Spring 2-1-2022

COMX 111A.03: Introduction to Public Speaking

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SPRING 2022
COMX 111 A, SECTION 03 (CRN 34223)
CLASS TIME: T/TH 11:00 AM – 12:20 PM
ROOM: LA 103B
INSTRUCTOR: KATIE BENSON
katie.benson@umontana.edu
OFFICE HOURS: WEDNESDAYS AT 2 PM TO 4 PM IN LA 339 , OR BY APPOINTMENT VIA EMAIL

Hi there! Welcome to Intro to Public Speaking! I'm so glad that you decided to take this course. It can be difficult course, but I can assure you that this class will greatly benefit you not only in your academic life, but also in your future careers. I'm looking forward to getting to know all of you and watching you develop your public speaking skills!

Required Course Materials:

Book: Kristina Ruiz-Mesa & Melissa A. Broeckelman-Post. Inclusive Public Speaking: Communicating in a Diverse World

All readings for this course will be through the Top Hat digital learning platform, which hosts this semester's **online textbook**. The textbook can be purchased directly through Top Hat or through the campus bookstore where you will purchase a code and then log into Top Hat to join the course textbook. Please use the personalized course link and course code provided to you for this section of Public Speaking. If you are new to Top Hat and don't have an account, watch this orientation video to learn more: https://youtu.be/kKM34vlcCbQ. If you have any trouble signing into Top Hat or gaining access to the course, email support@tophat.com. Below is our specific course link: COMX-111.3 (Benson) - Spring 2022 | Top Hat and our join code is: 455983.

Recently we learned that not all parts of the Top Hat platform used in this course are accessible to individuals who use screen readers or speech to text technologies. If you use this technology and can't access the course content or have difficulties using TOPHAT please contact Accessible Technology Services. They will assist you with finding a solution.

There will also be readings from the **Course Packet (CP),** which is also embedded within the textbook. This is material specifically designed by the Communication Studies Department for this class that includes activities and readings. Make sure you are reading from not only the textbook chapter, but also the assigned CP content throughout the semester.

Electronic Device: You will need access to a smartphone, laptop, or tablet to read the textbook and complete certain assignments. Please let me know as soon as possible if you are unable to access a suitable device either at home or on campus.

Format of the Course:

Instruction

- For the time being, **this class will be held in-person in LA 103 B.** As the semester progresses, we frequently evaluate whether it is safe to continue meeting in person in light of COVID-19.
- You will need to complete all readings/videos and assignments by a certain date. Class time will be used to reinforce difficult material, have question and answer time, and complete activities.
- Attendance will be taken every class for participation and COVID-19 purposes.
- In class sessions, I will give a short lecture going over material I think is most important from the week's readings and assignments. You will have the opportunity to ask questions, and we will work on activities that strengthen the skills you are building through readings, videos, and assignments.
- You are expected to come on both Tuesdays and Thursdays.
- Class will meet for the full 80 minutes allotted to us.
- You will earn participation points for the activities we do in class. If you cannot attend class in person, you will still be responsible for the activities completed in class. Please let me know as soon as possible if you know that you will not be attending class, and we can set up a comparable activity for you to receive participation points.
- For some class sessions, you may be asked to download/print off worksheets or activities. It is unlikely, but just in case, <u>make sure to check Moodle before class to make sure you are prepared for the day!</u>

COVID-19 Protocols:

My goal is for this semester is for it to be both engaging and safe. If for some reason you do not feel physically safe coming to class or if you have been exposed to COVID, please do not attend class in-person. There will always be an opportunity to make up coursework! I would prefer everyone to try to attend in person as much as possible, but I understand this is an uncertain time and we need to be flexible! Below are the current University policies regarding COVID-19:

