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COMX 111A.02: Introduction to Public Speaking

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**COMX 111A INTRODUCTION TO PUBLIC SPEAKING
SPRING 2022 COURSE SYLLABUS**

INSTRUCTOR: Allison Sullivan

E-MAIL ADDRESS: allison.sullivan@umontana.edu

OFFICE LOCATION: Missoula College, 427

OFFICE HOURS: On Zoom By Appointment

Course Objectives – What will I learn and do in this course?

The course is designed to help students meet a set of learning objectives. If you work hard and take the course seriously...

- *You will understand the elements of the communication process.*
This will be demonstrated through discussion and peer feedback.

- *You will understand the components of effective speech delivery.*
This will be demonstrated by speech performances and feedback on speeches.

- *You will improve your listening skills and your ability to offer constructive feedback to others.*
This will be demonstrated by feedback on speeches.

- *You will learn how to conduct basic college-level research on contemporary public issues and incorporate that research in public discourse.*
This will be demonstrated by a library workshop day and the construction of speech outlines for your informative and persuasive speeches.

- *You will be able to craft public speeches that: have a clear purpose, state a cogent central idea, are well-organized, and are adapted appropriately to the audience and the situation.*
This will be developed throughout all of the work you do for this class, and ultimately demonstrated by your speech performances.

Course Materials – What do I need for this course?

1. BOOK: *Inclusive Public Speaking: Communicating in a Diverse World*, 1st Ed., Fountainhead Press 2021.
2. Internet Connection
3. Device to Connect to the Internet

Student Responsibilities and Expectations – How can I succeed in this course?

- *Respect your instructor and your colleagues.* This encompasses all of the following items. It is absolutely necessary for a positive educational experience. Whether it is arriving to the class promptly, behaving ethically toward your instructor and classmates, or contributing to a positive classroom climate, please act respectfully.

- *During class, do not use media that are unrelated to the class.* This includes cellphones, messaging devices, and music players. Any device that can make noise should be turned completely off for the entire class period.

- *Complete your reading assignments in the textbook.* Students who fail to keep up with reading will perform poorly in class discussions and have problems with speeches.

- *Give your speeches and turn in assignments on time.* Late assignments will be penalized. Specific guidelines for speech performances are addressed below. Students who do not complete all three major speaking assignments will not receive a passing grade for the course regardless of other points earned.

- *Do your own work.* Plagiarism and academic dishonesty will result in penalties ranging from failure of the assignment to expulsion from the College. This topic is addressed below and will be discussed in class.

Attendance Policy – What if I miss a class?

The standard penalty for arriving late, leaving early, or missing a face to face, or Zoom, class is loss of that day's points. During each session, there will be an opportunity to earn points through discussion, quizzes, in-class exercises, feedback on speeches, or other assignments. These points can only be earned by joining our face to face, or Zoom, class on time and attending for the entire session. Exceptions will be allowed only for excused absences.

Speech Day – What if I miss my speech?

The above policy is even more significant on the days that you are assigned to give a major speech. Missing your speech disrupts the course schedule, and is unfair to other students.

The standard penalty for missing your speech day is a 25% point reduction, or two letter grades.

This means a maximum grade of D for a speech that would otherwise earn a B. It also has a significant impact on your final course grade—it could take you from a B to a C+. Since there is limited time for speeches, you may also risk losing the chance to post your speech at all—which means zero points.

What if something comes up at the last minute? It's got to be serious. Extreme extenuating circumstances (significant illness requiring bed rest, family emergency) can mitigate the standard penalty. I will consider the following conditions when determining the application of any penalty:

- ✓ You notify me **prior** to missing the speech.
- ✓ You provide **documentation** verifying your excuse.
- ✓ You turn in your outline **within 24 hours** of missing the speech.
- ✓ You are in **good standing** in the course (passing grades on other assignments, no late assignments, consistent attendance)

This list is intended to separate unforeseen emergencies from the common cold or a lack of preparation. A good rule of thumb might be: what would you do if this was your first job out of college and you had a big presentation to give? Bottom line: don't miss your speech day.

Students with Disabilities – What if my disability affects my performance?

If you have a disability that may require modification of the course, please obtain the appropriate documentation from the DSS Office and then see me to discuss what, if any, special arrangements need to be made.

Academic Misconduct and Plagiarism – What are my ethical obligations?

