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COMX 111A.B08: Introduction to Public Speaking

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Fall 2020

Comx 111 Section 08 (CRN 70493)

Instructor: Rachelle Ginn

Email: Rachelle.ginn@umontana.edu

Phone: 208-820-4895 Call or text

Office Hours: Wednesday 11-12

Zoom Link for Office Hours: <https://umontana.zoom.us/j/97926005334>

All office hours will be held over Zoom as drop-in or by appointment

Welcome to Public Speaking!

First, I would like to acknowledge that this semester is not going to be typical with the concerns of Covid-19 upon us. All of us are going to need to be flexible and respectful to keep ourselves and others healthy, but I know we can do it. I am excited to take on the challenges this semester may present and ready to assist you in meeting academic and technological difficulties. If any challenges do present themselves to you, I invite you to call and/or text me or meet with me over zoom.

Second, while we are doing things differently this semester, if you put in the effort, treat this class seriously, and communicate with me, you will likely improve your public speaking abilities. I understand this class can be intimidating. But it can also be an amazing opportunity for personal growth! In addition to the professional skills you will gain, my hope is you will also learn how to navigate interpersonal situations, conflict mediation, and civil discourse with more confidence.

Covid-19 Safety Information

- Mask use is required within the classroom
- Each student is provided with a cleaning kit. The expectation is that students will clean their personal workspace 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 and support contact tracing efforts
- Class attendance will be recorded to support contact tracing efforts
- Drinking liquids and eating food is discouraged within the classroom (which requires mask removal)
- Information on the nearest “refill” stations for cleaning supplies/hand sanitizer if applicable
- If the class is being recorded, students must be notified of the recording
- Stay home if you feel sick and/or if exhibiting COVID-19 symptoms
- If the student is sick or displaying symptoms, please contact the Curry Health Center at (406) 243-4330
- Up-to-Date COVID-19 Information from the University of Montana
- UM Coronavirus Website: <https://www.umt.edu/coronavirus>
- UM COVID-19 Fall 2020 website: <https://www.umt.edu/coronavirus/fall2020.php>
- Strongly encourage students to remain vigilant outside the classroom in mitigating the spread of COVID-19

My Expectation of our class concerning Covid-19

Masks will be worn at All times, covering both nose and mouth, during in person classes. I will not tolerate any behaviors or practices that jeopardize the safety of anyone in my classroom. We will all be kind and respectful of the choice’s others make concerning their own safety. I will always maintain a 6-foot distance from others, with gentle reminders for those who approach to closely. If you have any questions or concerns about my expectations, those of the University, or other issues related to Covid-19, I encourage you to contact me.

Required Course Materials

Book: Schwarze, S. (2017). *Speaking in the Public Sphere* (3rd Custom Ed.). New York: Pearson. ISBN 9780205567089

- Although the bookstore only offers the e-book, both print and e-book formats of this text are acceptable. You may use any edition of the book.
- If purchasing the e-book, I recommend buying it *online* from the bookstore for easier access to VitalSource.

Device with webcam/microphone capabilities: For recording speeches—smartphones, laptops, tablets will all work. Please let me know as soon as possible if you are unable to access a suitable device either at home or on campus or if you have trouble accessing internet.

Student Packet: \$15, use the link below to find the page on the communication studies website to purchase your packet. A receipt will be provided to you, once I see your receipt, I will give you a packet. If you are attending remotely, we will discuss options for you to receive your course packet.

Packet link: <http://hs.umt.edu/comm/courses/default.php>

Points Breakdown

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

Note: You must complete all four speeches to complete a passing grade. Missing one speech will result in a failing grade for the course.

Speech 1: Local Issue Speech

- Performance - 75 points
- Speaking Notes - 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 working 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

- Quizzes, exercises, short assignments, etc. - 100 points
- Edpuzzle videos - 50 points
- Peer Evaluations - 100 points
 - Speech 1 - 10 points for one evaluation
 - Speeches 2-4 - 6 evaluations (three per speech) at 10 points each
- Self Evaluations: 60 points
 - 4 evaluations at 15 points each
- 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!***

Course Schedule

This schedule only extends through the first unit of this course. During the last week of each unit I will post the schedule for the next unit on Moodle. My schedule is subject to change. If changes need to be made, I will provide adequate notice.

