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### COMX 111A.52: Introduction to Public Speaking -Online

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# COMX 111A INTRODUCTION TO PUBLIC SPEAKING FALL 2022 COURSE SYLLABUS

## Course Information

**Course Title:** COMX 111A Introduction to Public Speaking

**Sections:** 52

**Term:** Fall 2022

**Credits:** 3

**Prerequisites:** None

**Modality:** This is a fully online, asynchronous course.

**Course Dates:** August 29th - December 9th (this is a 15-week session)

## Course Description

Preparation, presentation, and criticism of speeches. Emphasis on the development of public speaking techniques through constructive criticism. Gen Ed Attributes: Expressive Arts Course (A).

## Instructor Information

**Instructor:** Allison Sullivan

**E-mail Address:** allison.sullivan@umontana.edu

**Office Location:** Missoula College, 427

**Office Hours:** **On Zoom** By Appointment

## Course Objectives — What will I learn and do in this course?

The course is designed to help students meet a set of learning objectives. If you work hard and take the course seriously...

- *You will understand the elements of the communication process.*  
This will be demonstrated through discussion and peer feedback.
- *You will understand the components of effective speech delivery.*  
This will be demonstrated by speech performances and feedback on speeches.
- *You will improve your listening skills and your ability to offer constructive feedback to others.*  
This will be demonstrated by feedback on speeches.
- *You will learn how to conduct basic college-level research on contemporary public issues and incorporate that research in public discourse.*  
This will be demonstrated by a library workshop day and the construction of speech outlines for your informative and persuasive speeches.
- *You will be able to craft public speeches that: have a clear purpose, state a cogent central idea, are well-organized, and are adapted appropriately to the audience and the situation.*  
This will be developed throughout all of the work you do for this class, and ultimately demonstrated by your speech performances.

## Course Materials — What do I need for this course?

1. eBook: *Inclusive Public Speaking: Communicating in a Diverse World*, 1st Ed., Fountainhead Press 2021. (available through Top Hat platform)
2. Internet Connection
3. Device to Connect to the Internet
4. Device that has recording and microphone capabilities

\*If you do not have access to what you will need for this course, let me know and I would be happy to point you in the direction of resources available to students on campus.

## Student Responsibilities and Expectations — How can I succeed in this course?

- *Respect your instructor and your colleagues.* This encompasses all of the following items. It is absolutely necessary for a positive educational experience. Whether it is navigating the course, behaving ethically toward your instructor and classmates, or contributing to a positive online classroom climate, please act respectfully.
- *Complete your reading assignments and activities in the textbook.* Students who fail to keep up with reading will perform poorly in the class and have problems with speeches.
- *Give your speeches and turn in assignments on time.* Late assignments will be penalized. Specific guidelines for speech performances are addressed below. Students who do not complete all three major speaking assignments will not receive a passing grade for the course regardless of other points earned.
- *Do your own work.* Plagiarism and academic dishonesty will result in penalties ranging from failure of the assignment to expulsion from the College. This topic is addressed below and will be discussed in class.

## Speech Submission Deadlines — What if I don't submit my speech on time?

This policy is significant when you are assigned to submit a major speech. Not submitting your speech on time disrupts the course schedule and is unfair to other students.

**The standard penalty for missing the speech deadline is a 25% point reduction, or two letter grades.** This means a maximum grade of D for a speech that would otherwise earn a B. It also has a significant impact on your final course grade—it could take you from a B to a C+. Since there is limited time for speeches, you may also risk losing the chance to post your speech at all—which means zero points.

