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### COMX 111A.02C: Introduction to Public Speaking

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**THE UNIVERSITY OF MONTANA-MISSOULA  
MISSOULA COLLEGE  
APPLIED ARTS AND SCIENCES DEPARTMENT  
SPRING 2016 COURSE SYLLABUS**

**Course Number and Title:** COMX 111A, Introduction to Public Speaking

**Semester Credits:** 3

**Professor:** Kimberly Reiser

**E-mail:** kim.reiser@umontana.edu

It is my preference we schedule face-to-face appointments or discuss minor course issues via email; this is the easiest way to reach me. It is essential you use your email for this communication. If necessary, you may leave messages for me at 243-7839.

**Office Location:** HB 02, or the fishbowl, on the East Missoula College Campus in the Health and Business Building

**Office Hours:** Monday 11:15-12:15, Wednesday 1-2, or By Appointment

### **COURSE OBJECTIVES**

Oral Communication will help you acquire and build the skills needed for effective public presentations.

- ◆ You will learn the process for creating and presenting an effective public speech.
- ◆ You will conduct college level research and use that research to support your ideas.
- ◆ You will learn outlining strategies for organizing extemporaneous speeches.
- ◆ You will learn how to construct a clear, organized and appropriate oral message.
- ◆ You will have opportunities to practice your speaking/delivery skills in both formal and impromptu situations.
- ◆ You will learn how to give constructive criticism as you critique other students' speeches.
- ◆ You will learn how to use constructive criticism to improve your own speaking skills as others critique your speeches both for content and for delivery.

### **GRADING**

**Demonstration Speech – 100 points**

**Assignments – 100 points**

**Informative Speech & Outline – 150 points**

**Persuasive Speech & Outline – 200 points**

**Critiques – 75 points**

Because the speech process includes feedback, you will be graded on the quantity and quality of your communication as a listener in this class. This assessment will take place as you give critiques on speech days.

**Final – 100 points**

**GRADING SCALE**      90-100% (A) 80-89% (B) 70-79% (C) 60-69% (D) <60% (F)

**Learning Center** - Students needing assistance with outlining and organization should sign up for writing tutoring in the Missoula College Learning Center.

**Disability Student Services** - Eligible students with disabilities will receive appropriate accommodations in this course when requested in a **timely** way. Please speak with me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator.

## ATTENDANCE

Plan to attend class every day. It is my belief that what you gain from a course is dependent on what you put into it. If you miss a class you will miss a learning opportunity. **Students with fewer than two absences during the semester will see their final grade increased by 5%. Students with more than three absences may lose their privilege for a makeup should an emergency arise (see course policies).**

Furthermore, speakers perform better when they have an attentive and responsive audience. Remember, **peer critiques are included in your overall class grade.** On speech days, you will provide other students with constructive criticism about their presentations, both orally and in writing. The speakers are not the only ones who benefit from this arrangement. By critiquing speeches, you will increase your understanding of what makes an effective speech. You will learn from the strengths and weaknesses of others. You will improve your listening skills and develop your critical thinking abilities; and every time you give an oral critique you will be improving your own public speaking skills.

**\*Students who sleep, leave early/come late, or work on other assignments during class will not be counted as present.**

## COURSE POLICIES

**Student Conduct** – Please conduct yourself in a way that promotes learning for all students in the classroom (i.e. do not use language that might offend others, use laptops for note taking only, avoid disclosing too much personal information, turn off cell phones, absolutely no text messaging, and avoid monopolizing class discussion).

**Academic Misconduct** - All Students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>.

**Visual Aids** - You may use audiovisual aids to support any of your speeches. However, please be advised that the University prohibits use of alcohol, drugs, weapons and flammable or explosive material in the classroom. We discourage using live animals as visual aids. If there is any doubt about the safety or appropriateness of your audiovisual aid, please check with your instructor for approval before hand.

**Late Speeches** - You will be assigned specific days to present each of your speeches. These times are reserved for you, and your speeches and outlines are due on those days. If you know ahead of time that you will not be able to give your speech on a particular day, inform your instructor and change your assigned date **immediately**. Consider your assignments for other classes too, and reschedule your speech day if you happen to have an exam or a paper due on the same day.

We have very limited time in this class and only a certain number of days are set aside for speeches. **Think of your speaking date the same way you think of a scheduled exam - if you miss it, you may not be allowed to make it up.** We understand that students sometimes encounter events that make it impossible to complete class assignments. If the following conditions are met, you will be given an opportunity to make up your speech:

1. You must be in good standing in the class. This means fewer than four absences, no late assignments and passing grades on all completed assignments.
2. You must notify your instructor prior to missing the speech that you will be unable to present, and provide an explanation for your absence. Personal illness, family emergencies and unexpected events are acceptable reasons for rescheduling a speech. The instructor may ask for documentation of verification of your excuse.
3. You must hand in your speech outline **by the following class period.**
4. Within a week of missing your speech you must schedule the makeup time.
5. You will be asked to present your speech in front of an audience. If an audience is not

available, you may be given an incomplete and asked to present your speech the following semester.

