

**New Jersey Institute of Technology**  
**COM 312-009: Effective Communication**  
**W/F 8:30-9:50 am**

**Instructor: Julie Teicher**

**Contact: Julie.teicher@njit.edu**

**Course Description: Students will develop 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 one short informative speech, a demonstrative speech, an interactive entertainment speech, and a researched persuasive speech. 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). The overall goal is for students to speak consistently with the intent of increasing speaking skills and confidence. Additional reading and quizzes will be required.**

**Required Materials:**

- O'Brien, Liz. Speak Well. New York, NY.
- Notebook/pen or pencil/folder
- Students MAY OPT to purchase additional supplies for non-electronic visual aids

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

- Deliver an effective extemporaneous style of speaking
- Demonstrate proper physical and vocal delivery techniques
- Demonstrate information literacy – (for the demonstrative and persuasive speeches)
- 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](mailto: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)**. The only exception will be if proper documentation is provided. Quizzes **cannot** be made up.

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

<u>Points</u>	<u>Assignments</u>
0-20	Quiz on course expectations
0-20	Follow-up short assignment on course expectations (TBD)
0-40 pts. each	3 quizzes based upon readings – (from text)
0-40	Speech of Praise (3-4 minutes)
0-80	Demonstrative Speech (6-8 minutes)
0-90	Entertainment Speech (4 to 5 minutes)
0-30	Proper delivery of three quotes (for persuasive speech)

0-100

Persuasive Speech (6-8 minutes)

Final Grade:

<u>Points</u>	<u>Grade</u>
461-500	A
434-460	B+
400-433	B
381-399	C+
350-380	C
300-349	D
0-299	F

Student Responsibilities/Expectations:

- Satisfactory class attendance (for every 4 absences, there will be an overall half grade deduction)
- Be on time (consistent tardiness WILL affect your final grade – **will not be able to receive an 'A' as a final grade**)
- Actively participate in class
- Respect and support one another – **disrespectful behavior will not be tolerated**
- 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 overall deduction**)
- No laptops (unless there is special accommodation provided with paperwork)
- Please do not enter the classroom while somebody is delivering his/her/their presentation - 5 point overall grade deduction per time
- **Absolutely NO use of AI or AI-type programs for any assignments – penalty will incur (first time, two overall grade deduction – second time, failure of class)**
- **No negotiation of grades – if there is a large grade dispute during the semester, the remaining speeches will be recorded**

- **Grades are based upon total points (NO EXCEPTIONS)**
- **Take written notes (special accommodations may apply)**
- **Additional special accommodations – please forward the appropriate 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 prior/following class instruction)**

### Tentative Calendar:

**Please note: reading assignments will be announced during class. (\*nd = nothing due\*)...Due dates MAY be subject to change.**

#### September

<b>3</b>	<b>Welcome – What to expect (nd)</b>
<b>5</b>	<b>Welcome (continued) (nd)</b>
<b>10</b>	<b>Due: Quiz One (class expectations)</b>
<b>12</b>	<b>Due: Speech of Praise (2-3 minutes)</b>
<b>17</b>	<b>nd</b>
<b>19</b>	<b>Due: Quiz Two (based upon readings)</b>
<b>24</b>	<b>Due: Demonstrative Speech (6-8 minutes)</b>
<b>26</b>	<b>Due: Demonstrative Speech (continued)</b>

#### October

<b>1</b>	<b>Due: Demonstrative Speech (continued)</b>
<b>3</b>	<b>Due: Demonstrative Speech (continued)</b>

8	nd
10	Quiz 3 (based upon readings)
15	nd
17	Due: Three quotes
22	Due: Three quotes
24	nd
29	Due: Entertainment Speech (4-5 minutes)
31	Due: Entertainment Speech (continued)
<u>November</u>	
5	Due: Entertainment Speech (continued)
7	Due: Entertainment Speech (continued)
12	nd
14	Quiz 4 (based on readings)
19	nd
21	Due: Persuasive Speech (6-8 minutes)
26	Due: Persuasive Speech (continued)
28	NO CLASS - Thanksgiving Break
<u>December</u>	
3	Due: Persuasive Speech (continued)
5	Due: Persuasive Speech (continued)
10	Due: Follow-up assignment – class expectations

