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COMX 111A.16: Introduction to Public Speaking

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FALL 2022

COMX 111 A, SECTION 16 (CRN 70807)

CLASS TIME: T/TH 2:00PM – 3:20PM IN LA 304

INSTRUCTOR: TUCKER WILSON

tucker.wilson@umontana.edu

OFFICE HOURS: BY APPOINTMENT

Hi there! Welcome to Intro to Public Speaking! I'm so glad that you decided to take this course. This kind of class can be difficult and nerve-wracking for just about anyone, but I can assure you that this class will greatly benefit you not only in your academic life, but also in your personal lives and 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: 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 (located in the invite email you all should have received from me). 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, but fixes for these things are incoming. 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, readings, and guidelines for our 4 main speeches. Make sure you are reading from not only the textbook chapter, but also the assigned CP content throughout the semester.

Electronic Devices: 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.

Format of the Course:

Instruction

- This class will be held in-person in LA 305.
- You will need to complete all readings/videos and assignments by a certain date. Class time will be used to reinforce difficult material, have question and answer time, and complete activities.
- Attendance will be taken every class. You are expected to come on both Tuesdays and Thursdays.
- In class sessions, I will give a short lecture going over material I think is most important from the week's readings and assignments. 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.
- Class will meet for the full 80 minutes allotted to us (though we may end early some days – as a treat).
- You will earn participation points for the activities we do in class. If you cannot attend class in person, you will still be responsible for the activities completed in class. Please let me know as soon as possible if you know that you will not be attending class, and we can set up a comparable activity for you to receive participation points.
- For some class sessions, you may be asked to download/print off worksheets or activities. It is unlikely, but just in case, make sure to check Moodle before class to make sure you are prepared for the day!
 - **For Speech Weeks, you will be expected to print off Peer Evals to turn in physically.**

Grading & Class Points

Points Breakdown

Speech 1: Narrative Speech

- Performance: 75 points
- Speaking Notecards and Outline: 25 Points

Total: 100 points

Speech 2: Informative Speech

- Rough draft working outline: 15 points
- Performance: 125 points
- Final working outline: 25 points
- Speaking Notecards, 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

- Speeches 2-4: One topic proposal per speech at 5 points each
- Participation in class: 80 points
- Peer Evaluations: 100 points (10 points for one evaluation)

- Speech 1: 1 evaluation at 10 points
- Speeches 2-4: 9 evaluations (three per speech) at 10 points each
- Self-Evaluations: 60 points (4 evaluations at 15 points each)
- Outside Speaker Assignment: 50 points
- Quizzes: 5 quizzes at 5 points each
- Other assignments totaling 30 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:

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

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

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. Life can be turbulent, so please be patient with me if I need to adjust dates or assignments along the way.

Extra Credit Opportunities: Extra credit assignments may be made available on a case-by-case basis.

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.

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!).

Speech Time Limit: Each speech has a different time limit. Be sure to double check the time limit and stick to it. If the speech is 6-7 minutes, acceptable speeches would be between the 6th and 7th minute. I allow a 10-second grace period on each end of the speech, as well. **Any speech longer or shorter than the assigned time range will be severely penalized: For every 5 seconds over or under the 10-second grace period, 1 point will be removed.** Ten points is the max removed. I will be strict about time limits for your benefit and mine – since speeches are given during class time, going over time reduces the chance that everyone can get their speeches done in the scheduled class days.

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. We will create a supportive learning environment throughout the semester, and everyone is responsible for maintaining it.

If the name on my roster is not the name you wish to be called, please let me know in class or 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, *please* 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 the extra credit email assignment and/or let me know in person if you wish.

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. Chances are, if you communicate with me, we can make most anything work.

- Please make sure that you are checking your email frequently! I will contact you to remind you of important events coming up throughout the semester, to inform you of a schedule change, or to give 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.

Office Hours and Appointments: My office hours will be available by appointment – we can meet in person in my office or set up a Zoom call to discuss your questions or concerns about the course.

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 receiving an F as a final course grade:

- Incremental plagiarism (intentionally 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)

Please keep in mind that all work is expected to be completed only by you, unless given explicit permission to work with a partner or in a group. If you are caught not turning in your own individual work, disciplinary action will be taken.

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.

Controversial Speech Topics: For two of your speech topics, you will be asked to inform or persuade us on a topic. It is required to speak about controversial topics. This means that what you choose to talk about must be something that reasonable people either 1. might not know about (in the case of the Informative speech), or 2. might disagree with you about (in the case of the Persuasive speech). I will 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, even when delving into particularly volatile topics.

