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Fall 9-1-2020

COMX 111A.B14: Introduction to Public Speaking

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Welcome to COMX111A: Introduction to Public Speaking!

Section 9: T/TH 11-12:20

LA 224

Instructor: Miranda Henrich

Email: miranda.henrich@umontana.edu

Google Voice phone number (text or call): 406-282-1359

Office Hours (via Zoom): Wednesday 1-3 or by appointment

Required Course Materials:

Book: Schwarze, S. (2017). Speaking in the Public Sphere (3rd Custom Ed.). New York: Pearson. ISBN 9780205567089

- Although the bookstore only offers the e-book, both print and e-book formats of this text are acceptable. You may use any edition of the book.
- If purchasing the e-book, I recommend buying it online from the bookstore for easier access to VitalSource.

Device with webcam/microphone capabilities: For recording speeches— smartphones/laptops/tablets are fine. Please let me know as soon as possible if you are unable to access a suitable device either at home or on campus.

Course Packet: $15 (COMX Venmo preferred), provided in class the first week of the semester.

Edpuzzle account: Please visit the following website to create an account. We will use Edpuzzle for most of the instruction videos assigned this semester.

- https://edpuzzle.com and click "sign up" in the top right corner
- I will send out a course code to register for our section via email during the first week

Format of Our Course

As noted on Cyberbear, this class is offered in a blended/hybrid format.
Here is what that entails:

Instruction

Instruction will be delivered **asynchronously**, through a combination of textbook/course pack readings and short videos posted to Moodle. It is imperative that you **complete all readings/videos and assignments** as there will not be class time dedicated to instruction.

Many videos will be assigned through **Edpuzzle**. When you have an Edpuzzle video assigned, you will log in, watch the video, and answer the questions that accompany it. You will earn points for each question, which will be converted to a score out of 50 at the end of the semester.

Links to all videos/assignments can be found under each week's **Moodle** page.

Attending Class

Attendance at in-person class sessions is recommended but not required —I do not want you to have to come to class physically if you feel unsafe doing so or if you are sick/may have been exposed to COVID. In class sessions, you will have the opportunity to ask questions, and we will work on activities that strengthen the skills you are

building through readings, videos, and assignments.

- You will be assigned to a group of 6-7 students with whom you will attend class for the entire semester.
- Each group will have one 35-minute block of in-class time per week during our scheduled Tuesday or Thursday time.
- You will earn **participation points** for the activities we do in-class.
- If you choose not to attend class in-person, you will still be responsible for the activities completed in class. There will be an online option for uploading impromptu speeches, participating in discussions, etc. on each week's Moodle page.

COVID Safety Protocols

I hope that this semester is both engaging and safe. In order to keep everyone healthy, we will follow these guidelines:

- As per UM's requirements, all students must wear a mask for the duration of the class period.
    - If you are unable to wear a mask, I ask that you please participate in COMX111 exclusively virtually.
- All work will be submitted through Moodle to reduce contact.
- Please use hand sanitizer at the beginning and end of your time in class.

COVID SAFETY INFORMATION FROM UM

- Mask use is required within the classroom
- Each student is provided with a cleaning kit (the Healthy Griz kit). The

expectation is that students will clean their personal work space when they arrive for class, and before they leave the classroom

- Classrooms may have one-way entrances / exits to minimize crowding
- Students are discouraged from congregating outside the classroom before and after class
- Specific seating arrangements will be used to ensure social distancing and support contact tracing efforts
- Class attendance will be recorded to support contact tracing efforts
- Drinking liquids and eating food is discouraged within the classroom (which requires mask removal)
- Information on the nearest "refill" stations for cleaning supplies/hand sanitizer if applicable
- If the class is being recorded, students will be be notified of the recording
- Stay home if you feel sick and/or if exhibiting COVID-19 symptoms
- If you are sick or displaying symptoms, please contact the Curry Health Center at (406) 243-4330
- Up-to-Date COVID-19 Information from the University of Montana
- UM Coronavirus Website: https://www.umt.edu/coronavirus
- UM COVID-19 Fall 2020 website: https://www.umt.edu/coronavirus/fall2020.php
- We strongly encourage you to remain vigilant outside the classroom in mitigating the spread of COVID-19

COURSE POLICIES

This is a communication course. Beyond just public speaking, communication involves interpersonal interactio n, addressing conflict, and using your voice. If you have any questions, concerns, complications, or need any accommodations regarding assignments, grades, policies, etc., I expect you to communicate. Please let me know in a timely, respectful, and professional way. Meanwhile, my policies are outlined below:

Schedule Changes:

I reserve the right to make modifications to this syllabus as needed. I will inform

you via email if/when changes are necessary. Like last semester, this semester is full of unknowns, so please be patient with me if I need to make adjustments along the way.