## What if something comes up at the last minute?

It's got to be serious. Extreme extenuating circumstances (significant illness requiring bed rest, family emergency) can mitigate the standard penalty. I will consider the following conditions when determining the application of any penalty:

- ✓ You notify me **prior** to missing the speech.
- ✓ You provide **documentation** verifying your excuse.
- ✓ You turn in your outline **within 24 hours** of missing the speech.
- ✓ You are in **good standing** in the course (passing grades on other assignments, no late assignments, consistent attendance)

This list is intended to separate unforeseen emergencies from the common cold or a lack of preparation. A good rule of thumb might be: what would you do if this was your first job out of college and you had a big presentation to give? Bottom line: **don't miss the speech submission deadline.**

## Students with Disabilities — What if my disability affects my performance?

If you have a disability that may require modification of the course, please obtain the appropriate documentation from ODE (the [Office for Disability Equity](#)), and then see me to discuss what, if any, special arrangements need to be made.

## Academic Misconduct and Plagiarism — What are my ethical obligations?

Academic misconduct includes plagiarism, cheating, and deliberate interference with the work of others. It is the intellectual equivalent of fraud—a crime against the codes of the academy. At the University of Montana, the [Student Conduct Code](#) governs this and other aspects of your conduct.

*The standard penalty for this crime is an academic penalty determined by the instructor (typically, zero points on the assignment or F for the course). In egregious or repeat cases, a disciplinary sanction by the University will be recommended.*

## Student Concerns — What if I have a problem with the teacher?

If the nature of your concern is something that affects your academic performance, first, attempt to resolve the issue directly with me. If resolution is not possible or I am unresponsive to your requests within a week, please contact the Chair of the Department. If the Chair is unable to resolve the matter or is unresponsive to your requests within a few days, please contact the Dean of the College or School. If the Dean is unable to resolve the matter or is unresponsive to your request, please contact the Office of the Provost at (406) 243-4689. If I, the Chair, the Dean, and the Provost's Office have not addressed the matter to your satisfaction, then please contact the ASUM Student Resolution Officer at (406) 243-5431 or [asumresolutionoff@mso.umt.edu](mailto:asumresolutionoff@mso.umt.edu). For more information on this, please visit the [Student Concerns](#) webpage.

## Requirements and Grading

### Point Breakdown

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

Category	Item	Number of Points
Informative Speech	Performance	140
Informative Speech	Final working outline, Speaking Notes, Bibliog., Sources	60
<b>Informative Speech</b>	<b>Category Total</b>	<b>200</b>
Persuasive Speech	Performance	150
Persuasive Speech	Final working outline, Speaking Notes, Bibliog., Sources	50
<b>Persuasive Speech</b>	<b>Category Total</b>	<b>200</b>
Various Assignments	Ceremonial Speech	100
Various Assignments	Top Hat Participation, Activities, Exercises, etc.	50
Various Assignments	Peer Evaluations	30 (3 per speech at 5 pts. each)
Various Assignments	Self-Evaluations	20 (2 evals x 10 pts)
<b>Various Assignments</b>	<b>Category Total</b>	<b>200</b>

**Grading Scale**

Percentage	Letter Grade
90 – 100%	A
80-89%	B
70-79%	C
60-69%	D
<60%	F

**Course Calendar**

This is an 8-week course. Reading assignments and activities are to be completed during the timeframes they are listed. All speeches and evaluations are due on the last day of the unit at 11:59pm.

Unit	Date	Topic(s) Covered	Activities
Week 1	August 29 <sup>th</sup> – September 4 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Course Introduction</li> <li>• Why Communication Matters</li> </ul>	<ul style="list-style-type: none"> <li>• Read through Course Syllabus</li> <li>• Participate in Icebreaker Discussion</li> <li>• Review Ceremonial Speech</li> <li>• Read Chapter 1 and Chapter 2</li> </ul>
Week 2	September 5 <sup>th</sup> – 11 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Understanding Public Speaking</li> <li>• Effective Message Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Read Chapter 3</li> <li>• Begin working on your ceremonial speech if you haven't already</li> </ul>
Week 3	September 12 <sup>th</sup> – 18 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Commemorating Important Events</li> </ul>	<ul style="list-style-type: none"> <li>• Read Chapter 11</li> <li>• Participate in the discussion forum</li> </ul>
Week 4	September 19 <sup>th</sup> – 25 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Ceremonial Speeches</li> </ul>	<ul style="list-style-type: none"> <li>• Ceremonial Speeches Due</li> <li>• Submit recording and manuscript on Moodle</li> </ul>
Week 5	September 26 <sup>th</sup> – October 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Presenting Your Speech and Yourself as a Speaker</li> </ul>	<ul style="list-style-type: none"> <li>• Review the Informative Speech Requirements</li> <li>• Read Chapter 4</li> </ul>
Week 6	October 3 <sup>rd</sup> – 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Audience Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Read Chapter 5</li> <li>• Topic proposals due for the informative speech</li> </ul>

