc. See Tutorial Center and/or Academic Support Center for assistance. Computers are available on campus. Leave ample time to do the projects. Use the library facilities.
- **Phone:** As you would on a job, please phone or email me if you are having problems. It makes a good impression (except if you make a lot of excuses for yourself). There is rarely time in class to make-up missed speeches. If you are seriously ill or in need, communicate. I'll accommodate for you in every way I can.
- **Record of Progress:** Use this handout to record your grades and chart personal success.

Some data about me: Dr. Eileen Shea, Professor (began at WCC in 1969)
Department Chair
Communications and Media Arts Department

Education: BA - Marymount Manhattan College
MA - Hunter College
Ed.D. - Teachers College, Columbia University

Personal: Married to Michael Shea
5 children - Ian, Declan, Keara , Aideen and Micaela

Professional Interests: Corporate Training, Career Counseling, active in WCC campus activities.

Personal Interests: Travel, spectator sports, avid walker, read best sellers.