Week 1: August 16-22

****Note: the assignment schedule for this week is different from the standard schedule for this class to accommodate starting fall semester with a half week.*

- **Thursday 8/20 (in place of in-person class):**
 - Zoom meeting with the entire class, beginning at the start of class time. See email for Zoom link.
- **In class:** Meeting over Zoom this week--we will start in-person blocks next week.
- **Due Saturday (8/22):**
 - Read syllabus and INC article “Public Speaking is No Longer a ‘Soft Skill.’ It’s Your Key to Success in Any Field.”
 - Create Edpuzzle account
 - Introduction email to instructor
 - “Introduce Yourself” video, posted to Moodle forum for your group
 - Buy Course Packet

Week 2: August 23-29

Due Tuesday 8/25 (before class):

- Readings: Skim Ch. 1, read Ch. 2
 - Watch all online lesson videos posted to Week 2 on Moodle
- **In class:** Speech development handout and group practice
- **Due Friday 8/28:**
 - Read CP 1-18
 - Organization patterns exercise
 - Local Issues topic proposal- submit in Moodle

Week 3: August 30-September 5

- **Due Tuesday 9/1 (before class):**
 - Readings: Skim Ch. 3, read Ch. 4, CP 25-26, watch Power Posing TED Tal
 - All online lesson videos posted to Week 3 on Moodle
- **In class:** Speaking activity
- **Due Friday 9/4:**
 - Practice peer feedback exercise
 - Reminder: Local Issues speech recording and materials are due Tuesday September 8!

Week 4: September 6-12 [Local Issues speech week!]

Note: No in class meeting this week

- **Due Tuesday 9/8:**
 - Recording of Local Issues speech, post to your group's Moodle forum
 - Speech materials (outline, checklist, notes) uploaded to Moodle submission box
- **Due Wednesday 9/9:**
 - Self-evaluation
- **Due Friday 9/11:**
 - One peer evaluation posted as a comment in your group's Moodle forum

COMX 111 Course Policies

Communication: Please always show respect for your instructor and your peers . 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.

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.

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/introduction video and/or let me know if I have incorrectly addressed you.

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

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

Email: Please construct all emails in a respectful manner, use complete sentences, be clear about your question or concern, and use proper grammar.

Attendance Policy: Attendance will be taken daily for contact tracing purposes. Also, I will assign in-class participation activities regularly. If you are attending remotely an online version of the participation assignments will be made available to you.

Late Work Policy: Without a doctor's note or communication with me regarding extreme circumstances, late work will be deducted 10% for each day it is late. Without a doctor's note, speeches will be deducted 25% for each day they are late.

Technology Policy: Remember to mute yourself on Zoom when not talking. Also be present for class when Zooming in, don't be doing other things while attending class remotely. When zooming in dress and behave as if you're in class. When recording your speeches be mindful of lighting, sound, and other factors that may lessen the quality of your recording.

The 24/7 Rule: If you have an issue with a grade, you must take a day to organize your concerns or questions before talking with me. You have seven days to discuss any issues with me. After seven days your grade is finalized.

EXTRA CREDIT: There will be 3-4 opportunities to earn extra credit this semester. Each extra credit assignment will be announced during the weeks speeches are due.

Academic Integrity:

All students taking this course must adhere to the University of Montana's academic dishonesty policy as presented in the Student Conduct Code (SCC). As noted in the code, students are expected to practice academic honesty. Any actions that include, but are not limited to, the following behaviors are reasons for pursuing academic and university sanctions:

- 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)

The *minimum* consequence for engaging in cheating or plagiarism is failure on the related assignment, but this type of activity usually results in failure in the entire course. At worst, academic misconduct can result in expulsion, denial of your degree, and/or revocation of a degree that has already been awarded. See the Student Conduct Code for definitions and consequences of cheating and plagiarism. The unabridged student conduct code is located at: <http://www.umt.edu/student-affairs/community-standards/Student%20Conduct%20Code%20-%20FINAL%20-%2008-24-18.pdf>

Support for Students with Disabilities:

If you have, or think you may have, a disability (including an ‘invisible disability’ such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in this class, you are encouraged to discuss your needs and arrange support services and/or accommodations through the DSS office on campus (<https://www.umt.edu/dss/>). 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.

Recourses

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.