Academic misconduct includes plagiarism, cheating, and deliberate interference with the work of others. It is the intellectual equivalent of fraud—a crime against the codes of the academy. At the University of Montana, the Student Conduct Code governs this and other aspects of your conduct. It is available to download at:

http://life.umt.edu/vpsa/student_conduct.php

The standard penalty for this crime is an academic penalty determined by the instructor (typically, zero points on the assignment or F for the course). In egregious or repeat cases, a disciplinary sanction by the University will be recommended.

Student Concerns - What if I have a problem with the teacher?

If the nature of your concern is something that affects your academic performance, first, attempt to resolve the issue directly with me. If resolution is not possible or I am unresponsive to your requests within a week, please contact the Chair of the Department. If the Chair is unable to resolve the matter or is unresponsive to your requests within a few days, please contact the Dean of the College or School. If the Dean is unable to resolve the matter or is unresponsive to your request, please contact the Office of the Provost at (406) 243-4689. If me, the Chair, the Dean, and the Provost's Office have not addressed the matter to your satisfaction, then please contact the ASUM **Student Resolution Officer** (406) 243-5431, asumresolutionoff@mso.umt.edu. For more information on this, please visit: <https://www.umt.edu/provost/students/concerns/default.php>

COVID Procedures - How will classes be different this semester?

Mask use is required within the classrooms until otherwise noted. The expectation is that students will clean their personal work space when they arrive for class, and before they leave the classroom. Classrooms may have one-way entrances / exits to minimize crowding. Students should be discouraged from congregating outside the classroom before and after class. Specific seating arrangements will be used to ensure social distancing when possible and support contact tracing efforts. Class attendance will be recorded to support contact tracing efforts. Please minimize drinking liquids and eating food within the classroom (which requires mask removal). Classes will be recorded to support students who are unable to attend due to COVID exposure, or illness. If you are sick or displaying symptoms, please contact the Curry Health Center at (406) 243-4330 and stay home.

Requirements and Grading

Your course grade will be determined by your performance on the three major speaking assignments, smaller assignments related to the speeches, and in-class exercises and quizzes:

<u>SPEECH 1</u>	<u>Informative Speech</u>	<u>200 points</u>
	Draft working outline	25
	Performance	125
	Final working outline, Speaking Notes, Bibliog., Sources	50
<u>SPEECH 2</u>	<u>Persuasive Speech</u>	<u>200 points</u>
	Performance	150
	Final working outline, Speaking Notes, Bibliog., Sources	50
<u>OTHER</u>	<u>Various Assignments</u>	<u>200 points</u>
	Ceremonial Speech	100
	Participation, Activities, Exercises, etc.	50
	Peer Evaluations	30 (3 per speech at 5 pts. each)
	Self Evaluations	20 (2 evals x 10 pts)
	TOTAL POINTS	600 points

GRADING SCALE 90-100% (A) 80-89% (B) 70-79% (C) 60-69% (D) <60% (F)

COURSE CALENDAR

Reading assignments are to be completed for the day they are listed. This course is typically spread out over sixteen weeks, with all face to face meetings. If extenuating circumstances occur, let me know as soon as possible and I will get you a Zoom link to attend remotely, or a link to the recording.

January

- 18 Course Introduction
- 20 Why Communication Matters (**Read Through Course Syllabus and ch. 1**)
- 25 Understanding Communication – Read ch. 2 - Begin Introduction Activity

27 Understanding Public Speaking - Read ch. 3

February

1 Introduction Speeches and topic brainstorming

3 Effective message construction - ch. 3 continued

8 Researching Public Issues - Read ch. 7 - **Topic Proposals Due!**

10 Library Research Day

15 Designing Messages (Organizing and Outlining Your Speech)- Read ch. 6

17 Organizing and Outlining Continued/Workshop Day

22 Presenting Your Speech and Yourself as a Speaker - ch. 4

24 Peer Feedback Workshop

March

1 **Speech 1**

3 **Speech 1**

8 **Speech 1**

10 **Speech 1**

15 Your Persuasive Speech and Developing Arguments - Read ch. 9

17 Audience Analysis and Analysis Questionnaire - Read ch. 5

21-25 **Spring Break, No classes**

29 Revisit Audience Analysis Questionnaire and One Button Studio day

31 Organizing the Persuasive Speech/Workshop - Revisit ch. 6

April

5 Be a Critical Consumer of Messages - Read ch. 10

7 Speech Workshop Day

12 **Speech 2**

14 **Speech 2**

19 **Speech 2**

21 **Speech 2**

26 Commemorating Important Events and Ceremonial Speech Overview - Reach ch. 11

28 Organizing a Ceremonial Speech and Ceremonial Speech Workshop

May

3 **Speech 3**

5 **Speech 3**

9th-13th Finals Week ***END OF SEMESTER***