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COMX 111A.51: Introduction to Public Speaking

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Spring 2022

COMX111A: Introduction to Public Speaking

Hello, I am so glad you are here. Together, we will explore finding our authentic voices and how to become confident, articulate, and adept public speakers. I hope that you will leave this course feeling as though you have a strong command of the basics of public speaking—a skillset that will most likely serve you well in the future, whether it be in classes, a career, or engaging in civil discourse.

Section: 51

CRN: 30168

Class Structure: Online Asynchronous

Instructor: Maggie Brock

Email: margaret.brock@umconnect.umt.edu

(I will respond to emails Monday-Friday from 9am-5pm)

Office Hours (via Zoom only):

Drop-in: Tuesdays 9am-11am, Wednesdays 11am-1pm, **or** by appointment

Office Hour Meeting ID#: **921 9779 5437**

Log into zoom, click join meeting, input the meeting ID number OR use the “Office Hour Zoom Link” in the “Intro and Course Documents” page of our Moodle classroom.

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. If you are new to Top Hat and don't have an account, watch this orientation video to learn more:

<https://youtu.be/kKM34vIcCbQ>. If you have any trouble signing into Top Hat or gaining access to the course, email support@tophat.com.

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 (with Video Recording): You will need access to a smartphone, laptop, or tablet to read the textbook and complete all assignments. Your device must have video recording capabilities. 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:

This is an online, asynchronous class. This means that we do not meet in person, or during specific times throughout the week. Each week there will be readings, assigned videos, and various other assignments that you will need to complete on your own time through our online Moodle classroom and Top Hat textbook. To do well in this class, you must do the work. Procrastination is the enemy, and you must hold yourself accountable for getting the work done.

What Will my Week Look Like?

Monday- Thursday:

Every Sunday the new week will automatically start in our Moodle Classroom. There will be readings, lectures, videos, quizzes, and other assignments.

Fridays:

On Fridays, any and all exercises/homework for the week will be due. You will often have assignments that will reinforce the skills we are building through instruction. Assignments will be due by 11:59pm on Fridays MST.

Speech Weeks:

During weeks that speeches are due, the schedule will look a little different. We will NOT have regular lectures or assignments during speech weeks, as you will be recording your speech, reflecting on your work, and evaluating other students' speeches. Instead of the normal breakdown, we will use the following schedule:

- **Wednesdays:**
 - You will post a link to your **speech** on the forum on Moodle and upload your **speech materials** by **11:59pm MST on Wednesdays**.
- **Fridays:**
 - You will submit your **self-evaluation and peer-feedback** comments by **11:59pm MST on Fridays**.

Grading & Class Points

Speech 1: Narrative Speech

Performance: 75 points

Final Outline: 25 Points

Total: 100 points

Speech 2: Informative Speech

Draft working outline: 15 points

Performance: 125 points

Final Outline: 25 points

Speaking Notes and References: 25 points

Total: 190 points

Speech 3: Persuasive Speech

Performance: 150 points

Final Outline: 25 points

Speaking Notes and References: 25 points

Total: 200 points

Speech 4: Ceremonial Speech

Performance: 125 points

Manuscript: 25 points

Total: 150 points

Other Assignments

Quizzes, exercises, short assignments, outline drafts, etc.: 110 points

Four topic proposals at 10 points each: 40 points

Peer Evaluations: 100 points (10 total evals at 10 points each)

Self Evaluations: 60 points

Outside Speaker Assignment: 50 points

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, participation 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

Policies and Resources

Speech Completion:

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

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. This semester is full of unknowns, so please be patient with me if I need to adjust dates or assignments along the way.

Quizzes:

Throughout the course there will be a few quizzes in the Moodle classroom. These quizzes will be based off the assigned readings *and* my lecture videos. These are open book, and there is no time limit (besides the assignment deadline). **The questions that are embedded within the Top Hat textbook are not assigned to you for credit and you will not be able to complete them within the text.** The quizzes that will take place on Moodle will include some of the questions directly from the textbook.

