University of Montana

ScholarWorks at University of Montana

University of Montana Course Syllabi

Open Educational Resources (OER)

Fall 9-1-2020

COMX 111A.B13: Introduction to Public Speaking

Ashley M. Arsenault
University of Montana, Missoula, ashley.arsenault@umontana.edu

Follow this and additional works at: https://scholarworks.umt.edu/syllabi

Let us know how access to this document benefits you.

Recommended Citation

Fall 2020
COMX 111 Section B13 (CRN 70391)

Ashley Arsenault
ashley.arsenault@umconnect.umt.edu
(406) 290-3125

Office: Completely Virtual
Zoom ID: 971 2372 4136 & Passcode: 111571
Office Hours: Wednesday 2:00 pm-3:00 pm
Always Available by Appoinment

Hello, and welcome to Intro to Public Speaking! If you work hard and take this course seriously, you should improve your public speaking skills throughout the semester.

I understand this class can be difficult. Beyond public speaking, we will address many topics during this class that may be sensitive. You will also be navigating technology in a new way. In addition to the professional skills you will gain, my hope is you will also learn how to navigate interpersonal situations, conflict mediation, and civil discourse with more confidence.

Course Expectations

Show respect to the instructor and to your peers **at all times** during this course.

All assignments should be turned in early or by the due date. (If you feel that you need an extension, please come talk to me **before** the assignment is due.)

It is your responsibility to reach out if you are falling behind, do not understand material, or have general questions or concerns.

All email communication is expected to follow **email etiquette guidelines** outlined below in the course policies.

To access Zoom office hours please go to umontana.zoom.us, click join meeting, and input the meeting ID: 971 2372 4136 and the passcode: 111571.

Required Course Materials

Textbook: Schwarze, S. (2017). Speaking in the public sphere. (3rd Custom Ed.). New York: Pearson. ISBN 9780205567089

***Note: The publisher has taken this textbook out of print. However, there are e-book versions available and used copies which can be purchased online.

Student Course Packet: This contains course assignments, worksheets, feedback forms, and other material and is available at the link below.
http://hs.umt.edu/comm/courses/course-packet/default.php?action=aS7HryQXPd3I3Z8_uKyadqMJKePOMDfs0qb6ZTYb4kY&a=WSN0u1TDQNQBfJqTARfCoj3NYyLaeXYeMxwi5n7tPCw&n=H1i3VMnyX20AF5qp7ULSwgfbGd_Odv14w7qD6ZLy7Lw

Reliable Internet Access

Video Recording Device: A cellphone or computer with a webcam and microphone capabilities with work great. There are resources available on campus for recording your speeches if you do not have access to a recording device of your own (see below).

Online Support

UM Keep on Learning (a collection of resources for students)
https://umonline.umt.edu/keep_on_learning/default.php

Zoom: Login using your NetID and password here umontana.zoom.us

One Button Studio, where you can schedule to record yourself
https://www.lib.umt.edu/tech-spaces/onebuttonstudio/default.php

Lightboard Studio https://www.lib.umt.edu/tech-spaces/lightboard.php

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.

The classroom has one entrance/exit. Please wait for anyone to exit the classroom before entering.

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).

The nearest "refill" station for cleaning supplies/hand sanitizer is on the first floor of the LA building.

If the class is being recorded, students will be notified of the recording ahead of time.

Stay home if you feel sick and/or if you are 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.

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. Alternatively, you will have the option to participate virtually.

We will use a **mandatory seating chart**, which I will release during the first full week of class.

All work including speeches will be submitted through Moodle to reduce contact.

Please use hand sanitizer at the beginning and end of your time in class.

In order to follow social distancing guidelines, you will be assigned to a group of 6-7 students with whom you will attend class for the entire semester. Please only come to the time you are assigned.

Each group will have one 35-minute block of 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 attending class via Zoom and completing all activities and assignments.

Course Format

***As noted on Cyberbear, this class is a **blended/hybrid format**. Here is what that entails for this course:

Instruction
Instruction/lectures will be delivered **asynchronously** through a combination of textbook/course pack readings and short videos posted to Moodle. It is imperative to your success in this course that you complete all of the readings/videos and assignments as there will be **no class time dedicated to lecturing**. You need to complete the necessary readings **before** the next class meeting.