- Mask use is required within the classroom.
- When possible, windows will be open in the classroom
- If you feel sick and/or are exhibiting COVID-19 symptoms, please don't come to class and contact the Curry Health Center at (406) 243-4330.
- If you are required to isolate or quarantine, you will receive support in the class to ensure continued academic progress. You can chat with me about whether you would like to attend class via Zoom or if you would prefer asynchronous instruction and materials. Regardless of your preference, I will work with you depending on your circumstances!
- UM recommends students get the COVID-19 vaccine. Please direct your questions or concerns about vaccines to Curry Health Center.
- Where social distancing (maintaining consistent 6 feet between individuals) is not possible, specific seating arrangements will be used to support contact tracing efforts.
- Class attendance and seating will be recorded to support contact tracing efforts.
- Eating food is discouraged within the classroom. Water will be allowed; however, you cannot fully take your mask off to drink.
- If the class is being recorded, students will be notified of the recording.
- Up-to-Date COVID-19 Information from the University of Montana:
    - UM Coronavirus Website: https://www.umt.edu/coronavirus
- We strongly encourage you to remain vigilant outside the classroom in mitigating the spread of COVID-19

Grading & Class Points

Points Breakdown

Speeches:

Speech 1: Narrative Speech

➢ Performance: 75 points
➢ Speaking Notes and Outline: 25 Points

Total: 100 points

Speech 2: Informative Speech

➢ Draft working outline: 15 points
➢ Performance: 125 points
➢ Final working outline: 25 points
➢ Speaking Notes, Bibliography, Sources: 25 points

Total: 190 points

Speech 3: Persuasive Speech

➢ Performance: 150 points
➢ Final outline: 25 points
➢ Speaking Notes, Bibliography, Sources: 25 points

Total: 200 points

Speech 4: Ceremonial Speech

➢ Performance: 125 points
➢ Manuscript: 25 points

Total: 150 points

Other Assignments

➢ 3 Topic Proposals: 10 points each
➢ Library Assignments (2): 10 points each
➢ Participation: 100 points
➢ Peer Evaluations: 100 points in total, 10 points for each (1 for narrative speech, 3 for informative, persuasive and ceremonial)
➢ Self-Evaluations: 60 points in total, 15 points each (1 per speech)
➢ Outside Speaker Assignment: 50 points
➢ Potential Extra Credit Opportunities (if needed)

Total Points Available: 1000

*****Tip: This means that every 10 points you earn is worth 1% of your grade...skipping small assignments adds up quickly and makes it tougher to earn an A at the end of the semester!*

Your course grade will be determined by your performance on four major speaking assignments, smaller assignments related to the speeches, and in-class exercises. Some assignment dates, point values, and readings are subject to change.

Grading Breakdown:

This is a difficult course for a variety of reasons. **I don't expect you to be perfect! I want you to put in your best effort and do good work.** Keep in mind that a C means that you have all the criteria for a speech, while an A means that you gave an outstanding speech. Also, in order to earn your general education requirement for this course, you must obtain at least a C (72.5% or higher) per University general education standards.

>925 = A   924-900=A-   899-875 = B+   874-825 = B   824-800 = B-

799-775 = C+   774-725 = C   724-700 = C-   699-600 = D   <600 = F

Speech Completion: **Failure to complete ALL FOUR formal speeches will result in a failing grade for this course, regardless of total points earned.**

Policies and Resources

Schedule Changes: I reserve the right to make modifications to this syllabus as needed, and I will inform you by email if changes are necessary. Like last semester, this semester is full of unknowns, so please be patient with me if I need to adjust dates or assignments along the way.

Extra Credit Opportunities: extra credit opportunities can be made available on a case-by-case basis.

Campus Resources – Basic Needs Statement: Any student who faces challenges securing food, housing, or healthcare and believes that this could affect their performance in this course is urged to contact the appropriate campus resource. Please come see me with concerns you have, and I will do my best to connect you with these resources.

Respect: Please show respect for your instructor and your peers at all times. This class will maintain a civil, safe, and professional atmosphere. Respect differing opinions, backgrounds, and identities. Do not use vulgar or offensive language. We will create a supportive learning environment throughout the semester, and everyone is responsible for maintaining it. This not only includes communication in the classroom, but also online. Please be mindful of your grammar and language as you post on the Moodle page and write emails to me.

If the name on my roster is not the name you wish to be called, please send me an email, and let me know how I should address you. I will also do my best to pronounce your name correctly; if I am mispronouncing your name, you are welcome to correct me. Finally, you have the right to be referred to with the pronouns you are most comfortable with, and I encourage you list your pronouns in the extra credit email assignment and/or let me know if I have incorrectly addressed you.