Extra Credit Opportunities:

For **each speech**, you have the option to earn 5 extra credit points prior to your speech day by completing an activity designed to help you improve the finished product. You may do ONE of these two activities for extra credit per speech:

1. Visit the Writing and Public Speaking Center virtually for help with your outline
 - Please forward me the email you get from the WPSC after you complete your visit
 - You can work on brainstorming, arguments, research, etc. with the WPSC.
2. Film yourself practicing the speech and write a short reflection
 - First, take a video of yourself practicing the whole speech as if you were giving it to the class. Note: please do not film your first or second attempt at giving the speech – rehearse it a few times, work out some kinks, and then film it for reflection.
 - Second, watch yourself giving the speech, making note of areas of strength and weakness.
 - Third, write a short, two-paragraph reflection in which you address elements of your speech that went well in the first paragraph and elements that could be improved in the second paragraph. Consult the speech rubric for ideas of what to discuss.
 - Fourth, email me the paragraph.

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.

Names and Pronouns:

I am committed to building a class environment where everyone feels safe and welcome to come as they are. 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 your introductory email and/or let me know if I have incorrectly addressed you.

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 a failing grade for the course:

- 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)
- Not completing assignments individually (all work needs to be completed on your own.)

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! Because this class is online and asynchronous it is imperative that you are diligent about reading and responding to emails. 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. Please keep in mind that I check and reply to emails between 9 AM- 5 PM daily. If you email me before or after this time, I will not answer unless it is an emergency.

Sharing Videos:

Please do not share, record, store, or repost the videos assigned through this course that were curated specifically for COMX111 (i.e. videos that I or another TA appear in) without express permission from me. This includes all videos of your peers as well. Do not share, copy, and store any videos posted to our classroom by peers.

Other Instructors:

Periodically, you will see that I have assigned lesson videos that are filmed by other instructors. My colleagues in the COMX department all have different strengths, and I believe it will benefit you to hear about aspects of public speaking from other instructors as well as from me. These videos are shared with their permission.

For Students with Disabilities:

If you have a disability that may require modification of the course, please obtain appropriate documentation from the Office of Disability Equity, 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. Because this class is online and asynchronous I try to make it as accessible and accommodative as possible.

Controversial Speech Topics:

For two of your speech topics (the informative and persuasive), 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 respect our fellow classmates at all times.

Late Work:

Life is unpredictable, and it is often hard to be a human. **However, I do not accept late work without prior approval or extreme circumstances.** If you need a short extension on an assignment due to something beyond your control, please reach out before the assignment is due. 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.), but communication and asking for help (or extra time when appropriately needed) is a strength. **Communicate with me at least 24 hours before an assignment is due**, and I will most likely give you an extension. Logistics of extensions will be on a case-by-case scenario.

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!

Course Schedule

Note: All deadlines are 11:59pm MST and take the form of Moodle submission, unless otherwise noted. As previously noted, **Late work (without prior approval or extreme circumstances) will not be accepted.**

Late speeches are deducted 25% every day they are late. *This class moves quickly!*

UNIT 1: NARRATIVE SPEAKING

Week 1: January 17th – January 23rd

- **Moodle**
 - All online lesson videos posted to Introduction and Week 1 on Moodle
- **Top Hat Textbook**
 - Read chapters 1 & 2
 - Assigned Readings in Course Packet
- **Due by 11:59 pm Friday, January 21st:**
 - Open Syllabus Quiz on Moodle (5pts)
 - Send "Intro professional email" to me (instructions on Moodle) (5 points)
 - "Introduce Yourself" video, posted to Moodle forum (5 points)

Week 2: January 24th – January 30th

- **Moodle**
 - All online lesson videos posted to Week 2 on Moodle
- **Top Hat Textbook**

- Read chapters 3 & 4
- Assigned Readings in Course Packet
- **Due by 11:59pm Friday, January 28th:**
 - Open book quiz on chapters 1-4 on Moodle (10 points)
 - Narrative Speech topic proposal (found in course packet) submitted to Moodle (10 points)

Week 3: January 31st – February 6th [Narrative speech week!]

