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COMX 111A.02C: Introduction to Public Speaking

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**MISSOULA COLLEGE OF THE UNIVERSITY OF MONTANA
DEPARTMENT OF APPLIED ARTS AND SCIENCES
COMX 111A, SECTION 02C (72442): INTRODUCTION TO PUBLIC SPEAKING
FALL SEMESTER, 2018**

**We acknowledge that we are in the aboriginal territories
of the Salish land and Kalispel people. We want to extend
our respect and appreciation of that.**

COURSE INFORMATION

Meeting time: Monday and Wednesday, 11:00–12:20 pm
Room: MC 449
Credits: 3 credits, traditional letter grade

PROFESSOR

Dr. Cassandra J. (“Cassie”) Hemphill
Office: Room 426. River Campus Building
Texts: 406-370-8344
Email: cassandra.hemphill@umontana.edu
Group Texts: MC111-02 (<https://discord.gg/BS39Qkd>)

Drop-in Student Hours: The best time to meet with your professor is after she finishes teaching for the day. Drop in hours are Mondays 2:00–3:00 pm and Tuesdays 12:30–1:30 pm. If these times don’t work for you, email your professor to find another time that works for you.

COURSE OVERVIEW

Preparation, presentation, and criticism of speeches. Emphasis on the development of public speaking techniques through constructive criticism.

LEARNING OUTCOMES

Oral communication will help you acquire and build the skills needed for effective public presentations. You will:

1. Learn the process for creating and presenting an effective public speech.
2. Conduct college-level research, and use that research to support your ideas.
3. Learn outlining strategies for organizing extemporaneous speeches.
4. Learn how to construct a clear, organized, and appropriate oral message.
5. Have opportunities to practice your speaking/delivery skills in both formal and impromptu situations.
6. Learn how to give constructive criticism as you critique other students’ speeches.
7. Learn how to use constructive criticism to improve your own speaking skills as others critique your speeches both for content and for delivery.

PREREQUISITES

None.

TEXTBOOK

Note: The textbook is required. You will read nearly all of it.

O’Hair, D., Stewart, R., and Rubenstein, H. (2015). *A speaker’s guidebook: Text and reference*. (6th Ed.) Boston: Bedford/St. Martin’s.

**Can’t afford to buy or rent the textbook?
Waiting on Financial Aid?**

A copy of the textbook is available in the library. Ask for it at the desk. You can use it in the library for 2 hours, enough time to read a chapter or two and take notes. If this doesn’t work with your schedule, please email your professor. She may be able to help you find a solution.

Videos and additional readings will be posted on Moodle.

ASSIGNMENTS

You will learn about, practice and develop your public speaking skills through three types of assignments: engagement (preparation and in-class participation), delivery (presentations and speeches), and writing (manuscripts, outlines and self-evaluations). The schedule for the assignments is at the end of this syllabus and on Moodle. Assignments are handed out in class and posted on Moodle. Examples of and templates (models) for many assignments also are posted on Moodle.

1. **Engagement (25% of your grade)**. Engagement is the sum of **preparation** and **participation**.

Engagement = Preparation + Participation

Preparation is what you do to get ready for class. Preparation includes completing assigned reading, watching videos, and completing homework before coming to class. To earn full credit, **homework assignments must be typed**. Homework assignments are announced in class and posted on Moodle.

Participation is what you do while you’re in class. Participation includes arriving on time, staying for the entire class, and contributing to your and your classmates’ learning. Just as it is in the workplace, attendance in class is necessary for success.

Participation also includes speaking in small and large group discussions and asking and answering questions – skills that will help you be more successful in the workplace and your personal life.

At the end of each 3-week period, your professor will record a single score of up to 50 points based on your engagement throughout the period.

2. **Delivery (50% of your grade).** You will use four methods to deliver speeches and presentations: manuscript, memorization, impromptu, and extemporaneous (see Chapter 17 of your textbook). However, the emphasis will be on speaking extemporaneously, which is the most difficult but gets the best results. You will create and use a presentation aid (Powerpoint or Google Slides) for your presentations.

Your professor will grade your delivery in real time using a rubric (a checklist), but will not post your grade until everyone in the class has completed the assignment and you have submitted your self-evaluation. Rubrics are posted on Moodle.

3. **Writing (25% of your grade).** Preparation in writing is necessary for good public speaking. Your writing grade will be based on the full-sentence “working” outlines you prepare for your extemporaneous presentations (see Chapter 13), the manuscripts you prepare for your speeches, the self-evaluations you complete after each speech or presentation, an analysis of a TED Talk, and an analysis of a live public speaking event.