Communication: This is a communication course. Beyond just public speaking, communication involves interpersonal interaction, addressing conflict, and using your voice. If you have any questions, concerns, complications, or need any accommodations regarding assignments, grades, policies, etc., I expect you to communicate with me! Please let me know in a timely, respectful, and professional manner, and I will do my best to work out a solution with you.

- Please make sure that you are checking your email frequently! I will contact you to remind you of important events coming up throughout the semester, if there is a schedule change, or important announcements related to our course. **I expect you to keep up on the emails I send- you may miss important information if you don't!** If your university email is not working properly, please let me know and I will do my best to assist you.

Office Hours and Appointments: My office hours will be held on Wednesdays from 2 pm to 4 pm in LA 339. I am also available by appointment, or we can set up a Zoom call to discuss your questions or concerns about the course. Please be aware my office is considered a classroom so masks will be required.

Academic Honesty: I (and the entire COMX department) take academic honesty extremely seriously. It is your responsibility to familiarize yourself with

plagiarism, to ensure your work is your own, and to properly attribute any information that you are including in assignments, speeches, etc. University of Montana's Student Conduct Code can be found at
http://life.umt.edu/vpsa/documents/StudentConductCode1.pdf. The following types of plagiarism, as well as all other forms of academic dishonesty outlined in the Student Conduct Code, will result in an F on the assignment and any additional disciplinary action deemed appropriate, including receiving an F as a final course grade:

- Incremental plagiarism (not attributing quotes or passages to a source properly)
- Patchwork plagiarism (cutting and pasting from multiple sources and making minor or no alterations)
- Global plagiarism (using a "canned" speech, reading a speech written by somebody else or in any other way using a source in its entirety without proper attribution)

Please keep in mind that all work is expected to be completed only by you, unless given explicit permission to work with a partner or in a group. If you are caught not turning in your own individual work, disciplinary action will be taken.

For Students with Disabilities: If you have a disability that may require modification of the course, please obtain appropriate documentation from the DSS Office and then see me to discuss what, if any, special arrangements need to be made. Please do so within the first 2 weeks of class in order to be effectively accommodated.

Self-Evaluations: We will not use the self-evaluations in your course pack—you will find alternate self-evaluations on the Moodle page of each speech week. Please download the document, fill out the rubric, and answer the questions before uploading to the appropriate Moodle submission box.

Controversial Speech Topics: For two of your speech topics, you will be asked to inform or persuade us on a topic. It is required to speak about controversial topics. I will ask you to look at both sides of the argument, however! I will also ask you to be creative about your perspective if you choose a topic that is discussed often. You will be writing topic proposals, so we will have a chance to discuss your topics when the time comes. Always keep in mind that we need to <u>respect</u> our fellow classmates at all times.

Flexibility: I want to say right up front that I understand that this is an unusual time to be going to college, and I get that things are uncertain! If you need an extension on an assignment due to something beyond your control, please reach out. I want you to succeed! I won't be flexible about things that are in your control (like oversleeping, choosing not to complete an assignment, etc.), however. **Just communicate with me**, and hopefully we can work something out.

Adding or Dropping a Class: Turns out this class isn't right for you? That's okay! Please go to http://www.umt.edu/undergrad-advising-center/i-need-to/add-drop.php for details. If you add within the first seven days of class, it doesn't cost you anything and it's easy to do from Cyberbear. Dropping a class can be done from Cyberbear as well, and up to the fifteenth day of class, you won't get penalized for dropping. After that, it gets a little more complicated, but it can be done!

What Will my Week Look Like?

Mondays:
All assignments that have been assigned the previous week will be due Mondays at 11:59 pm. Turn in spots will vary between moodle and email but will be indicated in class.

Tuesdays/Thursdays:
By Tuesday of class time, you should have any readings due that week completed. On Tuesdays and Thursday, we will meet during our scheduled class time. In class, we will have lecture and an activity or discussion to apply the skills you learned about through that week's content. This is where you will earn participation points! Often, you will have readings or homework assigned in between classes so you will be prepared for the next day's class.

Assignments:
Assignments will be posted and submitted via moodle. Some assignments are susceptible to change submissions to email, if this occurs it will be discussed in class. The due dates for each assignment will be Mondays at 11:59 pm. Due dates are susceptible to change. If this occurs, I will inform you in class and via email about the new due date.

