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### COMX 111A.B80: Introduction to Public Speaking - Honors

Elizabeth Sholey

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# FALL 2020

## COMX 111 A, SECTION 80 (CRN 70394)

CLASS TIME: T/TH 9:30 – 10:50 AM

LA (LIBERAL ARTS) 202

INSTRUCTOR: ELIZABETH (LIZZY) SHOLEY

[elizabeth2.cook@umontana.edu](mailto:elizabeth2.cook@umontana.edu)

(406) 290- 3626

OFFICE HOURS (VIA ZOOM): DROP- IN WEDNESDAYS 2-3 PM AT OR BY

APPOINTMENT

Zoom ID: 747 187 6136

Hi there! Welcome to Honors 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:** Schwarze, S. (2017). *Speaking in the Public Sphere* (3<sup>rd</sup> Custom Ed.). New

- 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 Yuzu.
- If you want a physical copy, I would look on Amazon or ThriftBooks.

**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 (CP):** \$15 (paid through the COMX website), provided *in class* within the first unit of the semester. Here is the direct link for you to go and purchase the course pack: [http://hs.umn.edu/comm/courses/course-pack/default.php?action=aS7HryQXPd3I3Z8\\_uKyadqMJKePOMDfs0qb6ZTYb4](http://hs.umn.edu/comm/courses/course-pack/default.php?action=aS7HryQXPd3I3Z8_uKyadqMJKePOMDfs0qb6ZTYb4)

[kY&a=WSN0u1TDQNQBfJqTARfCoj3NYyLaeXYeMxwi5n7tPCw&n=H1i3VMnyX20AF5qp7ULSwgfbGdOdv14w7qD6ZLy7Lw](https://www.edpuzzle.com?ref=WSN0u1TDQNQBfJqTARfCoj3NYyLaeXYeMxwi5n7tPCw&n=H1i3VMnyX20AF5qp7ULSwgfbGdOdv14w7qD6ZLy7Lw) When you buy the course pack, please send me an email of your receipt. I will distribute course packs in-person when I receive confirmation of your purchase.

**Edpuzzle account:** Please visit the following website to create an account. We will use Edpuzzle for most of the instruction videos assigned this semester.

- <https://edpuzzle.com> and click “sign up” in the top right corner
- The course code is ujfihoi

## Format of the Course:

As noted on Cyberbear, this class is offered in a blended/hybrid format. Here is what

### Attending Class

- Attendance at in-person class sessions is recommended but not required—I do not want you to have to come to class physically if you feel unsafe doing so or if you are sick/may have been exposed to COVID. I will be taking attendance in class.
- In class sessions, 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 will be assigned to a group of 6 students with whom you will attend class for the entire semester.
- Each group will have one 35-minute block of in-class time per week during our scheduled Tuesday or Thursday time. Keep in mind, when you enter and exit the classroom, you must sanitize your area (per UM policy: see COVID protocols section). My hope is that you will be able to arrive to class a few minutes early so we can maximize our time together.
- You will earn participation points for the activities we do in class. If you choose not to attend class in person, you will still be responsible for the activities completed in class. You will still receive participation points if you complete the comparable activity on Moodle. There will be an online option for uploading impromptu speeches, participating in discussions, etc. on each week’s Moodle page.
- Please let me know ASAP if you know that you will not be attending class, and if you would like to Zoom into the class. I will need to come early to set that up for you, but I am happy to do it!

## Instruction

- Instruction will be delivered asynchronously (at your own pace), through a combination of textbook/course pack readings and short videos posted to Moodle. You will need to complete all readings/videos and assignments on your own time as there will not be class time dedicated to instruction.
- Many videos will be assigned through Edpuzzle. When you have an Edpuzzle video assigned, you will log in, watch the video, and answer the questions that accompany it. You will earn points for each question, which will be converted to a score out of 50 at the end of the semester.
- Links to all videos/assignments can be found under each week's **Moodle** page.

