

University of Montana

ScholarWorks at University of Montana

University of Montana Course Syllabi, 2021-2025

Spring 2-1-2022

COMX 111A.52: Introduction to Public Speaking

Allison M. Sullivan

University of Montana, Missoula, allison.sullivan@umontana.edu

Follow this and additional works at: <https://scholarworks.umt.edu/syllabi2021-2025>

Let us know how access to this document benefits you.

Recommended Citation

Sullivan, Allison M., "COMX 111A.52: Introduction to Public Speaking" (2022). *University of Montana Course Syllabi, 2021-2025*. 15.

<https://scholarworks.umt.edu/syllabi2021-2025/15>

This Syllabus is brought to you for free and open access by ScholarWorks at University of Montana. It has been accepted for inclusion in University of Montana Course Syllabi, 2021-2025 by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact scholarworks@mso.umt.edu.

**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 navigating the course, behaving ethically toward your instructor and classmates, or contributing to a positive online classroom climate, please act respectfully.
- *Complete your reading assignments and activities in the textbook.* Students who fail to keep up with reading will perform poorly in the class 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.

Speech Day – What if I miss my speech?

This policy is 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>

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-text 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 and assignments are to be completed for the week they are listed. Each week will open by the Monday morning of that week. Speeches, peer evaluations and self evaluations are due no later than the end of the week they are assigned to be due.

January

18th-23rd

Week 1 Course Introduction

Why Communication Matters (**Read Through Course Syllabus and ch. 1**)

24th-30th

Week 2 Understanding Communication – Read ch. 2 - Begin Introduction Activity

Understanding Public Speaking - Read ch. 3

February

Jan. 31st-Feb. 6th

Week 3 Commemorating Important Events - Read ch. 11

Participate in the discussion forum

7th-13th

Week 4 Ceremonial Speeches Due, submit recording and manuscript on Moodle

14th-20th

Week 5 Review the Informative Speech Requirements
Presenting Your Speech and Yourself as a Speaker - ch. 4

21st-27th

Week 6 Audience Analysis – Read ch. 5 - **Topic proposals due for the informative speech**

March

Feb. 28th-March 6th

Week 7 Designing Messages (Organizing and Outlining Your Speech)- Read ch. 6

7th-13th

Week 8 Researching Public Issues – Read ch. 7 - visit the Mansfield Library Public Speaking Course Guide linked on our Moodle shell

14th-20th

Week 9 Informative Speeches Due, Submit Recording and Formal Outline on Moodle
Begin Reviewing your Peers Speeches

21-27th

Week 10
Spring Break, No classes

March 28th-April 3rd

Week 11 Peer Reviews Due
Self Evaluations Due

April

4th-10th

Week 12 Your Persuasive Speech and Developing Arguments – Read ch. 9
Revisit Audience Analysis Content
Organizing the Persuasive Speech - Revisit ch. 6

11th-17th

Week 13 Be a Critical Consumer of Messages - Read ch. 10

18th-24th

Week 14. Persuasive Speeches Due, Submit Recording and Formal Outline on Moodle
Begin Reviewing your Peers Speeches

25th-1st

Week 15 Peer Reviews Due
Self Evaluations Due

May

2nd-8th

Week 16
Wrap Up and Final Reflection Discussion Post

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