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COMX 111A.03C: Introduction to Public Speaking

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Missoula College UM
APPLIED ARTS AND SCIENCES DEPARTMENT

Course: Introduction to Public Speaking

Number: ComX 111A-03C **CRN:** 34315

Time: 12:10 p.m. to 1 p.m., MWF

Place: HB 13, Missoula College, South Campus, 909 South Avenue West

Semester Credits 3

Prerequisites: None

Instructor: Patrick Marx, Harvard University, MPA, leadership and negotiations. Harvard Kennedy School Executive Education certificate in the art and practice leadership development. Harvard Law School Program on Negotiation (PON). University of Minnesota, BA, Communications and Political Science. Extensive speaking and speech writing experience in international business, government and politics, higher education and philanthropy. Award-winning journalist.

E-mail: patrick.marx@umontana.edu

Office: HB 02, Missoula College Campus, Health and Business Building

Office Hours: By appointment

Official Course Description from University Catalog

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

Course Objectives

With regular attendance and active participation you can:

- Learn the process for creating and delivering effective public speeches and presentations.
- Conduct college-level research skills necessary to support your ideas and arguments
- Learn outlining strategies for organizing extemporaneous speeches
- Learn how to construct a clear, organized and appropriate oral message
- Practice your public speaking/delivery skills in structured environments
- Learn how to give constructive criticism in the practice of critiquing other speeches
- Learn how to use constrictive criticism to improve your own speaking skills, both content and delivery, and using feedback from other students.

Course Overview

This course will build on your existing oral and written communication capabilities to deliver and evaluate public speeches and presentations. You'll learn how to evaluate ("critique") yourself and others. Evaluation is one way to identify what we do well and where we can improve. Throughout the course, we will practice skills that will help you be a successful student, including library research, conscious listening, writing, critical/systems thinking, emotional intelligence, and ethical considerations. We'll explore how oral communication helps each of us be a part of and contribute to society.

Course Prerequisites

There are no academic prerequisites.

Required Texts and Materials

- Speaking in the Public Sphere, Steve Schwartze, Penguin Academics, 2014
- Online Moodle Supplement

Supplementary (Optional) Texts and Materials

Links to videos and other materials will be posted on the course Moodle page.

Good Standing: To be in good standing, a student must have:

1. Submitted all assignments on time.
2. On-time class attendance of $\geq 92\%$.
3. Cumulative grade of $\geq 70\%$.

Spring Semester Schedule

First day of class: Monday, January 26

Holiday: Monday, February 16, President's Day
Spring Break: Monday, March 30 through Friday, April 3

Final day of class: Friday, May 8

Final Exam: To be posted according to official schedule.

Grade Dissemination: Speeches will be graded according to a scoring rubric, which is a set of criteria and standards linked to the course learning objectives (listed above). A single, standard scoring rubric is used by all COMX 111 instructors at Missoula College. Because the criteria are public, the scoring rubric allows instructors and students alike to evaluate criteria, which can be complex and subjective. The scoring rubric also provides a basis for self-evaluation, reflection, and peer review. It is aimed at accurate and fair assessment, fostering understanding, and indicating a way to proceed with subsequent learning/teaching.

Extra Credit: No extra credit assignments will be provided.

Grades of "Incomplete": Pursuant to the 2013-2014 Course Catalog

(<http://www.umt.edu/catalog/acad/acadpolicy/default.html>), a grade of Incomplete (I) may be given at the instructor's discretion if (a) the student has been in attendance and doing passing work up to three weeks before the end of the semester, and (b) for reasons beyond the student's control and which are acceptable to the instructor, the student has been unable to complete the requirements of the course on time.

Technology and Media

Email: Students must use their official university email account (UMConnect) to communicate with the instructor. Students should plan to check and respond to their email

at least once a day. The instructor will check and respond to student emails on a timely basis. If you encounter difficulties with your university email account, contact IT Central at 406-243-HELP (406-243-4357).

Internet Resources: The schedule, assignments, links to resources, and other relevant information will be posted on our course Moodle page. Updates, including schedule changes, will be posted on Moodle and/or disseminated to all enrolled students via Moodle email. Students are responsible for all due dates, especially those that have changed. Students are encouraged to use the computer resources on campus, especially if they have limited or no internet resources at their home. Lack of internet access at home will not be accepted as an excuse for late assignments.

Software/File Formats: This class will require extensive use of word processing and presentation software. Files submitted through Moodle will only be accepted in the campus standard of Microsoft® Office (.doc, .docx, .ppt), or as an .rtf and .txt. No other formats – including OpenOffice or pdf – will be accepted.

Technology in the Classroom: You're welcome to use mobile devices to remind yourself of assignments and due dates or to complete in-class assignments that require technology use. Please set smartphones and other devices to “silent” before class begins. Some speeches will require use of visual aids. Students are encouraged to use Powerpoint, since our classroom computers are equipped to handle that format. Cloud-based software, such as Prezi, also may be used. Students are encouraged to upload presentations to the course Moodle prior to their speaking day to ensure the presentation is available when needed.

Visual Aids for Purposes of Demonstration: 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.

Course Policies: Student Expectations

Attendance Policy: Students are expected to attend class on time, every day.

Learning Center. Students needing assistance with written communication and with outlining and organization should sign up for writing tutoring in the Learning Center.

Disability Student Services. Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact the instructor before or after class or during office hours to discuss accommodations. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disability Services website at <http://www.umt.edu/dss/> or call 406.243.2243 (voice/text).

Student Conduct Generally. Please conduct yourself in a way that promotes learning for all students in the classroom (i.e., avoid using offensive language, discussing offensive topics, talking while the instructor or another student is speaking, using ear buds, sleeping, or using mobile devices, except for class-related work). If you need to leave the room during class, leave the classroom quietly and return when you are through. As a courtesy to your classmates, unless there is an emergency, do not enter or leave the room during presentations or speeches.

Student Conduct Code. Expected standards of behavior for all students, including academic conduct and general conduct, are described in the Student Conduct Code (http://www.umt.edu/vpsa/policies/student_conduct.php). The Code promotes honesty, integrity, accountability, rights, and responsibilities associated with constructive citizenship in our academic community.

Students at the University of Montana are expected to practice academic honesty at all times. Academic misconduct is subject to Academic Penalty (or penalties) by the course instructor and/or University Sanction(s) by the University through the Provost and Vice President for Academic Affairs. Academic misconduct is defined as all forms of academic dishonesty, including:

- Plagiarism: Representing another person's words, ideas, data, or materials as one's own.
- Submitting work previously presented in another course: Knowingly making such submission in violation of stated course requirements.

Drop policy. The official policy for dropping a class is provided in the UM Catalog. For the timelines consult the official Catalog at <http://www.umt.edu/catalog/acad/acadpolicy/default.html>.)

Changes to Syllabus. The instructor reserves the right to modify the syllabus and assignments as needed based on faculty, student, and/or environmental circumstances. The syllabus will be dated and the most current version made available to students on the course Moodle page.

Please contact Patrick Marx at patrick.marx@umontana.edu if you have questions or issues.