\*The classroom setting is much like a professional setting. Employers and coworkers who schedule time in a workday to attend a presentation tend to be forgiving when there is a cancellation IF:

**The presenter canceling has proven to be dependable prior to the cancellation, notifies attendees prior to the presentation, and has a reasonable excuse for canceling.** However, if the previous conditions are not met, the presenter will not only damage his or her reputation, but could lose the job.

**\*If you don't meet the criteria for a makeup, come each day ready to give your speech; if an opening occurs (which means fewer than three scheduled speakers showed up to present their speeches) you may be allowed to give your speech for half credit.**

**Makeups are not allowed on outlines.** There will be 10 points deducted for each day an outline is late.

**Assignments submitted a class day late will be graded out of half credit. Beyond this date, assignments will not be accepted. If you must miss a class period when an assignment is due, please use your university email account to email me your assignment by midnight on the day that it is due.**

**\*Use my mailbox at your own risk. It is not my responsibility to make sure assignments placed in my box get to me.**

**Drop policy** – “Beginning the 46<sup>th</sup> day of the semester through the last regular class day (i.e. Friday) before Finals Week, “students may drop courses only by petition. Note that not all petitions are approved and documentation is required. Some examples of documented circumstances that may merit approval are accident or illness, family emergency, or other circumstances beyond the student’s control. Instructors and advisors have the right to indicate that they do not recommend the drop”- the UM’s Academic Policies and Procedures (see <http://www.umt.edu/catalog/acad/acadpolicy/default-print.html> ).

\*COURSE POLICIES ARE APPLIED AT THE DISCRETION OF THE INSTRUCTOR.

#### **ADDITIONAL COURSE “DO’S”**

1. DO set personal goals for yourself as a speaker. Every speaker has their own unique style. Start with who you are and where you are -- set appropriate goals for yourself.
2. If you encounter any difficulties with the material in this course, please DO take time to talk to me.
3. DO take time to talk to your fellow class members about speech topic ideas or each other’s speeches -- speech is a communication event between speakers and audiences. It is this communication that makes it fun.
4. DO be empowered by the fact that you are taking this course and improving your personal communication skills. There is nothing more empowering than seeing the influence your communication has on those around you.

#### **TEXT**

Schwarze, S. (2012). *Speaking in the public sphere*. NY: Pearson.

Moodle supplement for required packet handouts.

#### **COURSE CALENDAR**

Reading assignments are to be completed for the day they are listed. Assignments will be announcement during class as we progress through the semester.

**January**

- 25 Introductions  
 27 Public Speaking and the Public Sphere, Chapter 1  
 29 Developing and Delivering Your First Speech, Chapter 2

**February**

- 1 Listening and Feedback, Chapter 3  
 3 Developing Topics for the Public Sphere, Chapter 4  
 5 Structuring Your Speech, Chapter 8  
 8 Understanding Audiences, Chapter 5  
 10 Organizing Your Informative Speech, Chapter 9  
 12 Beginning and Ending Your Speech, Chapter 10  
 15 NO CLASSES; PRESIDENTS' DAY HOLIDAY  
 17 Presenting Your Speech, Chapter 12  
 19-March 2 DEMONSTRATION SPEECHES

**March**

- 4 Inventing Your Informative Speech, Chapter 8  
 7 Library Database Instruction  
 9 Researching Public Problems, Chapter 6  
 11 Criticizing and Crafting Public Discourse, Chapter 7  
 14 Peer Practice and Critique  
 16-28 INFORMATIVE SPEECHES  
 30 Analyzing Current Events, Persuasion As Civic Discourse

**April**

- 1 Inventing and Organizing Your Persuasive Speech, Chapter 13  
 4-8 NO CLASSES; SPRING BREAK  
 11 Supporting Your Persuasive Speech, Chapter 14  
 13 Pathos  
 15 Ethos Further Developed  
 18-29 PERSUASIVE SPEECHES

**May**

- 2 Developing Your Ceremonial Speaking, Chapter 15  
 4 Ceremonial Speaking Continued  
 6 & Our Prescribed Final Time (Ceremonial Speeches, Which is Our Final)  
 10-14 FINALS WEEK; AS NOTED ABOVE, WE WILL MEET DURING OUR  
 PRESCRIBED FINAL TIME (THURSDAY MAY 11 from 10:10-12:10) FOR  
 CEREMONIAL SPEECHES.