Class time will be dedicated to workshops and activities to help you better understand the course material.

Attending Class
Due to the safety concerns of Covid, in-person class attendance will **not be required**. However, participation will be a part of your final grade. Participation points will come from doing the "in class" activities and being a part of the discussions whether the class is held over Zoom or in person.

Assignments

The overall structure for this course is as follows:

All quizzes will be due on Monday at midnight. Quizzes will be based on the required readings from the textbook and the course pack as well as the lecture videos available on Moodle. (For example: The readings posted for week 2 must be done and the quiz needs to be finished before the Monday of week 2 at 11:59 PM.)

All speeches will be due on Wednesday at 11:59 PM.

All other assignments will be posted on Moodle and due on Friday at 11:59 PM including all assignments that you get to work on during class.

Course Outline

***Note: The course outline is subject to change throughout the semester. If changes do occur, I will inform you via email as soon as possible and give you ample time. Like last semester, this semester is full of unknowns, so please be patient with me if I need to adjust dates or assignments along the way.

Week 1 (August 19-23)
Aug 20: Introduction Day Over Zoom
Please see email for the Zoom meeting ID and Passcode.
Syllabus, Expectations, and Questions and Concerns
Homework: Assignment 1 Email Etiquette Due: Friday Aug 21 at 11:59 PM

Week 2 (August 24-30)
Read: Skim Ch. 1 and Read Ch. 2 of Textbook and CP 1-18 Before Coming to Class
Watch: All Lecture Videos Posted to Week 2 on Moodle Before Coming to Class
Homework: In-Class Assignments and Assignments Posted on Moodle Week 2

Week 3 (August 31-September 6)
Read: Skim Ch. 3, Read Ch. 4 of Textbook, and CP 25-26 Before Coming to Class
Watch: All Lecture Videos Posted to Week 3 on Moodle Before Coming to Class
Homework: In-Class Assignments and Assignments Posted on Moodle Week 3

Week 4 (September 7-13) – No Class; Local Issues Speech Week
Homework: Local Issues Speech Recording and All Materials (Outline and Notes) Due: Wed Sep 9 at 11:59 PM
Self-Evaluation and 1 Peer Evaluation Due: Fri Sep 11 at 11:59 PM

Week 5 (September 14-20)
Read: Skim Ch. 6 of Textbook, and CP 28-38 Before Coming to Class
Watch: All Lecture Videos Posted to Week 5 on Moodle Before Coming to Class
Homework: In-Class Assignments and Assignments Posted on Moodle Week 5

Week 6 (September 21-27)
Read: Read Ch. 5, Ch. 8, and Ch. 9 of Textbook, and CP 44-45 Before Coming to Class
Watch: All Lecture Videos Posted to Week 6 on Moodle Before Coming to Class

Homework: In-Class Assignments and Assignments Posted on Moodle Week 6

Week 7 (September 28-October 4)
<u>Read</u>: Read Ch. 10 and Ch. 12, Skim Ch. 11 of Textbook, and CP 74-78 Before Coming to Class
<u>Watch</u>: All Lecture Videos Posted to Week 7 on Moodle Before Coming to Class
Homework: In-Class Assignments and Assignments Posted on Moodle Week 7

Week 8 (October 5-11) – No Class; Informative Speech Week
Homework: Informative Speech Recording and All Materials (Outline and Notes) Due: Wed Oct 7 at 11:59 PM
Self-Evaluation and 3 Peer Evaluations Due: Fri Oct 9 at 11:59 PM

Week 9 (October 12-18)
<u>Read</u>: Read Ch. 13 of Textbook and CP 49-55 Before Coming to Class
<u>Watch</u>: All Lecture Videos Posted to Week 9 on Moodle Before Coming to Class
Homework: In-Class Assignments and Assignments Posted on Moodle Week 9

