

New Jersey Institute of Technology

COM 312 104: Oral Presentation

W: 6:00-8:50 pm

Instructor: Julie Teicher

Contact: Julie.teicher@njit.edu

Course Description: Students will develop the public speaking skills that are eminent for success in academic, civic, business, and professional life. Students who complete COM 312 will have constructed and delivered informative, demonstrative, and persuasive speeches. The goal is for speakers to become competent in organizational writing, academic research, extemporaneous delivery, and effective electronic visual construction (i.e. Google Slides/Canva/PPT). Additional readings and short assignments will be required.

Required Materials:

- O'Brien, Liz. Speak Well. McGraw Hill.
- Two notebooks/grading ledger (keep in one notebook)/ pen or pencil/folder
- Students may be required to purchase additional supplies for non-electronic visual aids

Intended Course Learning Outcomes/Course Goals (Core Competencies):

- Deliver effective extemporaneous informative, demonstrative, and persuasive speeches
- Deliver an effective 'Speech of Praise'
- Demonstrate proper physical and vocal delivery techniques
- Demonstrate information literacy – (incorporate related, credible references to each provided speech topic)
- Construct standard patterns of speech organization
- Develop and utilize visual aids effectively
- Develop critical thinking and listening skills
- Increase the ability to master real-world interpersonal communication

Academic Integrity: Academic integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at:

<http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>.

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing, or using any online software inappropriately will result in disciplinary action. This may include a failing grade or F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Student Office at dos@njit.edu

Grading:

Late speech policy: All speeches must be delivered as scheduled. Speaking, when scheduled, is integral to successful public speaking; therefore, all late speeches (**if accepted**) will incur a penalty (**30 percent deduction**).

All additional assignments will incur a 30 percent deduction if not completed on time (**if accepted**).

Students may earn up to a maximum of 500 points as follows:

<u>Points</u>	<u>Assignment</u>
0-60	Speech of Praise
0-20	Informative Speech Introduction
0-110	Informative Speech
0-90	Demonstrative Speech
0-120	Persuasive Speech
0-30	Participation
0-10	Periodic check of grading ledger/notes

0-60 Three “written” assignments (from readings) @ 20 points each

Final Grade:

<u>Points</u>	<u>Grade</u>
465-500	A
450-464	A-
435-449	B+
415-434	B
400-414	B-
385-399	C+
350-384	C
300-349	D
0-299	F

Student Responsibilities:

- Satisfactory class attendance (more than 3 absences, will result in deductions from your participation grade – 5 points per additional absence)
- Be on time (more than two “lates,” will result in a 5-point deduction per additional “late”)
- Actively participate in class
- Read text as assigned (assigned during class)
- Respect and support one another
- No cell phones in class (in case of an expected emergency, please notify me prior to class; otherwise, every cell phone usage in class will result in a 10-point deduction from your participation grade)
- No laptops (unless there are special accommodations)
- Staple all homework assignments (if not, 5-point deduction per assignment)
- Take written notes
- Keep track of your own grades (via ledger) and take/keep notes on your presentation feedback
- Special accommodations – paperwork via email

Questions/Office Hours:

- Please send any questions that you may have, to: Julie.teicher@njit.edu
- Office hours by appointment (via Zoom or following class instruction)

Tentative Calendar:

(Please note: all due dates for reading/written assignments will be announced during class).

January:

- 17 Welcome/What to Expect/Syllabus/Introductions
- 24 Due: Have Text, Ledger, Notebooks/Hardcopy of Syllabus/Speech of Praise
- 31 No speech assignments due

February:

- 7 Due: Informative Speech Introduction
- 14 No speech assignments due
- 21 Due: Informative Speech
- 28 Due: Informative Speech

March:

- 6 No speech assignments due
- 13 NO CLASS - SPRING BREAK
- 20 Due: Demonstrative Speech
- 27 Due: Demonstrative Speech

April:

- 3 No speech assignments due
- 10 Due: Persuasive Speech (tentative)
- 17 Due: Persuasive Speech
- 24 Due: Persuasive Speech