## COVID Safety Protocols for our Classroom

We want to have a great semester, and we want to be able to meet in person as much as possible! In order to do that, we will follow these guidelines:

- As per UM's requirements, all students must wear a mask for the duration of the class period. Alternatively, you will have the option to participate virtually.
- We will use a mandatory seating chart. The first day you come into class, you will pick a desk and that will be your seat for the entire semester.
- All work will be submitted through Moodle to reduce contact.
- Please use hand sanitizer at the beginning and end of your time in class.
- Each student is provided with a cleaning kit (the Healthy Griz kit). The expectation is that students will clean their personal workspace with disinfectant when they arrive for class, and before they leave the classroom.

## More COVID Safety Information from UM:

- Please exit the classroom one at a time, keeping in mind social distance
- Students are 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) – I will allow water to be in the classroom, but only if you can drink it from a straw, which is easier to drink from with your mask still on.

- If the class is being recorded, students will be notified of the recording
- Stay home if you feel sick and/or if exhibiting COVID-19 symptoms
- If you are 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>
- We strongly encourage you to remain vigilant outside the classroom in mitigating the spread of COVID-19
- The nearest refill for your Healthy Griz kit in the LA building is in the lobby on the first floor (right as you walk in the glass doors under the “Eck Hall” sign)

## Grading & Class Points

### Points Breakdown

#### **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.: 80 points
- Edpuzzle videos: 50 points
- Participation: 20 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!*

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:** Because this is an Honors course, I have higher expectations about your work and performance. **I don't expect you to be perfect,** but just be aware that getting an A is not as easy as it is in the regular COMX 111 course. 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.

>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

**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:** For **each unit**, you have the option to earn 5 extra credit points prior to your speech day by completing an activity. You may do the extra credit opportunities anytime during the unit, but **only** for the specified unit. They are due on the same day that your speeches are.

1. **Local Issue Speech Unit:** Practice email etiquette and send me an email!
  - You can practice writing a professional email by following guidelines that I will assign you. Please see the attachment on our Moodle page for detailed instructions.
2. **Informative Speech Unit:** 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.
3. **Persuasive Speech Unit:** 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.
4. **Ceremonial Speech Unit:** Give a ceremonial speech to someone you appreciate!

- Film yourself giving a 3-5 minute speech to your chosen person and send me the recording. If you feel comfortable, send me a little explanation of why you chose this person. Points will not be taken away if you don't explain why.
- PLEASE keep in mind COVID safety protocols! If they are not someone who is immediate family or your roommate, go ahead and Zoom call them!

**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.

**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. I have a document on our Moodle page that has a list of several services. If those resources don't fit your situation, please come see me with concerns you have, and I will do my best to help connect you with additional resources (if you are comfortable with doing that!).

**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.

**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.

**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 (including a medical condition that may prohibit you from wearing a mask in class) 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.

**Other Instructors:** Every once in a while, you will see that I have assigned a lesson video that is not by me. The other graduate students are amazing and have a lot of different strengths, and sometimes I will want to share their video with y'all! I am hoping to feature some guest lecturers as well. I want you to have a diverse range of people who can offer you their best advice on how to speak well in public!

**Controversial Speech Topics:** For your two of your speech topics, you will be asked to inform or persuade us on a topic. It is acceptable (and

encouraged) 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.

**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.umd.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!

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## What Will my Week Look Like?

### **Mondays:**

On Mondays, your online lessons for the week will be due. They are due Mondays so that everyone has learned the content necessary to complete the week's activities before their in-person block. By Monday at 11:59pm MST, you should have first: read any readings assigned that week, and second: watched the week's videos/completed any Edpuzzle questions. You will also sometimes have smaller assignments due on Mondays as well.

### **Tuesdays/Thursdays:**

On Tuesday or Thursday (depending on which block you are assigned), you will attend class in-person for either the first 35 minutes or the last 35 minutes of our scheduled meeting time (again, depending on your block), providing you are comfortable attending class and are in good health. In class, we will complete activities or discussions that will apply the skills you learned about through that week's content. If you are unable to or feel uncomfortable attending your block, you will still be responsible for practicing the skills, but will do so by completing a comparable

activity on Moodle, due Thursdays at 11:59pm MST. If you attend class in-person, you will receive your participation points in-class.

