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### COMX 111A.50: Introduction to Public Speaking - Online

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# Welcome to 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 50: ONLINE CRN: 70393

Instructor: Maggie Brock

Email: [margaret.brock@umconnect.umt.edu](mailto:margaret.brock@umconnect.umt.edu)

(I will respond to emails Monday-Friday from 8am-6pm)

Office Hours (via Zoom):

Drop-in Wednesdays and Fridays 9am-10am

or by appointment

Office Hour Meeting ID#: **97802185878** (Log into zoom, click join meeting, input this number)

## Required Course Materials:

**Book:** Schwarze, S. (2017). *Speaking in the Public Sphere* (3<sup>rd</sup> 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.

### Reliable Internet

**Device with webcam/microphone capabilities:** For recording speeches—smartphones/laptops/tablets are fine. Please let me know as soon as possible if you are unable to access a suitable device either at home or on campus.

**Course Packet:** \$15 (paid through the COMX website), provided within the first unit of the semester.

# What Will my Week Look Like?

## *Mondays- Thursdays:*

Every Monday the new week will start on the Moodle Page. There will be lectures, videos, quizzes, and other assignments.

## *Fridays:*

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

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

# Grading & Class Points

## **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.: 150 points
- Peer Evaluations: 100 points
- 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, and in-class exercises. Some assignment dates, point values, and readings are subject to change.**

**\*See p. 8 in your course pack for the scale I'll use to assign letter grades at the end of the semester.**

# 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.

**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.

**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.

**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.

**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 will result in an F on the assignment and any additional disciplinary action deemed appropriate:

- 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)

**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.

**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.

**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.

**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 to with their permission.

# Course Schedule

**Note: all deadlines are 11:59pm MST and take the form of Moodle submission, unless otherwise noted. You are welcome to submit work early, but late work (without prior approval or extreme circumstances) WILL NOT BE ACCEPTED.**

**Late speeches are deducted 25%.**

## UNIT 1: LOCAL ISSUE SPEAKING

**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.*

- **Moodle**
  - Watch intro videos and lectures and start to familiarize yourself with our class Moodle page.
  - Skim Ch. 1 and read Ch. 2 in book
- **Due Saturday (8/22) by 11:59pm:**
  - Syllabus Quiz on moodle
  - Send intro professional email to me (instructions on moodle)
  - “Introduce Yourself” video, posted to Moodle
  - Pay for Course Pack (link in email)

## Week 2: August 23-29

- **Moodle**
  - Readings: Read Ch. 3
  - All online lesson videos posted to Week 2 on Moodle
- **Due by Friday 8/28 at 11:59Pm:**
  - Read CP 1-18
  - Book quiz on chapters 1-3 (On Moodle)
  - Impromptu Speech video, posted to moodle
  - Local Issues topic proposal submitted (Pg. 17 of CP)

## Week 3: August 30-September 5

- **Moodle**
  - Readings: Skim Ch. 4
  - CP 19-26
  - All online lesson videos posted to Week 3 on Moodle
- **Due by Friday 9/4 at 11:59pm:**
  - TBD
  - Reminder: Local Issues speech recording and materials are due Wednesday!

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

- **Due Wednesday 9/9 at 11:59 pm:**
  - Recording of Local Issues speech, posted the Moodle forum
  - Speech materials (outline, checklist, notes) uploaded to Moodle submission box
- **Due Friday 9/11 at 11:59 pm:**
  - Self evaluation (found on Moodle, NOT in the CP)
  - One peer evaluation posted as a comment in Moodle forum
  -

## **UNIT 2: INFORMATIVE SPEAKING**

## **Week 5: September 13-19 [Library resources week]**

- **Moodle:**
  - Readings: Read Ch. 5 & Ch. 6, CP 28-38
  - All online lesson videos
- **Due Friday 9/18 by 11:59pm:**
  - TBD
  - Informative Speech topic proposal

## **Week 6: September 20-26**

- **Moodle:**
  - Readings: Ch. 5, Ch. 8, Ch. 9, CP 39-46
  - All online lesson videos
- **Due Friday 9/25 by 11:59pm:**
  - TBD
  - Informative outline draft

## **Week 7: September 27-October 3**

- **Moodle:**
  - Readings: Read Ch. 10, 11 and and Ch. 12, , CP 74-78
  - All online lesson videos posted to Week 7 on Moodle
- **Due Friday 10/2 by 11:59pm:**
  - TBD
  - Informative Workshop peer edits
  - Reminder: Informative speech recording and materials are due Wednesday!



## **Week 8: October 4-10 [Informative speech week!]**

- **Due Wednesday 10/7 by 11:59pm:**
  - Recording of Informative speech, posted the Moodle forum due
  - Speech materials (outline, checklist, notes) uploaded to Moodle submission
- **Due Friday 10/9 by 11:59 pm:**
  - Self-evaluation (found on Moodle, NOT in the CP)
  - Three peer evaluations posted as comments in your group's Moodle forum

## **UNIT 3: PERSUASIVE SPEAKING**

### **Week 9: October 11-17**

- **Moodle:**
  - Readings: Ch. 13& 14, CP 49-55
  - All online lesson videos posted to Week 9 on Moodle
- **Due Friday 10/16 by 11:59pm:**
  - TBD
  - Persuasive speech topic proposal
  - Note: Draft of your persuasive speech outline due next week

### **Week 10: October 18-24**

- **Moodle:**
  - Readings: Ch. 14, CP 61-62
  - All online lesson videos posted to Week 10 on Moodle
- **Due Friday 10/23 by 11:59pm:**
  - TBD
  - Persuasive speech outline peer evaluation
  - Reminder: Persuasive speech recording and materials are due Wednesday!

### **Week 11: October 25-31 [Persuasive speech week!]**

- **Due Wednesday 10/28 by 11:59pm:**
  - Recording of Persuasive speech, posted to Moodle forum
  - Speech materials (outline, checklist, notes) uploaded to Moodle submission box
- **Due Friday 10/30 by 11:59pm:**
  - Self-evaluation (found on Moodle, NOT in the CP)
  - Three peer evaluations posted as comments in Moodle forum

## UNIT 4: CEREMONIAL SPEAKING

### Week 12: November 1-7

- **Moodle:**
  - Readings: Ch. 15 and CP 64-65
  - All online lesson videos posted to Week 12 on Moodle
- **Due Friday 10/23 by 11:59pm:**
  - TBD
  - Ceremonial skills assignment
  - Ceremonial speech topic proposal

### Week 13: November 8-14

- **Moodle:**
  - Readings: Ch. 7, CP 71-72
  - All online lesson videos posted to Week 13 on Moodle
  - Outside Speaker Assignment Intro (Due Finals Week)
- **Due Friday 10/16 by 11:59pm:**
  - TBD

### Week 14: November 15-21 [Ceremonial speech week!]

- **Due Wednesday 11/18 by 11:59pm:**
  - Recording of Ceremonial speech, posted to Moodle forum
  - Speech materials (outline, checklist, notes) uploaded to Moodle submission box
- **Due Friday 11/21 by 11:59pm:**
  - Self-evaluation (found on Moodle, NOT in the CP)
  - Three peer evaluations posted as comments in Moodle forum

### Week 15: November 22-25 [FINALS WEEK]

- **Due Wednesday 11/25 by 11:59pm or anytime before this week:**
  - Outside Speaker Assignment \*FINAL ASSIGNMENT\*

**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](mailto: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.**