Week 10 (October 19-25)
<u>Read</u>: Read Ch. 14 of Textbook and CP 61-62 Before Coming to Class
<u>Watch</u>: All Lecture Videos Posted to Week 10 on Moodle Before Coming to Class
Homework: In-Class Assignments and Assignments Posted on Moodle Week 10

Week 11(October 26-November 1) – No Class; Persuasive Speech Week
Homework: Persuasive Speech Recording and All Materials (Outline and Notes) Due: Wed Oct 28 at 11:59 PM
Self-Evaluation and 3 Peer Evaluations Due: Fri Oct 30 at 11:59 PM

Week 12 (November 2-8) – No Class; Holiday on Tues Nov 3
<u>Read</u>: Read Ch. 15 of Textbook and CP 64-65 Before Coming to Class
<u>Watch</u>: All Lecture Videos Posted to Week 12 on Moodle Before Coming to Class
Homework: In-Class Assignments and Assignments Posted on Moodle Week 12

Week 13 (November 9-15)
<u>Read</u>: Read Ch. 7 of Textbook and CP 71-72 Before Coming to Class
<u>Watch</u>: All Lecture Videos Posted to Week 13 on Moodle Before Coming to Class
Homework: In-Class Assignments and Assignments Posted on Moodle Week 13

Week 14 (November 16-22) – No Class; Ceremonial Speech Week
Homework: Ceremonial Speech Recording and All Materials (Outline and Notes) Due: Wed Nov 18 at 11:59 PM
Self-Evaluation and 3 Peer Evaluations Due: Fri Nov 20 at 11:59 PM

Week 15 (November 23-25) – Finals Week
Final Assignment: Forbes' Public Speaking Tips Evaluation Due: Tues Nov 24 at 11:59 PM
Have a good break!

Assignment 1

(Email Etiquette):

Using your UM email address, send an email to ashley.arsenault@umconnect.umt.edu with the following information:

1. A formal greeting
2. A song you listen to when you need motivation
3. A speech you really like, or remember well (and tell me why)
4. A goal for the semester
5. A formal sign-off

Turning in Speeches

The speeches that you will do this semester include a local issues speech, a ceremonial speech, an informative speech, and a persuasive speech. Your speech must be recorded using zoom or a personal device and a link must be posted to the corresponding discussion board.

There are many ways to record your speech. Below are some of the different ways you can make this happen.

1. Preferred Method: You can record your speech to the Zoom cloud, then download the speech and the audio transcript to your computer, and finally upload both the transcript and the video file to YouTube as an unlisted video. Then copy and paste the YouTube link to your discussion board post.
2. Another Method: You can record your speech to the Zoom cloud, then copy and paste the Zoom cloud link into the discussion board on Moodle.
3. Another Method: You can record your speech to a personal recording device like a camera or cell phone, then upload the video to YouTube and post the YouTube link to the discussion board.

Be sure to adjust your YouTube settings so anyone with the link can watch (unlisted is fine; you do not need to make it public). The recorded speech must be uploaded by Wednesday.

For the local issues speech, you will only be assigned one other person's speech to evaluate. For the other 3 speeches, you will be assigned 3 others to evaluate. Use the Peer Feedback sheets in the course packet to take notes on your peers' speeches, then respond to each of your assigned peers' initial posts answering the evaluation questions for that speech. Please also include at least one question you still have after watching their speech.

Finally, after uploading your speech and evaluating your peers, use the rubric for each speech (found in the packet) to grade yourself. After giving yourself a grade, use the self-evaluation questions to write up a reflection on your work. Upload both to the "Self-Evaluation" assignment folder.

Course Policies and Resources

Email Policy

As a young professional, email etiquette is important to follow. I expect clear and professional communication. Please follow the guidelines below, otherwise you may not receive a reply from me.

Tips for sending a professional email:

- Use a clear subject line (e.g. Email Assignment).