Your professor will grade your writing using a rubric (a checklist). Rubrics are posted on Moodle.

4. **Extra Credit.** No extra credit will be provided. Activities that are necessary for your learning and success are already included in the course. Students who attend class regularly and complete all assignments on time can earn enough points to achieve the grade they want.

Extra Time to Complete Written Assignments and Homework – Negotiated Before the Due Date

If you need more time to complete a written assignment or homework, email your professor before the assignment is due. In your email, briefly explain why you need more time (e.g., a major exam in another class on the same day the assignment is due) and propose a time and day when you will submit it. Generally, your professor will accept a written assignment or homework if she knows in advance that it will be late. **If extra time has been negotiated in advance, no points will be deducted.**

If you're ill and can't attend class and an assignment is due, email (or text message) your professor and include a copy or picture of your completed assignment. Do not ask your professor to print your assignment. To earn full points for the assignment, you must deliver it to the professor before the beginning of the next class period.

Late Assignments – No Extension was Negotiated

If you forget to complete an assignment or your other responsibilities prevent you from finishing it on time, complete it as soon as possible and turn it in. After class, put it in the homework folder outside your professor's office. Do not deliver assignments to the department

office. Points will be deducted on late assignments unless an extension has been negotiated before the due date.

Losing internet access at home, running out of black ink in your printer, not knowing how to print on campus, etc., are not accepted excuses for late, missing, or incomplete assignments.

EVALUATION (GRADING)

To pass this class, you must:

- **Earn at least 700 points (70%) and**
- **Complete all assigned speeches and presentations.**

Category and Assignment	Points	(%)
Engagement (Preparation and In-Class Participation)		
Preparation and Participation for Weeks 1–3	50	
Preparation and Participation for Weeks 4–6	50	
Preparation and Participation for Weeks 7–9	50	
Preparation and Participation for Weeks 10–12	50	
Preparation and Participation for Weeks 13–15	50	
<i>Total Points for Engagement</i>	250	(25%)
Delivery (Speeches and Presentations)		
Elevator Speech (1 minute)	25	
Audience Analysis Speech (1–2 minutes)	50	
Informative Presentation (6–7 minutes)	150	
Persuasive Presentation (7–8 minutes)	200	
Commemorative speech (4–5 minutes)	75	
<i>Total Points for Delivery</i>	500	(50%)
Writing (Manuscripts, Outlines and Self-Evaluations)		
Manuscript for Audience Analysis Speech	10	
Self-Evaluation of Audience Analysis Speech	15	
Analysis of a TED Talk	10	
Working Outline for Informative Presentation	75	
Self-Evaluation of Informative Presentation	15	
Analysis of a Live Public Speaking Event	10	
Working Outline for Persuasive Presentation	100	
Self-Evaluation of Persuasive Presentation	15	
<i>Total Points for Writing</i>	250	(25%)
Total	1000	(100%)

Grading Scale:

- 900–1000 points (90–100%) = A
- 800–899 points (80–89%) = B
- 700–799 points (70–79%) = C
- 600–699 points (60–69%) = D
- 0–599 points (0–59%) = F

Only letter grades will be assigned. Departmental policies do not allow Credit/No Credit or Pass/Fail grades for COMX 111.

If you don't see a grade for an assignment you've completed or the grade that is posted isn't what you expected, email your professor.

In this class, your speeches are your exams – “oral exams.” The written manuscripts and working outlines that you prepare before giving your speech are like “take-home” exams. Your learning may also be assessed through online or in-class quizzes.

ATTENDANCE

This is a participatory class. Attendance is required and expected. Students who attend regularly (> 92% of class), arrive on time and stay for the full class period are more likely to earn an A. Students who don't complete the assignments and homework, arrive late, leave early, or skip class will struggle to pass the class.

Initial the attendance sheet when you arrive in class and pick up your name tent and any handouts. If you arrive after the first 10 minutes of class and your professor has marked you absent, sign your initials over the “Abs” mark so your professor knows you were in class.

If you miss the first three class meetings, or you miss two classes in the first two weeks, you will be asked to drop the course on CyberBear and enroll another semester. Fundamental groundwork for the semester is put in place in the first few class meetings.

Required University events will be excused if you provide appropriate documentation in advance. Students should make arrangements with their professor early in the semester if they have a scheduled university-sponsored activity or if they will be absent, especially if it is on a scheduled speaking day.

Leave your name tent in the classroom. Do not take it with you. Your professor uses your name tent to verify attendance, especially during the first few weeks of the semester.

