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### COMX 111A.51: Introduction to Public Speaking (Online)

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# 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: 70379

Class Structure: Online Asynchronous

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 only):

Drop-in: Wednesdays 12-2pm, Thursdays 9am-11am **or** by appointment.

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

## 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/kKM34vIcCbQ>. If you have any trouble signing into Top Hat or gaining access to the course, email [support@tophat.com](mailto: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, 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.

## What Will my Week Look Like?

### Monday- Thursday:

Every Sunday the new week will automatically start on the Moodle Page. There will be readings, 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.

Assignments will be due by 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:

- **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.**

**\*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, 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.)

**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.

**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.

# Course Schedule

**Note:** 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 not be accepted.** Late speeches are deducted 25% every day they are late. *This class moves quickly!*

## UNIT 1: NARRATIVE SPEAKING

### Week 1: August 30<sup>th</sup>- September 5<sup>th</sup>

- **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 Friday (9/3) by 11:59pm:**
  - 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: September 6<sup>th</sup>- September 12<sup>th</sup>

- **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 Friday (9/10) by 11:59pm:**
  - 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: September 13<sup>th</sup>- September 17<sup>th</sup> [Narrative speech week!]

- **Due by Wednesday 9/15 at 11:59 pm:**
  - Link to Narrative speech posted the Moodle forum (75 points)
  - Final Narrative Speech Outline uploaded to Moodle submission boxes (25 points)
- **Due by Friday 9/17 at 11:59 pm:**
  - 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: September 20<sup>th</sup>- September 24<sup>th</sup>

- **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 Friday (9/24) by 11:59pm:**
  - Informative Speech Topic Proposal (found in Course Packet) uploaded to Moodle (10 Points)

### Week 5: September 27<sup>th</sup>- October 1<sup>st</sup> [Library resources week]

- **Moodle**
  - All online lesson videos posted to Week 5 on Moodle
- **Top Hat Textbook**
  - Read chapter 7
  - Assigned Readings in Course Packet
- **Due by Friday (10/1) by 11:59pm:**
  - Complete Library tutorials and quizzes (link in Moodle) (10 points)
  - Informative Outline Draft uploaded to Moodle (15 points)

### Week 6: October 4<sup>th</sup>- October 8<sup>th</sup>

- **Moodle**
  - All online lesson videos posted to Week 6 on Moodle
- **Top Hat Textbook**
  - Read chapter 8
  - Assigned Readings in Course Packet
- **Due by Friday (10/8) by 11:59pm:**
  - Open book quiz on chapters 5-8 on Moodle (10 points)
  - Informative Speech Analysis (found in Course Packet) uploaded to Moodle (5 points)

### Week 7: October 11<sup>th</sup>- October 15<sup>th</sup> [Informative speech week!]

- **Due by Wednesday 10/13 at 11:59 pm:**
  - Link to Informative Speech, posted the Moodle forum (125 points)
  - Final Outline, References, and Notes uploaded to Moodle (50 points)
- **Due by Friday 10/15 at 11:59 pm:**
  - 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 8: October 18<sup>th</sup>- October 22<sup>nd</sup>

- **Moodle**
  - All online lesson videos posted to Week 8 on Moodle
  - Ripley and Bowen & Hitt Articles
- **Top Hat Textbook**
  - Read chapter 9
  - Assigned Readings in Course Packet
- **Due by Friday (10/22) by 11:59pm:**
  - \*Optional\* Mid-term feedback (found in Course Packet) emailed to me
  - Ripley and Bowen & Hitt assignment uploaded to Moodle (10 points)
  - Persuasive Speech Topic Proposal (found in Course Packet) uploaded to Moodle (10 points)

### Week 9: October 25<sup>th</sup>- October 29<sup>th</sup>

- **Moodle**
  - All online lesson videos posted to Week 9 on Moodle
- **Top Hat Textbook**
  - Read chapter 10
  - Assigned Readings in Course Packet
- **Due by Friday (10/29) by 11:59pm:**
  - Persuasive Outline Draft uploaded to Moodle (15 points)
  - Claim Warrant Impact Assignment uploaded to Moodle (10 points)

### Week 10: November 1<sup>st</sup>- November 5<sup>th</sup>

- **Moodle**
  - All online lesson videos posted to Week 10 on Moodle
- **Top Hat Textbook**
  - Assigned Readings in Course Packet
- **Due by Friday (11/5) by 11:59pm:**
  - Set up zoom appointment and meet with me one on one to chat (5 points)
  - Persuasive Speech Analysis assignment on Moodle (5 points)

### Week 11: November 8<sup>th</sup>- November 12<sup>th</sup> [Persuasive speech week!]

- **Due Wednesday 11/9 at 11:59 pm:**
  - Link to Persuasive Speech, posted the Moodle forum (150 points)
  - Final Outline, References, and Notes uploaded to Moodle (50 points)
- **Due Friday 11/12 at 11:59 pm:**
  - 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 12: November 15<sup>th</sup>- November 19<sup>th</sup>

- **Moodle**
  - All online lesson videos posted to Week 12 on Moodle
- **Top Hat Textbook**
  - Read Chapter 11
  - Assigned Readings in Course Packet
- **Due by Friday (11/19) by 11:59pm:**
  - Vivid Language Exercise (found in Course Packet) Uploaded to Moodle (10 points)
  - Ceremonial Speech Topic Proposal (10 points)

### Week 13: November 22<sup>nd</sup>- November 26<sup>th</sup>

- **Moodle**
  - All online lesson videos posted to Week 13 on Moodle
- **Top Hat Textbook**
  - Assigned Readings in Course Packet
- **Due by Friday (11/26) by 11:59pm:**
  - No homework due. Work on your final speech. Rest.

### Week 14: November 29<sup>th</sup>- December 3<sup>rd</sup>

- **Moodle**
  - All online lesson videos posted to Week 14 on Moodle
- **Top Hat Textbook**
  - Assigned Readings in Course Packet
- **Due by Friday (12/3) by 11:59pm:**
  - Ceremonial Speech Analysis uploaded to Moodle (5 points)
- **Other**
  - Work on Paper 1: Outside Speaker Assignment (found in course Packet)

### Week 15: December 7<sup>th</sup>- December 10<sup>th</sup> [Ceremonial speech week!]

- **Due by Wednesday 12/8 at 11:59 pm:**
  - Link to Ceremonial Speech, posted the Moodle forum (125 points)
  - Ceremonial Manuscript uploaded to Moodle (25 points)
- **Due by Friday 12/10 at 11:59 pm:**
  - 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 Thursday December 16th by 11:59pm:**
  - 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 campus 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.**