<b>Unit</b>	<b>Date</b>	<b>Topic(s) Covered</b>	<b>Activities</b>
Week 7	October 10 <sup>th</sup> – 16 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Designing Messages (Organizing and Outlining Your Speech)</li> <li>• Explaining Concepts</li> </ul>	<ul style="list-style-type: none"> <li>• Read Chapter 6 and 8</li> <li>• Complete pre speech self-evaluation</li> </ul>
Week 8	October 17 <sup>th</sup> – 23 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• Researching Public Issues</li> </ul>	<ul style="list-style-type: none"> <li>• Read Chapter 7</li> <li>• Visit the Mansfield Library Public Speaking Course Guide linked on our Moodle shell</li> <li>• Informative speech check in discussion forum</li> </ul>
Week 9	October 24 <sup>th</sup> – 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Informative Speeches</li> </ul>	<ul style="list-style-type: none"> <li>• Informative Speeches Due <ul style="list-style-type: none"> <li>• Submit recording and Formal Outline on Moodle</li> </ul> </li> <li>• Begin reviewing your peers' speeches</li> </ul>
Week 10	October 31 <sup>st</sup> – November 6 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Peer Reviews Due</li> <li>• Self-Evaluations Due</li> </ul>
Week 11	November 7 <sup>th</sup> – 13 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Your Persuasive Speech</li> <li>• Developing Arguments</li> </ul>	<ul style="list-style-type: none"> <li>• Read Chapter 9</li> <li>• Revisit Audience Analysis Content and write your audience analysis survey</li> <li>• Revisit Chapter 6</li> </ul>
Week 12	November 14 <sup>th</sup> – 20 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Be a Critical Consumer of Messages</li> </ul>	<ul style="list-style-type: none"> <li>• Read Chapter 10</li> <li>• Take your classmates audience analysis surveys</li> <li>• Complete pre speech self-evaluation</li> </ul>
Week 13	November 21 <sup>st</sup> – 27 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Persuasive Speeches</li> </ul>	<ul style="list-style-type: none"> <li>• Persuasive Speeches Due</li> <li>• Submit recording and Formal Outline on Moodle</li> <li>• Begin reviewing your peers' speeches</li> </ul>
Week 14	November 28 <sup>th</sup> – December 4 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Peer Reviews Due</li> <li>• Self-Evaluations Due</li> </ul>
Week 15	December 5 <sup>th</sup> – 11 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Wrap Up</li> </ul>	<ul style="list-style-type: none"> <li>• Wrap Up and Final Reflection Discussion Post</li> </ul>

## **The Speeches in this Course**

You will be completing three speeches over this eight-week course.

1. The Ceremonial Speech: in a 3-to-5-minute speech you will be paying tribute to, or toasting, a person, place or thing. You will be using the manuscript style approach for the written portion.
2. The Informative Speech: in a 7-to-9-minute extemporaneous speech you will be informing your audience about a local, statewide, national, or global issue. Citing at least three credible sources to substantiate what you are saying.
3. The Persuasive Speech: in a 7-to-9-minute extemporaneous speech you will take the topic you used for your informative speech and turn it into a persuasive speech. If you stay with the same topic, you are required to cite at least one new source in addition to the sources you gathered for the informative speech.