Personal situations may arise that make it impossible for you to attend class. An occasional absence is accepted. If you must miss class, you are responsible for obtaining any handouts or assignments for class. Leave any assignments due that day in the folder outside your professor's office before the end of the day. If you are unable to bring your assignment to campus, email or text a copy or a picture of your assignment to your professor before class begins to prove it is completed. Do not ask the professor to print your assignment. You must submit your printed copy at the beginning of the next class period.

Unless you have an emergency, do not enter or leave the room during student presentations. If you arrive late on a speaking day, wait until you hear applause before entering the room.

Absences on Scheduled Speaking Days – When You're a Listener

Missing another student's speech or presentation is disrespectful and unsupportive. Work conflicts are not acceptable reasons for missing speaking days. Deductions will be assessed as follows:

- **Introduction Speech.** No deduction. Absence cannot be made up.
- **Audience Analysis Speech.** 25-point deduction for each absence. Absence cannot be made up.
- **Informative Presentation.** 75-point deduction for each absence. To avoid deduction, first absence must be made-up before the beginning of next class period. Additional absences cannot be made-up unless you have a medical emergency or other documentable emergency and arrangements have been made with the professor before the second day of Informative speeches. **You must complete peer feedback for every Informative Presentation you are not in the room to hear.** Peer feedback completed for make-up must be submitted before the beginning of the next class period. Contact your professor for complete instructions.
- **Persuasive Presentation.** 100-point deduction for each absence. To avoid deduction, first absence must be made-up before the beginning of next class period. Make-up is only available to students who were not absent on one or more Informative speech days. Additional absences cannot be made-up unless you have a medical emergency or other documentable emergency and arrangements have been made with the professor before the beginning of the second day of Persuasive speeches. **You must complete peer feedback for every Persuasive Presentation you are not in the room to hear.** Peer feedback completed for make-up must be submitted before the beginning of the next class period. Contact your professor for complete instructions.
- **Commemorative Speech.** 75-point deduction for each absence. Absence cannot be made up.

On speaking days, you are expected to arrive on time and stay for the full class period.

Absences on Scheduled Speaking Days – When You’re a Speaker

If you know ahead of time that you will not be able to give your speech on your assigned speech day, it is your responsibility to switch with another student. Both students should inform the instructor by email or text – preferably at least 24 hours ahead of time – of the switch. Unscheduled absences will be handled as follows:

- **Introduction Speech.** Professor will schedule your speech for the next available day. All students must give this speech to pass the class.
- **Audience Analysis Speech.** Speech cannot be made up in class. Turn in the manuscript of your speech on the day you return. Collect feedback from your classmates outside the regular class period.
- **Informative Presentation.** Speech can be made up under the following conditions:
 - ✓ You are in “good standing” in the class. “Good standing” means you (a) have missed no more than 10% (~3 days) of scheduled class meetings, (b) completed ALL assignments on time, and (c) have at least a 70% average in the class.
 - ✓ Acceptable reasons for rescheduling a speech include family emergencies and serious personal illness. Your instructor may ask for documentation of verification of your excuse.
 - ✓ You notify your instructor, preferably in writing, as soon as practicable, explaining why you were unable to attend your speaking day, and attach your complete working outline or other documentation proving that you would have been ready to give your speech.

If you don’t meet the criteria for a makeup, come each day ready to give your speech. If an opening occurs, you may be allowed to give your speech for half credit.

- **Persuasive Presentation.** Same as Informative Presentation.
- **Commemorative Speech.** Speech cannot be made up. Except for members of the military who must report to duty, speech cannot be given in advance.

COMMUNICATION

Moodle. Assignments, grading rubrics (checklists), grades, and other information will be posted on Moodle. **If you need help with Moodle, contact UOnline Technical Support at (406) 243-4999 or toll-free at (866) 225-1641, or email them at umonline-help@umontana.edu** Your professor is unable to help except with the most basic questions.

Email. To protect your privacy, your professor will only use umontana email. For **help with your umontana email and your devices, contact the UM Solutions Center at umt.edu/solutions or call 406-243-HELP (406-243-4357).** Your professor is unable to help except with the most basic questions.

Group Texts. Discord is a handy way to stay in touch with your professor and classmates. You can ask questions about assignments, see what questions your classmates have asked, and find out when due dates have changed. The Discord server for your class is MC111-02 (<https://discord.gg/BS39Qkd>). [Downloads](#) are available for Windows, Mac, Android, iOS and

Linux. You can use Discord on a desktop, a tablet, a smartphone -or all three (like your professor does).