Speech Weeks:
During weeks that speeches are due, the schedule will look a little different. We will meet at our regular time, and you will be delivering your speech live in class. The rest of the week, you will have one "outside of class" assignment so you will have time to reflect on your work. This will

be your self-evaluation which will be due the Monday after speeches are complete. Instead of the normal breakdown, we will use the following schedule:

- On your assigned day (either a Tuesday or Thursday), you will deliver your speech live. When you are not delivering your speech, you will be expected to be actively listening and completing your peer evaluations. **Even if you aren't giving a speech on a particular speech day, you are still expected to come, listen to your fellow classmates, and complete your peer evaluations!**
- You will submit your peer evaluation comments at the end of class on the day you are assigned and self-evaluations the following Monday (after speeches are complete) on moddle.

*Note: For your informative and persuasive speeches, we will split up the speeches over two or more weeks. The narrative and ceremonial speeches will be delivered over one week.

Course Schedule

All deadlines are 11:59pm MST and take the form of Moodle submission, unless otherwise noted. **Late work (without prior approval or extreme circumstances) will be subject to a 10% per day penalty**. I won't accept late work after 5 days, because the highest grade you can receive will be a 50% if you follow all assignment requirements. (If we have communicated about extended turn in dates this policy will be excused). **Late speeches are deducted 25% every day they are late.** *This class moves quickly!*

o Keep in mind that the schedule is subject to change, due to the unusual circumstances around us! The speech weeks will not change no matter what, so they are already listed. I will notify you as soon as soon as possible if I do have to change anything.

UNIT 1: LOCAL ISSUE SPEAKING

Week 1: January 17th- 23rd

January 17th: MLK Day: No Class or Homework!
- *January 18th:* Course introduction
  -If possible, please look over the syllabus before class and come with questions or concerns that you may have about the course!
  -Before next class (1/20): Read Chapter 1 outline, Chapter 2, CP "The Power of Rhetorical Narratives"
- *January 20th:* Why Public Speaking? Chapter 1 and 2 Review
  -In class: Lecture chapter 1 and 2
  -Before next class (1/25): Chapter 6 ("Introduction", "Parts of a Formal Speech", and "Building an Outline"), CP "Guidelines and Etiquette for Speech Day", "Guidelines for Speaking Notes", "Peer Feedback
  -Homework: Professional email sent to me by 1/24 @ 11:59pm via email. Brainstorm ideas for your Narrative Speech

Week 2: January 24th- 30th
  -*January 25th:* Developing Your First Speech

-In Class: Lecture Chapter 6, Indicate Speech Preference Day
-**Before next class:** Read Chapter 3 and 4 outlines. Start working on Thesis Statement Worksheet.
-*January 27th:* Presenting yourself as a speaker
-In class: Lecture on Chapter 3 and 4
-**Before next class:** Thesis statement worksheet due 1/31 at 11:59 pm via moodle.
-**Reminder:** Your Narrative Speech is due next week!

Week 3: January 31st- February 6th [Narrative Speech Week!]
-**Speech Materials due the day of your speech (speaking notes)**
In class: present your Narrative Speech on your assigned day (February 1st or 3rd)
- o   Complete your peer evaluation during class and hand in
- o   **Before next class:** Self-evaluation due February 7th at 11:59 pm via moodle, Readings: Chapter 5 and Chapter 6 ("Types of Messages" and "Patterns of Organization: Informative Speaking"), CP "Speech 2 Assignment: Informative Speech"

UNIT 2: INFORMATIVE SPEAKING

Week 4: February 7th – 13th
-*February 8th:* Audience Adaptation and Informative Speaking
-In class: Lecture on Chapter 5 and 6, CP Informative Speech Assignment
-**Before Next class:** read Chapter 7
-*February 10th:* Researching Public Issues
-In Class: Lecture of Chapter 7
-**Before next class:** read CP "The Research Process", "Web Types and Domains", "Informative Speech Analysis", and "Attribution Statements"
-**Homework:** Informative topic proposal due on moodle by 11:59 pm on 2/21