Names and Pronouns:

My top priority is to create a class environment where everyone feels safe and welcome. If the name on my roster is not the name you use, please send me an email and let me know how I should address you. I will do my best to pronounce all names correctly and if I am not, you are welcome and encouraged to correct me. Finally, you deserve to be referred to with the correct pronouns and I encourage you to list your pronouns in your introduction assignments and/or let me know if I am incorrectly addressing you. This is a safe space for all identities.

Extra Credit:

For **every speech** I offer 5 extra credit points if you complete an activity designed to help improve your delivery. You are open to do ONE of the following activities for extra credit:

1. Visit the Writing and Public Speaking Center virtually for help
   a. Please forward me the email you get from the WPSC after you complete your visit
2. Film yourself practicing your speech and write a short reflection
   a. Take a video of you performing the speech as if you were giving it to our class
   b. Watch your video and write 3 areas you can improve and 3 areas you did wel
   c. Email this to me!
3. Set up an appointment with Miranda (me!) to workshop your speech

Sharing Videos:

Please do not share, record, download and store, or repost the videos that are assigned within our course that were specifically curated for COMX 111 (i.e. videos that another TA or I appear in) without permission from me.

Contacting Miranda:

In the age of COVID technology intake is high and finding room for personal time can be difficult. For these reasons, I will only answer emails and Google Voice calls/texts from 8 AM to 8 PM on Monday - Friday. Please do not wait until the last second to contact me.

Please show respect for your instructor and your peers:

This class will maintain a civil, safe, and professional atmosphere. Respect differing opinions, backgrounds, and identities. Do not use vulgar or offensive language. We will create a supportive learning environment throughout the semester.

For students with disabilities:

If you have a disability that may require modification of the course, please obtain appropriate documentation from the DSS Office and then see me to discuss what arrangements need to be made. Please do so within the first 2 weeks of class in order to be effectively accommodated.

Late Work:

Without a doctor's note or communication with me regarding the circumstances, work will be deducted 5% for each day it is late. Without a doctor's note, speeches will be deducted 25% for each day they are late.

Unless approved by me, work cannot be submitted via email. All submissions, unless noted, will be made on Moodle or Edpuzzle. If you submit something via email, it will count as late until it is submitted to the correct platform.

Academic Honesty:

University of Montana's Student Conduct Code can be found at http://life.umt.edu/vpsa/documents/StudentConductCode1.pdf. The following types of plagiarism will result in an F on the assignment and any additional disciplinary action deemed appropriate:

- Incremental plagiarism (not attributing quotes or passages to a source properly)
- Patchwork plagiarism (cutting and pasting from multiple sources and making minor or no alterations)

- Global plagiarism (using a "canned" speech, reading a speech written by somebody else or in any other way using a source in its entirety without proper attribution)

Campus Resources–Basic Needs Statement:

Any student who faces challenges securing food, housing, or healthcare and believes that this could affect their performance in this course is urged to contact any or all of the following campuses resources:

Food Pantry Program
- UM offers a food pantry that students can access for emergency food. The pantry is open on Tuesdays from 9 to 2, on Fridays from 10-5. The pantry is located in UC 119 (in the former ASUM Childcare offices).
- Pantry staff operate several satellite food cupboards on campus (including one at Missoula College). For more information about this program, email umpantry@mso.umt.edu, visit the pantry's website(https://www.umt.edu/uc/food-pantry/default.php) or contact the pantry on social media (@pantryUm on twitter, @UMPantry on Facebook, um_pantry on Instagram).

ASUM Renter Center
- The Renter Center has compiled a list of resources for UM students at risk of homelessness or food insecurity here: http://www.umt.edu/asum/agencies/renter-center/default.php and here:https://medium.com/griz-renter-blog.
- Students can schedule an appointment with Renter Center staff to discuss

their situation and receive information, support, and referrals.

TRiO Student Support Services

- TRiO serves UM students who are low-income, first-generation college students, or have documented disabilities. TRiO services include a textbook loan program, scholarships and financial aid help, academic advising, coaching, and tutoring.
- Students can check their eligibility for TRiO services online here: http://www.umt.edu/triosss/apply.php#Eligibility .

Curry Health Center   (Dental, Mental Health, and Medical)

- Curry Health Center (CHC) provides quality, affordable, accessible health care for students at the University of Montana. They promote a healthy campus by treating students with dignity and respect and through collaborating and sharing expertise.
- CHS offers online appointments and online screening tools, as well as same day walk-in appointments if needed: http://www.umt.edu/curry - health-center/

If you are comfortable, please come see me with concerns you have and I will do my best to help connect you with additional resources.

Grading & Class Points

Your course grade will be determined by your performance on four major speaking assignments, smaller assignments related to the speeches, and in-class exercises. Some assignment dates, point values, and readings are subject to change.