- Open with a formal greeting and the individual's name & title (e.g. Hello Ms. Arsenault, or Hello Instructor/Professor Arsenault). If you already have permission from the individual it is okay to use a nickname and drop their title (e.g. Hello Ashley).
- Use full sentences, and try to avoid slang. Aim to be somewhere between Professional & Familiar levels while corresponding with me.
  - Professional: I am not going to be able to complete the email assignment on time, may I have an extension?
  - Familiar: I'm not going to get this email thing done! I need more time!
  - Unprofessional: I hope it's cool this email is gonna be hella late.
- Proofread for typos before you send, especially if you are emailing from a mobile device.
- Use a professional sign-off. If you have an email signature set up, close the message with a short goodbye or thank you above your pre-set signature.
- Add the address of the recipient as the last step.

***Please note, outside of clarifying questions about grading, I will not discuss grades over email. Please schedule a Zoom appointment or phone call with me to discuss specific questions about a grade you received.

Academic Dishonesty

University of Montana's Student Conduct Code can be found at https://www.umt.edu/student-affairs/community-standards/default.php.The following types of plagiarism will result in an F on the assignment and any additional disciplinary action deemed appropriate:

What if I use a "canned" speech or paper that was written by someone else?
That's plagiarism.
What if I give a speech that was a paper or speech for another course?
That's plagiarism.
What if I cut and paste from websites and make minor word changes?
That's plagiarism.
What if I don't cite sources on my outline or bibliography?
That's plagiarism.
What if I don't cite sources orally during my speech?
That's plagiarism.
What if I work with someone else on a speech that both of us present?
That's plagiarism.

Extra Credit:

Any extra credit opportunities will be announced to the whole class. I will only offer extra credit to the whole group. One extra credit opportunity will be open for the entire semester.

You can get extra credit by having your speech checked at the Writing and Public Speaking Center. You can work on brainstorming, arguments, research, etc. with the WPSC. You can meet with them virtually this semester. Please forward me the email you get from the WPSC after you complete your visit.

Other opportunities may arise throughout the semester for you to earn extra credit points, and will be announced to the whole class via email and posted on Moodle.

Late Work

I will accept late work. However, you will lose 10% of the grade you would have received on the assignment for every day it is late. This means if you turn in a 10-point assignment 1 day late or even 30 minutes late and you would have received a 100%, you will get a 90% on the assignment. (2 days late for that assignment would be an 80%) Late work may not be turned in more than a week late.

Speech Completion

Although it is mathematically possible, failure to complete ALL FOUR formal speeches will result in a failing grade for this course, regardless of total points earned.

Names and Pronoun

I am committed to building a class environment where everyone feels safe and welcome to come as they are. If the name on my roster is not the name you wish to be called, please send me an email and let me know how I should address you. I will also do my best to pronounce your name correctly; if I am mispronouncing your name, you are welcome to correct me. Finally, you have the right to be referred to with the pronouns you are most comfortable with, and I encourage you to list your pronouns in your introductory email or let me know if I have incorrectly addressed you.

For Students with Different Abilities

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, if any, special arrangements need to be made.

*Please do so within the first 2 weeks of class in order to be effectively accommodated.

If you have accommodation requests for issues which you do not have DSS documentation, please still see me to discuss what, if any, arrangements can be made for you.

For help or more information visit: https://www.umt.edu/dss/

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.

Point Breakdown

SPEECH 1	**Local Issues Speech**		**100 points**
	Performance	75	
	Speaking Notes	25	

SPEECH 2	**Informative Speech**		**190 points**
	Draft working outline	15	
	Performance	125	
	Final working outline	25	
	Speaking Notes, Bibliog., Visual Aid	25	

SPEECH 3	**Persuasive Speech**		**200 points**
	Performance	150	
	Final working outline	25	
	Speaking Notes, Bibliography, Sources	25	

SPEECH 4	**Ceremonial Speech**		**150 points**
	Performance	125	
	Manuscript	25	

OTHER	**Various Assignments**		**360 points**
	Quizzes (Best 5)	50 (10 pts each)	
	Participation and Weekly Assignments	100 (12.5 pts per week; 8 weeks of in-class)	
	Peer Evaluations	100 (10 pts each)	
	Self-Evaluations	60 (4 evals x 15 pts)	
	Outside Speaker Assignment	50	

TOTAL POINTS   **100 points**

Course Points/Final Grade

>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