- **Due by 11:59pm Wednesday, February 2nd:**
 - Link to Narrative speech posted the Moodle forum (75 points)
 - Final Narrative Speech Outline uploaded to Moodle submission boxes (25 points)
- **Due by 11:59pm Friday, February 4th:**
 - Narrative Speech Self Evaluation (found in Course Packet) uploaded to Moodle (15 points)
 - Narrative Speech Peer Feedback (found in Course Packet) uploaded to Moodle (10 points)

UNIT 2: INFORMATIVE SPEAKING

Week 4: February 7th – February 13th [Library Resources Week]

- **Moodle**
 - All online lesson videos posted to Week 4 on Moodle
- **Top Hat Textbook**
 - Read chapters 5 & 6
 - Assigned Readings in Course Packet
- **Due by 11:59pm Friday, February 11th:**
 - Complete Library tutorials and quizzes (link in Moodle) (10 points)
 - Informative Speech Topic Proposal (found in Course Packet) uploaded to Moodle (10 Points)

Week 5: February 14th - February 20th

- **Moodle**
 - All online lesson videos posted to Week 5 on Moodle
- **Top Hat Textbook**
 - Read chapter 7
 - Assigned Readings in Course Packet
- **Due by 11:59pm Friday February 18th:**
 - Informative Outline Draft uploaded to Moodle (15 points)

Week 6: February 21st – February 27th

- **Moodle**
 - All online lesson videos posted to Week 6 on Moodle
- **Top Hat Textbook**
 - Read chapter 8
 - Assigned Readings in Course Packet

- **Due by 11:59pm Friday, February 25th:**
 - Set up zoom appointment to meet with Miss Brock during week 7
 - Open book quiz on chapters 5-8 on Moodle (10 points)

Week 7: February 28th – March 6th

- **Moodle**
 - All online lesson videos posted to Week 7 on Moodle
- **Top Hat Textbook**
 - Assigned Readings in Course Packet
 - Outside Speaker Assignment- due May 11th
- **Due by 11:59pm Friday, March 4th:**
 - Informative Speech Analysis (found in Course Packet) uploaded to Moodle (5 points)
 - One-On-One Zoom Meetings with Miss. Brock (5 points)

Week 8: March 7th – March 11th [Informative speech week!]

- **Due by 11:59pm Wednesday, March 9th:**
 - Link to Informative Speech, posted the Moodle forum (125 points)
 - Final Outline, References, and Notes uploaded to Moodle (50 points)
- **Due by 11:59pm Friday, March 11th:**
 - Informative Speech Self Evaluation (found in Course Packet) uploaded to Moodle (15 points)
 - Three Informative Speech Peer Feedbacks (found in Course Packet) uploaded to Moodle (10 points each for a total of 30 points)

UNIT 3: PERSUASIVE SPEAKING

Week 9: March 14th – March 20th

- **Moodle**
 - All online lesson videos posted to Week 9 on Moodle
 - Ripley and Bowen & Hitt Articles
- **Top Hat Textbook**
 - Read chapter 9
 - Assigned Readings in Course Packet
- **Due by 11:59pm Friday, March 18th:**
 - *Optional* Mid-term feedback Survey (Link in Moodle)
 - Ripley and Bowen & Hitt assignment uploaded to Moodle (10 points)
 - Persuasive Speech Topic Proposal (found in Course Packet) uploaded to Moodle (10 points)

Week 10: March 21st- March 27th [SPRING BREAK]

- **Moodle**
 - No readings or videos- but look at week 10 for fun
- **Due by 11:59pm Friday, March 25th:**

- No homework due. Work on your persuasive speech outline, outside speaker assignment, and resting

Week 11: March 28th – April 3rd

- **Moodle**
 - All online lesson videos posted to Week 11 on Moodle
- **Top Hat Textbook**
 - Read chapter 10
- **Due by 11:59pm Friday, April 1st:**
 - Persuasive Outline Draft uploaded to Moodle (15 points)
 - Claim Warrant Impact Assignment uploaded to Moodle (10 points)

Week 12: April 4th – April 10th

- **Moodle**
 - All online lesson videos posted to Week 12 on Moodle
- **Top Hat Textbook**
 - Assigned Readings in Course Packet
- **Due by 11:59pm Friday, April 8th:**
 - Persuasive Speech Analysis assignment on Moodle (5 points)

Week 13: April 11th – April 17th [Persuasive speech week!]