Speech 1: Local Issue Speech

- Performance: 75 points
- Speaking Notes: 25 points
- <u>Total:</u> 100 points

Speech 2: Informative Speech

- Draft working outline: 15 points
- Performance: 125 points
- Final working outline: 25 points
- Speaking Notes, Bibliography, Sources: 25 points
- <u>Total:</u> 190 points

Speech 3: Persuasive Speech

- Performance: 150 points
- Final working outlines: 25 points
- Speaking Notes, Bibliography, Sources: 25 points
- <u>Total:</u> 190 points

Speech 4: Ceremonial Speech

- Performance: 125 points
- Manuscript: 25 points
- <u>Tot al:</u> 150 points

Other Assignments

- Quizzes, exercises, short assignments, etc.: 100 points
- Edpuzzle videos: 50 points
- Peer Evaluations: 100 points
    - Speech 1: 10 points for one evaluation
    - Speeches 2-4: 6 evaluations (three per speech) at 10 points each
- Self Evaluation: 60 points

- ○ 4 evaluations at 15 points each
- Outside Speaker Assignment: 50 points

Total Points Available: 1000

*****Tip: This means that every 10 points you earn is worth 1% of your grade…skipping small assignments adds up quickly and makes it tougher to earn an A at the end of the semester!*

FAILURE TO COMPLETE ALL FOUR OF THE FORMAL SPEECHES WILL RESULT IN A FAILNG GRADE IN THE COURSE.

What Will My Week Look Like??

Monday:

On Mondays, your **online lessons** for the week will be due. They are due Mondays so that everyone has learned the content necessary to complete the week's activities before their in -person block. **By Monday at 11:59pm MST** , you should have first: **read any readings** assigned that week, and second: **watched the week's videos/completed any Edpuzzle questions** .

Tuesdays/Thursdays:

On Tuesday or Thursday (depending on which block you are assigned), you will **attend class** in -person for either the first 35 minutes or the last 35 minutes of our scheduled meeting time (again, depending on your block), providing you are comfortable attending class and are in good health. In class, we will complete **activities or discussions** that will apply the skills you learned about through that week's content. If you a re unable to or uncomfortable attending your block, you will still be responsible for practicing the skills, but will do so by completing a comparable activity on Moodle, **due Thursdays at 11:59pm MST** .

Fridays:

On Fridays, any **exercises** for the week will b e due. You will often have assignments that will reinforce the skills we are building through instruction and through in   -person

activities. Assignments will be due Fridays at 11:59pm MST .

Speech Weeks:

During weeks that speeches are due, the schedule will look a little different. We will NOT have in-person sessions during speech weeks, as you will we be recording your speech, reflecting on your work, and evaluating other students' speeches. Instead of the normal breakdown, we will use the following schedu le:

- You will post your speech to the forum on Moodle and upload your speech materials by 11:59pm MST on Monday.
  - Note: Since the first speech due date falls on Labor Day, the first speech will be due on Tuesday, Sept. 8th instead of Monday, Sept. 7.
- You will submit your self -evaluation by 11:59pm MST on Wednesday.
- You will submit your peer -evaluation comments by 11:59pm MST on Friday.

Course Schedule

Note: all deadlines are 11:59pm MST and take the form of Moodle or Edpuzzle submissions, unless otherwise noted. You are welcome to submit work early, but late work (without approval or under extreme circumstances) will be subject to a 5% penalty for every day it is late.

UNIT 1: LOCAL ISSUE

Week 1: August 16-22
*****Note the assignment schedule for this week is different from the standard schedule for this class to accommodate starting with a half week.*

- Due Thursday 8/20

- ○ Nothing! We are going to meet over Zoom to chat about class!
- **In class:** m*eet over Zoom* to discuss expectations and guidelines
- **Due Saturday (8/22):**
  - ○ Create Edpuzzle account
  - ○ Moodle/Syllabus scavenger hunt
  - ○ Introduction email to Miranda
  - ○ Reading:INC article "Public Speaking is No Longer A 'Soft Skill' It's Your Key to Success in Any Field"
  - ○ "Introduce Yourself PowerPoint Party" video, posted to Moodle

Week 2: August 23-29
- **Due Monday (8-24)**
  - ○ Readings: Skim Ch. 1, read Ch. 2
  - ○ Online lesson video(s)
- **In class:** speech development handout and group practice
- **Due Friday (8-28)**
  - ○ Read course packet (CP) 1-18
  - ○ Organizational patterns exercise
  - ○ Local Issue topic proposal

Week 3: August 30-September 5
- **Due Monday (8-31)**
  - ○ Readings: Skim Ch. 3, read Ch. 4, CP 25-26, watch Power Posing TED Talk
  - ○ Online lesson video(s)
- **In class:** speaking activity
- **Due Friday (9-4)**
  - ○ Practice peer feedback exercise

