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COMX 111A.03C: Introduction to Public Speaking

Allison M. Sullivan

University of Montana, Missoula, allison.sullivan@mso.umt.edu

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**COMX 111A INTRODUCTION TO PUBLIC SPEAKING
SPRING 2016 COURSE SYLLABUS**

INSTRUCTOR: Allison Sullivan

E-MAIL ADDRESS: allison.sullivan@umontana.edu

OFFICE LOCATION: HB 02, on the East College of Technology Campus in the Health and Business Building

OFFICE HOURS: Tuesday 2-3, Wednesday 11-12, or 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 quizzes and the Outside Speaker Assignment.

- *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 assignment 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? (available at the Missoula College Bookstore)

1. BOOK: *Speaking in the Public Sphere*, 1st Ed., Pearson 2012.
2. FOLDER – two pocket, for handing in materials related to your major speeches.

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 arriving in class promptly, behaving ethically toward your instructor and classmates, or contributing to a positive classroom climate, please act respectfully.

- *During class, do not use media that are unrelated to the class.* This includes cellphones, messaging devices, and music players. Any device that can make noise should be turned completely off for the entire class period.

- *Complete your reading assignments in the textbook.* Students who fail to keep up with reading will perform poorly on quizzes 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 four 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.

Attendance Policy – What if I miss class?

The standard penalty for arriving late, leaving early, or missing class is loss of that day's points. During each session, there will be an opportunity to earn points through quizzes, in-class exercises, feedback on speeches, or other assignments. These points can only be earned by arriving in class on time and attending for the entire session. Exceptions will be allowed only for excused absences.

Attendance on Speech Days – What if I miss my speech?

The above policy is even more significant on the days that you are assigned to give a major speech. Missing your speech disrupts the course schedule, is unfair to other students, and potentially crowds out other learning experiences in the course.

The standard penalty for missing your speech day 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 perform your speech at all—which means zero points.

What if I know ahead of time that I will be absent? If you know that you will be absent from class on your assigned speech day, *inform your instructor immediately and negotiate a switch* with a classmate. Students who anticipate absence because of UM-approved activities (e.g., athletics, debate, music) are still responsible for making these arrangements.

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 your speech day.

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 the DSS Office 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. It is available to download at:

http://life.umt.edu/vpsa/student_conduct.php

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.

DROP POLICY:

“Beginning the 46th day (i.e. March 28th, 2016) 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>).

Requirements and Grading

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

<u>SPEECH 1</u>	<u>Demonstration Speech</u>	<u>100 points</u>
	Performance	
	Speaking Notes	
<u>SPEECH 2</u>	<u>Informative Speech</u>	<u>150 points</u>
	Performance	100
	Final outline	
	Speaking Notes, Bibliog., Sources	50
<u>SPEECH 3</u>	<u>Persuasive Speech</u>	<u>200 points</u>
	Performance	150
	Final outline	
	Speaking Notes, Bibliog., Sources	50
<u>SPEECH 4</u>	<u>Ceremonial Speech</u>	<u>150 points</u>
	Performance	125
	Manuscript	25
<u>OTHER</u>	<u>Various Assignments</u>	<u>400 points</u>
	Quizzes, Exercises, Short Assignments	200
	Peer Feedback	100 (For Speech 1, 10 pts. total; for Spchs 2-4, 9 evals x 10pts)
	Self Evaluations	60 (4 evals x 15 pts)
	Outside Speaker Assignment	40
	TOTAL POINTS	1000 points

<u>Course Points/Final Grade</u>					
>925	=A	899-875	B+	799-775	C+
924-900	=A-	874-825	B	774-725	C
		824-800	B-	724-700	C-
				699-600	D
				<600	F

COURSE OUTLINE:

The following readings and speech deadlines are due on the day they are listed. If two class dates are devoted to a chapter, make sure you have read that chapter by the first class date for which it is scheduled.

January

- 25 Course Introduction
- 27 The Public Sphere; Developing Your First Speech – Read ch. 1
- 29 Chapter 1 continued, Read ch. 2 (pp. 30-42)

February

- 1 Delivering Your First Speech – Read the rest of ch. 2
- 3 Listening and Feedback – Read ch. 3
- 5 Chapter 3 Continued
- 8 **Speech 1**
- 10 **Speech 1**
- 12 **Speech 1**
- 15 Developing Topics – Read ch. 4 (Presidents Day – no classes)
- 17 Understanding Audiences – Read ch. 5
- 19 Researching Public Issues – Read ch. 6
- 22 Inventing and Organizing Your Speech – Read ch. 8
- 24 Inventing, Organizing and Outlining Your Speech – Read ch. 9
- 26 Chapters 8 and 9 Continued
- 29 Outlining Your Speech – Read ch. 10

March

- 2 Outlining Your Speech Continued – Read ch. 11
- 4 Presenting Your Speech – Read ch. 12
- 7 **Speech 2**
- 9 **Speech 2**
- 11 **Speech 2**
- 14 **Speech 2**
- 16 **Speech 2**
- 18 **Speech 2**
- 21 Inventing/Organizing Your Persuasive Speech – Read ch. 13
- 23 Chapter 13 Continued

- 25 Supporting Your Persuasive Speech – Read ch. 14
- 28 Chapter 14 Continued
- 30 Analyzing Persuasive Speeches

April

- 1 Persuasive Speech Workshop
- 4-8 SPRING BREAK
- 11 **Speech 3**
- 13 **Speech 3**
- 15 **Speech 3**
- 18 **Speech 3**
- 20 **Speech 3**
- 22 **Speech 3**
- 25 Ceremonial Speaking – Read ch. 15
- 27 Effective Language – Read ch. 9
- 29 Ceremonial Speech Work Continued

May

- 2 **Speech 4**
- 4 **Speech 4**
- 6 **Speech 4**

FINAL MEETING TIME WILL BE DURING OUR PRESCRIBED FINAL TIME, MONDAY, MAY 9, 10:10-12:10 a.m.