Printing. Most printers on campus use PaperCut, which draws the money from your GrizCard account. You can use cash or change to print in the Missoula College Payne Family Library.

Do not ask your professor to print your assignments. If you can't afford to pay for printing, please email your professor. She may be able to help you find a solution.

CLASSROOM ETIQUETTE

Class Start/End. Your professor begins and ends class promptly. Unpack before class begins so you don't disturb other students. Arriving late is disrespectful and disruptive to learning. If you arrive after class begins or need to leave early, avoid making noise (e.g., zipping and unzipping your backpack) while others are speaking. Sit near the door so you disturb as few people as possible.

Wait to begin packing up until the professor signals class is over. If you need to leave class early, please let the professor know before class begins. Sit near the door so you can leave without disturbing others.

Classroom Set-up and Clean-up. Assisting with room set-up and clean-up is part of your participation grade. If we need to move the furniture for other activities, help make sure all the furniture is back where it belongs before you leave the classroom. Specific instructions will be provided on Moodle for each speech.

Recycling and Trash. Missoula has set a Zero Waste goal – please help us achieve it by doing your part. Recycle clear plastic bottles, cans, and white paper in the recycling bins provided on every floor near the elevator. Graded papers can be slide into slot in the top of the gray bins at the recycling station. Please do not discard recyclable materials in the classroom trash bin.

Technology. Using phones, tablets, laptops, or other devices in the classroom is disruptive and disrespectful to your classmates and your professor. Set phones to “silent” before class begins. During class, avoid checking and sending personal text messages that are unrelated to the class. Unless an in-class activity requires technology, store your device in your pocket or backpack when you arrive in the classroom.

Eating. This is a classroom, not a dining area. Eat your snacks and lunch outside the classroom. If you bring food into the classroom, bring enough for everyone to share. Check in advance with your classmates regarding food allergies. If you spill a beverage, clean it up with paper towel from the restroom at the end of the hall.

Biological Needs. If you need to leave the room to take care of biological needs, time your departure and entrance to reduce disturbing or distracting your classmates or your professor. It

is never appropriate to enter or leave the classroom when one of your classmates is giving a speech or presentation since this can seriously affect their delivery! If you must leave the classroom for biological needs and miss a classmates' speech, you will be expected to make-up your absence.

STUDENT SERVICES

Accommodations. Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact the professor before or after class or during office hours to discuss accommodations. Please provide a copy of the letter from your Disability Services for Students (DSS) Coordinator. For more information, visit the Disability Services website at www.umt.edu/dss/ or call 406-243-2243 (voice/text). DSS Director Amy Capolupo will be on the Missoula College campus Tuesdays and Fridays in Room 032 on the river level (bottom floor).

If you have not applied for accommodations but believe assistance would help you succeed in this course, please schedule a 30-minute meeting with your professor. Some accommodations (such as completing peer feedback at home, and showing closed captions for videos) are provided to everyone in the course, regardless of whether they are registered with DSS.

Learning Center / Writing Tutors. The Learning Center is your one-stop resource at Missoula College for help with email, CyberBear, and other technology. Writing Tutors can help you improve your speeches and other written assignments. You'll also find computers and a printer, tables, and whiteboards for studying. The Learning Center is in Room 022 on the river level (bottom floor) and is open Monday-Friday 8:00 am – 5:00 pm.

Payne Family Library. Students at Missoula College get personal attention and help in the Payne Family Library, located in Room 005 on the river level (bottom floor) Monday-Friday 7:30 am – 5:00 pm. Services available include group study rooms, course textbooks on reserve, computer workstations, assistive technology, printers (pay cash!), and caring and knowledgeable staff. The library also offers help with referencing

Career Services. Students can get help with resumes, cover letters, interviewing, job searches, and other [career services](#) on the Missoula College campus on Thursdays, 8:00 am – 12:00 noon in Room 210. Call 406-243-2022 or email Mani Stubbs at manuel.stubbs@umontana.edu to make an appointment. Walk-ins are welcome.

STUDENT CONDUCT

Student Conduct Code. Expected standards of behavior for all students, including academic conduct and general conduct, are described in the Student Conduct Code, which is posted at www.umt.edu/student-affairs/dean-of-students/default.php. You are expected to practice academic honesty at all times. Academic misconduct is defined as all forms of academic dishonesty, including:

- **Plagiarism** (representing another person's words, ideas, data, or materials as your own).
- **Submitting your own work that you previously presented or prepared in another course.**

DROPPING THE CLASS

The policy for dropping a class is provided in the UM Catalog at <http://www.umt.edu/undergrad-advising-center/i-need-to/add-drop.php>. Discuss the consequences with your advisor before you request a drop.