- **Due by 11:59pm Wednesday, April 13th:**
 - Link to Persuasive Speech, posted the Moodle forum (150 points)
 - Final Outline, References, and Notes uploaded to Moodle (50 points)
- **Due by 11:59pm Friday, April 15th:**
 - Persuasive Speech Self Evaluation (found in Course Packet) uploaded to Moodle (15 points)
 - Three Persuasive Speech Peer Feedbacks (found in Course Packet) uploaded to Moodle (10 points each for a total of 30 points)

UNIT 4: CEREMONIAL SPEAKING

Week 14: April 18th – April 24th

- **Moodle**
 - All online lesson videos posted to Week 14 on Moodle
- **Top Hat Textbook**
 - Read Chapter 11
 - Assigned Readings in Course Packet
- **Due by 11:59pm Friday, April 22nd:**
 - Ceremonial Speech Analysis Assignment Uploaded to Moodle (10 points)
 - Ceremonial Speech Topic Proposal (10 points)

Week 15: April 25th – May 1st

- **Moodle**
 - All online lesson videos posted to Week 15 on Moodle
- **Top Hat Textbook**
 - Assigned Readings in Course Packet
- **Due by 11:59pm Friday, April 29th :**
 - Ceremonial Speech Analysis 2 uploaded to Moodle (5 points)
- **Other**
 - Work Outside Speaker Assignment (found in course Packet) if you haven't started yet.

Week 16: May 2nd – May 8th [Ceremonial speech week!]

- **Due by 11:59pm Wednesday, May 4th:**
 - Link to Ceremonial Speech, posted the Moodle forum (125 points)
 - Ceremonial Manuscript uploaded to Moodle (25 points)
- **Due by 11:59pm Friday, May 6th:**
 - Ceremonial Speech Self Evaluation (found in Course Packet) uploaded to Moodle (15 points)
 - Three Ceremonial Speech Peer Feedbacks (found in Course Packet) uploaded to Moodle (10 points each for a total of 30 points)

[Outside Speaker Assignment]

- **Due by 11:59pm Wednesday, May 11th:**
 - Outside Speaker Assignment *FINAL ASSIGNMENT* (See course packet and Moodle for more details- 50 points)

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 any or all of the following campuses resources:

Food Pantry Program

- UM offers a food pantry that students can access for emergency food. The pantry is open on Tuesdays from 9 to 2, on Fridays from 10-5. The pantry is located in UC 119 (in the former ASUM Childcare offices).
- Pantry staff operate several satellite food cupboards on campus (including one at Missoula College). For more information about this program, email umpantry@mso.umt.edu, visit the pantry's [website\(https://www.umt.edu/uc/food-pantry/default.php\)](https://www.umt.edu/uc/food-pantry/default.php) or contact the pantry on social media (@pantryUm on twitter, @UMPantry on Facebook, um_pantry on Instagram).

ASUM Renter Center

- The Renter Center has compiled a list of resources for UM students at risk of homelessness or food insecurity [here: http://www.umt.edu/asum/agencies/renter-center/default.php](http://www.umt.edu/asum/agencies/renter-center/default.php) and [here:https://medium.com/griz-renter-blog](https://medium.com/griz-renter-blog).
- Students can schedule an appointment with Renter Center staff to discuss their situation and receive information, support, and referrals.

TRiO Student Support Services

- TRiO serves UM students who are low-income, first-generation college students, or have documented disabilities. TRiO services include a textbook loan program, scholarships and financial aid help, academic advising, coaching, and tutoring.
- Students can check their eligibility for TRiO services online [here: http://www.umt.edu/trioss/apply.php#Eligibility](http://www.umt.edu/trioss/apply.php#Eligibility).

Curry Health Center (Dental, Mental Health, and Medical)

- Curry Health Center (CHC) provides quality, affordable, accessible health care for students at the University of Montana. They promote a healthy campus by treating students with dignity and respect and through collaborating and sharing expertise.
- CHS offers online appointments and online screening tools, as well as same day walk- in appointments if needed: <http://www.umt.edu/curry-health-center/>

If you are comfortable, please come see me with concerns you have, and I will do my best to help connect you with additional resources.