Week 4: September 6-12- *LOCAL ISSUE SPEECH WEEK!*

- **Due Tuesday (since Monday is a holiday):**
  - Recording of Local Issue speech
  - Speech materials (outline, checklist, notes) uploaded to Moodle submission box
- **Due Wednesday:**
  - Self Evaluation
- **Due Friday:**
  - One peer evaluation

UNIT 2: INFORMATIVE

Week 5 : September 13-19 [Library resources week]

- **Due Monday 9/14:**
  - Readings: Skim Ch. 6, CP 28-38
  - All online lesson videos in the "MONDAY" folder in Week 5 on Moodle
  - *******Due: Informative speech topic proposal
- **In class:** None – use this week to work on the additional lessons due Friday.
- **Due Friday 9/18:**
  - All online lesson videos in the "FRIDAY" folder in Week 5 on Moodle
  - Research plan assignment

Week 6: September 20-26

- **Due Monday 9/21:**
  - Readings: Ch. 5, Ch. 8, Ch. 9, CP 44-45

- All online lesson videos posted to Week 6 on Moodle
- **In class:** Audience analysis and informative organization/purposes activities
- **Due Friday 9/25:**
  - Informative outline draft

Week 7 : September 27-October 3

- **Due Monday 9/28:**
  - Readings: Read Ch. 10 and Ch12, skim Ch. 11, CP 7478
  - All online lesson videos posted to Week 7 on Moodle
  - ***Due: Informative workshop peer edits
- **In class:** Evaluating informative speeches activity
- **Due Friday 10/2:**
  - Reminder: Informative speech recording and materials are due Monday!

Week 8: October 410 [Informative speech week!]

- **Due Monday 10/5:**
  - Recording of Informative speech, posted to your group's Moodle forum
  - Speech materials (outline, checklist, notes) uploaded to Moodle submission box
- **Due Wednesday 10/7:**
  - Self-evaluation (found on Moodle, NOT in the CP)
- **Due Friday 10/9:**
  - Three peer evaluations posted as comments in your group's Moodle forum

UNIT 3: PERSUASIVE

Week 9 : October 11-17 (continues on next page)

- **Due Monday 10/12:**
  - Readings: Ch. 13, articles (see next bullet), CP 45-55
  - All online lesson videos posted to Week 9 on Moodle
    - After watching the Claim / Warrant / Impact video, read the Ripley article and the Bowen & Hitt article, and highlight or annotate both for claims, warrants, and impacts.
  - ***Due: Persuasive speech topic proposal
- **In class:** Claim / warrant / impact discussion with Ripley / Bowen & Hitt articles
- **Due Friday 10/16:**
  - Claim / warrant / impact argument exercise
  - Note: please bring a draft of your persuasive speech outline to class next week

Week 10: October 18-24

- **Due Monday 10/19:**
  - Readings: Ch. 14, CP 64-62
  - All online lesson videos posted to Week 10 on Moodle
  - ***Due: Return from Mars persuasive paragraph
- **In class:** Persuasive speech outline peer evaluation
- **Due Friday 10/23:**
  - Reminder: Informative speech recording and materials are due Monday!

Week 11: October 25-31 [Persuasive speech week!]

- **Due Monday 10/26:**
  - Recording of Persuasive speech, posted to your group's Moodle forum

- Speech materials (outline, checklist, notes) uploaded to Moodle submission box
- **Due Wednesday 10/28:**
  - Self-evaluation (found on Moodle, NOT in the CP)
- **Due Friday 10/30:**
  - Three peer evaluations posted as comments in your group's Moodle forum

UNIT 4: CEREMONIAL

Week 12: November 1-7

- **Due Monday 11/2:**
  - Readings: Ch. 15 and CP 64-65
  - All online lesson videos posted to Week 12 on Moodle
- **In class:** No in class meeting because of the Tuesday holiday.
- **Due Friday 11/6:**
  - Ceremonial skills assignment
  - Ceremonial speech topic proposal
  - **Outside Speaker assignment

Week 13 : November 8-14

- **Due Monday 11/9:**
  - Readings: Ch. 7, CP 71-72
  - All online lesson videos posted to Week 13 on Moodle
- **In class:** Award speaking exercise
- **Due Friday 11/13**
  - Language assignment

Week 14: November 15-21 [Ceremonial speech week!]

- **Due Monday 11/16:**
  - Recording of Ceremonial speech, posted to your group's Moodle forum
  - Speech materials (outline, checklist, notes) uploaded to Moodle submission box
- **Due Wednesday 11/18:**
  - Self-evaluation (found on Moodle, NOT in the CP)
- **Due Friday 11/20:**
  - Three peer evaluations posted as comments in your group's Moodle forum

FINAL ASSIGNMENT (due Tuesday 11/24): Forbes' public speaking tips evaluation