CHANGES TO SYLLABUS

The instructor reserves the right to modify the syllabus and assignments as needed based on faculty, student, and/or environmental circumstances.

Schedule

All students are expected to attend class on “speaking days” (dates with asterisks [*]). Read the Attendance policies – especially the sections on “Absences on speaking days - When you are a listener” and “Absences on speaking days - When you are a speaker.” Unless prior arrangements are made with the professor, students who are absent on speaking days will fail the class.

Week	Dates	Topics
1	8/27	Benefits of Public Speaking (Ch 1, pp. 1–17) Methods to Deliver a Speech (Ch 17, pp. 249–255) Advice from Previous Students / Expectations and Goals
	8/29	Managing Anxiety (Ch 3, pp. 42–50) / Tongue Twisters Topic Selection (Ch 7, pp. 108–118; scan the rest of the chapter)
2	9/3	– No class: Labor Day Holiday – <i>Catch up / get ahead on reading</i>
	9/5	– No class: Work on Your Own – Listening Skills (Ch 4, pp. 51–59) Language Choices (Ch 16, pp. 232–242)
3	M 9/10 **	Introduction Speeches Using Your Voice Effectively (Ch 18, pp. 256–261) Using Your Body Effectively (Ch 19, pp. 262–268)
	W 9/12	Ethical Speaking (Ch 5, p. 62 to top of p. 72) Preparing a Speech (Ch 2, p. 18 to top of p. 24) / PB&J Sandwich
4	M 9/17 **	Audience Analysis Speeches Being Audience-Focused (Ch 6, pp. 83-96, 100–101)
	W 9/19 **	Audience Analysis Speeches Informative Speech (Ch 23, pp. 322–333)
5	M 9/24	Central Ideas and Main Points (Ch 7, pp 114–118) Arranging a Speech (Ch 12, pp. 184–191) Preparing a Working Outline (Ch 13, pp. 192–202)
	W 9/26	Types of Evidence (Ch 8, pp. 125–135) Finding Good Evidence (Ch 9, 136–152) / Media Literacy
6	M 10/1	Workshop Working Outline – Body (first partial draft) Balance (Ch 11, p. 171 to top of p. 179)

Week	Dates	Topics
	W 10/3	– On Your Own: No in-class meeting – Revise and Complete Working Outline Intros (Ch 14, pp. 219–226) Conclusions (Ch 15, pp. 227–231))
7	M 10/8	Workshop Working Outline – Intros and Conclusions Cosntructive Feedback (Ch 4, pp. 60–61)
	W 10/10	Workshop Working Outline – Attributions and Transitions Plagiarism (Ch 5, pp. 72–76) / Citing Sources (Ch 10, pp. 153–163) Transitions (Ch 11, pp. 179–183)
8	M 10/15	Workshop – PPTs and Speaking Notes Presentation Aids (Chs 20, 21, 22 – read as needed) Speaking Outline (Ch 13, pp. 202–207)
	W 10/17	Dress Rehearsal / Workshop Question-and-Answer sessions (posted online)
9	M 10/22 **	Informative Speeches (Day 1)
	W 10/24 **	Informative Speeches (Day 2)
10	M 10/29 **	Informative Speeches (Day 3)
	W 10/31	Reactions to Informative Speech Organizing a Persuasive Speech (Ch 26, pp. 371–380)
11	M 11/5	Workshop: Persuasive Speech Working Outline Appeals: Ethos, Pathos, Logos (Ch 24, pp. 344–357)
	W 11/7	Workshop: Persuasive Speech Working Outline Persuasive Arguments (Ch 25, pp. 358–370)
12	M 11/12	<i>No class: Veterans Day Holiday</i>
	W 11/14	Workshop Persuasive Speech Working Outline Workshop PPTS and Speaking Notes
13	M 11/19	Dress Rehearsal / Workshop
	W 11/21	<i>No class: Travel day</i>
14	M 11/26 **	Persuasive Speeches (Day 1)
	W 11/28 **	Persuasive Speeches (Day 2)
15	M 12/3 **	Persuasive Speeches (Day 3) Special Occasion Speaking (Ch 27, pp. 390–400)
	W 12/5 **	Commemorative Speeches (Day 1 of 2) Debrief
16	Friday, 12/14 8–10 am **	– Note Different Day / Time – Commemorative Speeches (Day 2 of 2) Advice to Future Students