Flexibility: Listen, y'all: I understand that this is an unusual time to be going to college, and I get that things are uncertain, weird, and stressful. If you need an extension on an assignment due to reasonable circumstances, please reach out (see the previous Communication section). I want you to succeed! I won't be flexible about things that are well within 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.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!

What Will my Week Look Like?

Mondays:

By Monday at 11:59pm MST, you should have read any readings assigned for Tuesday. You will also sometimes have reading quizzes due on Mondays as well.

Tuesdays/Thursdays:

On Tuesdays and Thursdays, we will meet during our scheduled class time. In class, we will have lecture and an activity or discussion to apply the skills you learned about through that week's content. This is where you will earn participation points! Often, you will have readings or homework assigned in between classes so you will be prepared for the next day's class.

Fridays:

On Fridays, any exercises for the week will be due. You will occasionally 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 meet at our regular time, and you will be delivering your speech live in class. The rest of the week, you won't have any "outside of class" assignments so you will have time to reflect on your work. Instead of the normal breakdown, we will use the following schedule:

- On your assigned day (either a Tuesday or a Thursday), you will deliver your speech live. When you are not delivering your speech, you are expected to actively listen to your classmates' speeches and complete your Peer Evaluations. **Even if you aren't giving a speech on a particular speech day, you are still expected to come, listen to your fellow classmates, and complete your Peer Evaluations!**
- You will submit your Peer Evaluation sheets in class by the end of the last speech day, and your Self-Evaluations on the class day following the day you give your speech (if you speak on Tuesday, your Self-Evaluation is due Thursday; if you speak Thursday, it is due the following Tuesday).

***Note:** For your Informative and Persuasive speeches, we will split up the speeches over two or more weeks. The Narrative and Ceremonial speeches will be delivered over one week.

Course Schedule

All online deadlines are 11:59pm MST and take the form of Moodle 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% if you follow all assignment requirements. **Late speeches are deducted 25% every day they are late.** *This class moves quickly!*

- Keep in mind that the schedule is subject to change, due to the unusual circumstances around us! The speech weeks will not change no matter what, so they are already listed. I will notify you as soon as soon as possible if I do have to change anything.

UNIT 1: NARRATIVE SPEAKING

Week 1: August 28th- September 3rd

In class: Welcome to Public Speaking!

- *August 30th:* Course introduction – Why Public Speaking?
 - If possible, please look over the syllabus before class and come with questions or concerns may have about the course!
 - **Before next class:** Chapter 1 (skim), Chapter 2, CP “The Rhetorical Power of Narratives”
- *September 1st:* Communication and Language

Due Friday (9/2):

- Brainstorm ideas for your Narrative Speech (email me with any questions!)

Week 2: September 4th- 10th

Due Monday (9/5):

- **Readings:** Chapter 6 (“Introduction”, “Parts of a Formal Speech”, and “Building an Outline”), CP “Guidelines and Etiquette for Speech Day”, “Guidelines for Speaking Notes”, “Peer Feedback”
- **Quiz #1** (Moodle)

In class: Nuts and Bolts of Speaking

- *September 6th:* Developing Your First Speech
 - **Before next class:** Read Chapter 3 & 4 Outlines and indicate your speech day preference by midnight on Tuesday (9/6)
- *September 8th:* Presenting Yourself as a Speaker

Week 3: September 11th- 17th [Library Week!]

Due Monday (9/12):

- **Readings:** CP “The Research Process”, “Web Types and Domains”, “Informative Speech Analysis”, and “Attribution Statements”

In class: We won't be in our usual classroom this week – instead, we will be in the Student Learning Center of the library, learning about what resources the library has to offer and maybe doing a workshop day.

Due Friday (9/16):

- Library Research assignment (Moodle)

Week 4: September 18th- 24th [Narrative Speech Week!]

In class: Narrative Speeches!

- Present your Narrative Speech on your assigned day (September 20th or 22nd)
- Complete your Peer Evaluation during class

Due:

- Peer Evaluation (end of class Thursday)
- Self-Evaluation (end of next class day *after* your speech day)
- Notecards and Outline (end of class on your speaking day)
- Informative topic proposal (Moodle, end of day Friday)

UNIT 2: INFORMATIVE SPEAKING

Week 5: September 25th- October 1st

Due Monday (9/26):

- **Readings:** Chapter 5 and Chapter 6 (“Types of Messages” and “Patterns of Organization: Informative Speaking”), CP “Speech 2 Assignment: Informative Speech”
- **Quiz #2** (Moodle)

In class: Understanding Your Audience and Informative Basics

- *September 27th*: Audience Adaptation and Informative Speaking
 - **Read:** Chapter 7
- *September 29th*: Researching Public Issues

Due Friday (9/30):

- Informative outline draft (Moodle)
- Organizational Patterns activity (Moodle)