### **Fridays:**

On Fridays, any exercises for the week will be due. You will often have assignments that will reinforce the skills we are building through instruction and through in-person 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 in-person sessions 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 Monday.
- Your extra credit will also be due at that time.
- You will submit your self-evaluation by 11:59pm MST on Wednesday.
- You will submit your peer-evaluation comments by 11:59pm MST on Friday.

**\*Note:** Since the first speech due date falls on Labor Day, the first speech will be due on Tuesday, Sept. 8th instead of Monday, Sept. 7th.

## Course Schedule

All deadlines are 11:59pm MST and take the form of Moodle/Edpuzzle 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%. Late speeches are deducted 25%. *This class moves quickly!*

- Keep in mind that the schedule is subject to change, due to the unusual circumstances around us! To avoid as much confusion as possible, I will be releasing the course schedule by speech units, AKA in chunks of about four weeks. I will make sure that you have the upcoming unit schedule a week before it starts! The speech weeks will not change no matter what, so they are already listed. I will notify you as soon as the new unit is up or if there are any other changes.

**\*Note-** Once you receive your course pack, ignore the schedule and assignments in there unless I mention it in my schedule!

### UNIT 1: LOCAL ISSUE SPEAKING

#### **Week 1: August 16-22**

##### Thursday 8/20:

- Zoom meeting with the entire class, beginning at the start of class time. See email for Zoom link. There will be no in-person class this 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.”
- Purchase your CP
- Review the “How to create speech link - Zoom” document
- Create Edpuzzle account
- “Introduce Yourself” video, posted to Moodle forum for your group

## **Week 2: August 23-29**

### **Due Monday 8/24:**

- Readings: Skim Ch. 1, read Ch. 2
- 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

## **Week 3: August 30-September 5**

### **Due Monday 8/31:**

- Readings: Skim Ch. 3, read Ch. 4, CP 25-26, watch Power Posing TED Talk
- All online lesson videos posted to Week 3 on Moodle

**In class:** Speaking activity

### **Due Friday 9/4:**

- Practice peer feedback exercise
- Quiz 1

Reminder: Local Issues speech recording and materials are due Tuesday!

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

### **Due Tuesday 9/8 (since Monday is a holiday):**

- Recording of Local Issues speech, posted to your group’s Moodle forum
- Speech materials (outline, checklist, notes) uploaded to Moodle submission box
- Extra Credit #1

### **Due Wednesday 9/9:**

- Self-evaluation (found on Moodle, NOT in the CP)

### **Due Friday 9/11:**

- One peer evaluation posted as a comment in your group’s Moodle forum

## **UNIT 2: INFORMATIVE SPEAKING**

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

### **Due Monday 10/5:**

- Recording of Informative speech, posted to your group’s Moodle forum

- Speech materials (outline, checklist, notes) uploaded to Moodle submission box

**Due Wednesday 10/7:**

- Self-evaluation (found on Moodle, NOT in the CP)

**Due Friday 10/9:**

- Three peer evaluations posted as comments in your group's Moodle forum

### UNIT 3: PERSUASIVE SPEAKING

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

**Due Monday 10/26:**

- Recording of Persuasive speech, posted to your group's Moodle forum
- Speech materials (outline, checklist, notes) uploaded to Moodle submission box

**Due Wednesday 10/28:**

- Self-evaluation (found on Moodle, NOT in the CP)

**Due Friday 10/30:**

- Three peer evaluations posted as comments in your group's Moodle forum

### UNIT 4: CEREMONIAL SPEAKING

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

**Due Monday 11/15:**

- Recording of Ceremonial speech, posted to your group's Moodle forum
- Speech materials (outline, checklist, notes) uploaded to Moodle submission box

**Due Wednesday 11/18:**

- Self-evaluation (found on Moodle, NOT in the CP)

**Due Friday 11/21:**

- Three peer evaluations posted as comments in your group's Moodle forum

**FINAL ASSIGNMENT** (due Tuesday 11/24)