Week 5: February 14th – 20th (Library Week!)
-*February 15th:* We won't be in class this week! We will be learning about what resources the library has to offer and maybe doing a workshop day.
-In class: Work on Library research assignment one
-**Homework:** Complete research assignment one due on moodle by 11:59 pm 2/21, Begin working on informative speech
-*February 17th:* We won't be in class this week! We will be learning about what resources the library has to offer and maybe doing a workshop day.
-In Class: Work on library research assignment two
-**Homework:** Complete research assignment two by 11:59 pm on 2/21 via moodle. Turn in informative draft by 11:59 pm on 2/21 via moodle (does not have to be complete but will give me the option to give you feedback and suggestions) Read Chapter 8, CP "Working Outlines vs. Speaking Outlines" and "Informative Speech Checklist"

Week 6: February 21st – 27th
-*February 22nd:* Preparing for informative speech

-In Class: Lecture on Chapter 8, Indicate Speech Day preference in class
-**Before next class:** CP outside speaker assignment section and rest of CP Unit 2
-February 24th: Overview of outside speaker assignment
-In Class: Outside speaker assignment discussion, giving feedback and majoring in COMX
-**Homework:** Turn in Final Informative Outline by 11:59 pm on 2/28 via moodle
-**Reminder:** Informative Speech Presentations begin next week!

Week 7 & 8: February 28th- March 13th (Informative Speech Week)
In class : Informative Speeches!
   o Present your informative speech on your assigned day (3/1, 3/3, 3/10, if needed 3/15)
   o **There will be no class 3/8 due to my absence for a Communication Conference**
   o **Due day of speech:** Final narrative outline, notecards, and reference outline.
   o **Self-evaluation due 3/14 at 11:59 pm via moodle**
   o Make sure to complete your three peer evals during class (peer-evaluations will be assigned)
   o **Before next class**: Read chapter 9, Read Chapter 10 and CP unit 3

UNIT 3: PERSUASIVE SPEAKING

Week 9: March 14th- March 20th
-*March 15th:* Basics of Persuasive Speaking
   -In class: Lecture on Chapter 9 and 10, work on persuasive speech outline, Organizational Patterns
-*March 17th:* Claim/Warrant/Impact
   -In Class: Speaking activity
   -**Homework:** Persuasive Speech Draft due by 11:59 pm on 3/21 via moodle. Read CP Persuasive Unit

Week 10: March 21st – 27th: Spring Break!
-**No Classes**

Week 11: March 28th – April 3rd
-*March 29th:* Persuasive Speech Continued
   -In Class: Indicate speech day preference, In class workshop on persuasive speech outline
-*March 31st:* Persuasive Speech Continued
   -In Class: Work on Speeches
   -**Homework**: Final Persuasive Outline due March 4th at 11:59 pm via moodle
   -**Reminder**: Persuasive Speeches begin next week

Week 12 and 13: April 4th – 16th (Persuasive Speech Weeks!)
-In Class: Persuasive Speeches (3/5, 3/7, 3/12 3/14)

o Present your persuasive speech on your assigned day
o Make sure to complete your three peer evals during class (these will be assigned in class since there was no class last week)
o **Due day of speech:** Final persuasive outline, notecards and references
o **Self-evaluation due 3/18 at 11:59 pm via moodle**
o **Before next class (3/19):** Read chapters 11 and CP Unit 4

UNIT 4: CEREMONIAL SPEAKING

Week 14: April 17th – 24th
   -*April 19th:* Ceremonial Speaking Basics
        -In Class: Assign speech day preference
        -**Homework:** Submit topic proposal by 4/21 at 11:59 pm via moodle
   -*April 21st:* Activity and Wrap-up
        -In class: Last day of lecture for the semester
        -**Homework:** Ceremonial Manuscript due 4/25 at 11:59 pm via moodle
        -**Reminder:** Ceremonial Speeches begin next week

Week 15: May 1st – 7th (Ceremonial Speech Week!)
   -In class: Ceremonial Speeches!
        o Complete three peer evals during class
        o **Self-evaluation due via moodle on 5/9 by 11:59 pm**

Week 16: May 8th – 14th (Finals Week!)
   *Please note that we will not be meeting in person this week
   Homework: Outside speaker assignment due May 11th at 11:59 pm via moodle.