Week 6: October 2nd- 8th

Due Monday 10/3:

- **Readings:** Chapter 8, CP “Working Outlines vs. Speaking Outlines” and “Informative Speech Checklist”
- **Quiz #3**

In class: Preparing for your Informative Speech

- *October 4th*: Lecture, evaluating informative speech outline activity
 - **Read:** CP Outside Speaker Assignment section and rest of CP Unit 2
 - **HW:** Indicate when you would like to present your speech by Tuesday at 11: 59 P.M. 10/5)
- *October 6th*: Overview of Outside Speaker Assignment, Giving Feedback, and Majoring in COMX

Due Friday 10/7:

- **Reminder:** Informative Speech presentations begin next week!

Week 7 & 8: October 9th-15th, October 16th- 18th [Informative Speech Weeks!]

In class : Informative Speeches!

- Present your Informative speech on your assigned day (10/11, 10/13, or 10/18)
- Make sure to complete your three Peer Evals during class

Due:

- Self-Evaluation (class day following the day you speak)
- Three Peer Evaluations (end of class 10/18)
- Notecards and Outline (end of class on your speaking day)
- Turn in Google Forms “Mid Semester Feedback” (due Friday)

UNIT 3: PERSUASIVE SPEAKING

Week 8: October 19th- 22nd

Due Thursday:

- **Before class:** Read Chapter 9

In class (10/20): Persuasive Speech Basics, Inventing Your Speech, Claim/Warrant/Impact

Due Friday (10/21):

- Nothing!

Week 9: October 23rd- 29th

Due Monday (10/24):

- **Readings:** Chapter 6 (“Persuasive Speech Organizational Patterns” and review “Building an Outline”) and CP Unit 3
- Read the Ripley article and the Bowen & Hitt article, then begin to highlight or annotate both for claims, warrants, and impacts (this assignment will be *due* on Friday!).
- Persuasive Speech Topic Proposal
- **Quiz #4**

In class: Persuasive Speaking in Practice

- *October 25th:* Lecture: Supporting Your Persuasive Speech (Claim / warrant / impact discussion with Ripley / Bowen & Hitt articles)
 - **Read:** Chapter 10
- *October 27th:* Speaking activity

Due Friday (10/28):

- Claim / warrant / impact argument exercise (Moodle)
- Persuasive Speech outline draft (Moodle)
- Indicate your speech day preference

Weeks 10-12: October 30th- November 5th, 6th-12th, and 13th-19th [Persuasive Speech Weeks!] (No class on the 8th! Make sure to register to vote!)

In class: No meeting on Tuesday (November 1st)! Instead, you will have the opportunity to meet with me one on one to discuss your Persuasive Speech. I want you to have plenty of time to prepare and revise for this upcoming speech, since it counts for the most points! You will sign up for a 10-minute meeting time with me. You will come to my office and discuss your progress in the class (I will be available during our normal class time and office hours). During this time, you may ask questions about assignments for this unit, practice a small portion of your speech with me and I will give you feedback, or check in with me about any concerns you have as we wrap up the semester.

In class: Persuasive Speeches!

- Present your Persuasive speech on your assigned day (11/3, 11/10, or 11/15)
- Make sure to complete your three peer evals during class

Due:

- Self-Evaluation (class day following the day you speak)
- Three Peer Evaluations (end of class 11/15)
- Notecards and Outline (end of class on your speaking day)

In class: TBD

- *November 17th*: TBD. Potentially a spillover Speech Day.

UNIT 4: CEREMONIAL SPEAKING

Week 13: November 20th-26th

Due Monday (11/21):

- Readings: Chapter 11 and CP Unit 4
- **Quiz #5**

In class: Ceremonial Speaking and Effective Language

- *November 22nd*: Ceremonial Speaking Basics

Week 14: November 27th – December 3rd

Due Monday (11/28):

In class: Putting it All Together

- *November 29th*: Ceremonial Speaking in Practice
HW: Submit your topic proposal and indicate your speech day preference by midnight on November 29th
- *December 1st*: Activity and Wrap-Up

Week 15: December 4th- 10th [Ceremonial Speech Week]

In class: Ceremonial Speeches!

- Present your ceremonial speech on your assigned day (12/6 or 12/8)
- Make sure to complete your peer evals during class

Due:

Self-Evaluation (11:59pm Dec. 9th)

Peer Evaluations (end of class Thursday)

Outline and Manuscript (end of class on your speaking day)

Last Day of Classes: December 9th!

Week 16: December 11th- 17th (Finals Week!)

*Please note that we **will not** be meeting this week!

***DUE Wednesday, December 14th by midnight:** Outside Speaker Assignment due!*