

COM 103: PUBLIC SPEAKING
Nassau Community College • Spring 2015

Instructor: Professor Mark J. Grossman, M.A.

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Office Hours: Upon request, as well as before and after class. (Mailbox in H Building, Room 203)

Days/Location: Sec. 45794, Mon/Wed 3:30pm-4:45pm, North Hall 204

Textbook: The Art of Public Speaking, 13th Edition, by Stephen Lucas.

COURSE DESCRIPTION

COM 103 is a comprehensive public speaking course aimed at improving students' public speaking and writing skills. Discussions will focus on the technical and practical elements of public speaking. As this is a performance-based course, students will be expected to analyze and evaluate their progress as a public speaker. The end result is that students should come away from this class as a competent, if not an exceptional public speaker.

COURSE OBJECTIVES

1. To understand the communication process.
2. To understand the techniques of effective delivery.
3. To understand the importance of detailed audience analysis.
4. To understand how to effectively organize a presentation.
5. To understand the fundamental principles of informative speaking.
6. To understand the importance of critical analysis and feedback.
7. To understand the nature of communication apprehension and speech anxiety.

COURSE ASSIGNMENTS

There will be three graded informative speeches. You will be expected to research, outline and deliver these speeches (approximately 5-6 minutes in length) based on topics assigned in class. Up to three additional shorter speeches will be assigned. Speech dates will be noted on the class calendar.

Speech outlines must be typed and must include a bibliography that exemplifies the thorough research and hard work the student invested in the preparation of their speech. Students must bring in two copies of their outline on speech days; one for themselves and one for the instructor.

REQUIREMENTS OF THE COURSE

Attendance

1. Attendance is mandatory and will be taken at the start of each class. Students are expected to arrive on time and stay for the entire class.
2. Students are allowed two unexcused absences for any reason. Additional unexcused absences will result in a 3-point reduction per absence in the final grade rubric. For an absence to be considered "excused," students must provide valid written documentation regarding an urgent need such as a serious illness or injury, a job interview, a significant family event such as a funeral, a sudden childcare need, an officially sanctioned college activity, or a military obligation.
3. Every third time late (or early departure) will be considered the equivalent of one absence.
4. No matter what the reason, students are required to make up all class content and homework by the subsequent class. Therefore, getting notes from a classmate is highly recommended. In addition, all PowerPoint presentations and hand-outs will be available on www.ProfessorGrossman.com.
5. Student arriving to class late must inform the instructor of their attendance at the end of class, otherwise they may be counted as absent. Students who need to leave early must provide advance notification.

Exams

There will be two exams given. These exams may include multiple choice and/or true-false questions. The exams will be based on all class content including the text, online content, lecture, and in-class activities/discussions. The final exam will be comprehensive of the entire semester. Make-up exams may be allowed only with written documentation, which may be verified for authenticity.

Participation

The nature of this course requires students to make an earnest effort to participate in class discussions. Students are expected to contribute questions, personal insights, observations, and/or personal/professional experiences. Remember, you can't participate if you are absent, late, or asleep. Due to the importance of class participation, it accounts for 15 percent of the final grade.

Written Assignments

1. Late assignments will be accepted at the discretion of the instructor. If accepted no valid documentation is provided, the grade will be reduced.
2. All written assignments must be typed (not hand-written), double-spaced, and are expected to meet basic college-level stylistic and grammatical standards. Failure to meet these standards will influence your grade. Yes, even though this is not an English class, spelling and punctuation count!
3. All assignments must include a standard header with your name, the date, the name of the course, the section number, the title of the assignment, and the word count (if applicable).
4. Multiple-page submissions must be stapled, not paper-clipped nor handed-in unfastened.

ADDITIONAL CLASSROOM/COURSE PROTOCOLS

1. Please silence cell phones before class begins.
2. This is a web-enhanced class and the instructor's website, www.ProfessorGrossman.com will be used extensively. Students must regularly check this website as well as their college email account to ensure receipt of important class information and updates in a timely fashion.
3. If something isn't clear, ask! It's likely that others have the same question, so speak up right away. Students can also speak with the instructor privately before or after class, or via email or by scheduling a phone call. If there is something a student does not understand and they do not ask for help, they risk their work will be marked incomplete or unacceptable and their grade may suffer.
4. ADA Statement: Any student who, because of a disability, requires a special arrangement or accommodation must contact the instructor before the second class.
5. Plagiarism and cheating in any form will not be tolerated and may result in an automatic "F" for the assignment, and possibly the course.
6. If the opportunity for extra credit is given, it will be offered to all students.

Grading Rubric

Written Assignment #1 (3 Truths)	5%
Exam #1: Midterm	15%
Exam #2: Final	15%
Speech #1	10%
Speech #2	10%
Speech #3	10%
Add'l shorter speeches (total will be 10%)	10%
Attendance	10%
Class Participation	15%
Total	100%

90 - 100 = A
85 - 89 = B+
80 - 84 = B
75 - 79 = C+
70 - 74 = C
65 - 69 = D+
60 - 64 = D
Below 60 = F