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COMX 111A.06: Introduction to Public Speaking

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FALL 2021

COMX 111 A, SECTION 06

CLASS TIME: T/TH 9:30 – 10:50 AM

INSTRUCTOR: MARLEY MERCHEN

marley.merchen@umontana.edu

OFFICE HOURS: DROP-IN TUESDAY OR THURSDAY 11-12PM IN LA 339, BY APPOINTMENT, OR VIA ZOOM

Hi there! Welcome to Intro to Public Speaking! I'm so glad that you decided to take this course. It can be difficult course, but I can assure you that this class will greatly benefit you not only in your academic life, but also in your future careers. I'm looking forward to getting to know all of you and watching you develop your public speaking skills!

Required Course Materials:

Book: Kristina Ruiz-Mesa & Melissa A. Broeckelman-Post. *Inclusive Public Speaking: Communicating in a Diverse World*

All readings for this course will be through the Top Hat digital learning platform, which hosts this semester's **online textbook**. Embedded throughout this text are interactive questions pertaining to the readings, which will be factored into your overall grade for the course. The textbook can be purchased directly through Top Hat or through the campus bookstore where you will purchase a code and then log into Top Hat to join the course textbook. Please use the personalized course link and course code provided to you for this section of Public Speaking which is on Moodle. If you are new to Top Hat and don't have an account, watch this orientation video to learn more: <https://youtu.be/kKM34vIcCbQ>. If you have any trouble signing into Top Hat or gaining access to the course, email support@tophat.com.

Recently we learned that not all parts of the Top Hat platform used in this course are accessible to individuals who use screen readers or speech to text technologies. If you use this technology and can't access the course content or have difficulties using TOPHAT please contact [Accessible Technology Services](#). They will assist you with finding a solution.

There will also be readings from the **Course Packet (CP)**, which is also embedded within the textbook. This is material specifically designed by the Communication Studies Department for this class that includes activities and readings. Make sure you are reading from not only the textbook chapter, but also the assigned CP content throughout the semester.

Electronic Device: You will need access to a smartphone, laptop, or tablet to read the textbook and complete certain assignments. Please let me know as soon as possible if you are unable to access a suitable device either at home or on campus.

Format of the Course:

Instruction

- For the time being, **this class will be held in-person in LA 337**. As the semester progresses, we frequently evaluate whether it is safe to continue meeting in person in light of COVID-19.
- You will need to complete all readings/videos and assignments by a certain date. Class time will be used to reinforce difficult material, have question and answer time, and complete activities.
- Attendance will be taken every class for participation and COVID-19 purposes.
- In class sessions, I will give a short lecture going over material I think is most important from the week's readings and assignments. 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 are expected to come on both Tuesdays and Thursdays.
- Class will meet for the full 80 minutes allotted to us.
- You will earn participation points for the activities we do in class. If you cannot attend class in person, you will still be responsible for the activities completed in class. Please let me know as soon as possible if you know that you will not be attending class, and we can set up a comparable activity for you to receive participation points.
- For some class sessions, you may be asked to download/print off worksheets or activities. It is unlikely, but just in case, make sure to check Moodle before class to make sure you are prepared for the day!

COVID-19 Protocols:

My goal is for this semester is for it to be both engaging and safe. If for some reason you do not feel physically safe coming to class or if you have been exposed to COVID, please do not attend class in-person. There will always be an opportunity to make up coursework! I would prefer everyone to try to attend in person as much as possible, but I understand this is an uncertain time and we need to be flexible! Below are the current University policies regarding COVID-19:

- Mask use is required within the classroom.
- When possible, windows will be open in the classroom
- If you feel sick and/or are exhibiting COVID-19 symptoms, please don't come to class and contact the Curry Health Center at (406) 243-4330.
- If you are required to isolate or quarantine, you will receive support in the class to ensure continued academic progress. You can chat with me about whether you would like to attend class via Zoom or if you would prefer asynchronous instruction and materials. Regardless of your preference, I will work with you depending on your circumstances!
- UM recommends students get the COVID-19 vaccine. Please direct your questions or concerns about vaccines to Curry Health Center.
- Where social distancing (maintaining consistent 6 feet between individuals) is not possible, specific seating arrangements will be used to support contact tracing efforts.
- Class attendance and seating will be recorded to support contact tracing efforts.
- Eating food is discouraged within the classroom. Water will be allowed; however, you cannot fully take your mask off to drink.
- If the class is being recorded, students will be notified of the recording.
- Up-to-Date COVID-19 Information from the University of Montana:
 - UM Coronavirus Website: <https://www.umt.edu/coronavirus>
- We strongly encourage you to remain vigilant outside the classroom in mitigating the spread of COVID-19

Grading & Class Points

Points Breakdown

Speech 1: Narrative Speech

- Performance: 75 points
- Speaking Notes and Outline: 25 Points

Total: 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

Total: 190 points

Speech 3: Persuasive Speech

- Performance: 150 points
- Final working outline: 25 points
- Speaking Notes, Bibliography, Sources: 25 points

Total: 200 points

Speech 4: Ceremonial Speech

- Performance: 125 points
- Manuscript: 25 points

Total: 150 points

Other Assignments

- Email etiquette: introduce yourself to me 10 points
- Speeches 2-4: Two topic proposals at 10 points each
- Speeches 2 and 3: Two outline drafts at 15 points each
- Participation in class: 90 points
- Peer Evaluations: 100 points (10 points for one evaluation)
 - Speeches 2-4: 9 evaluations (three per speech) at 10 points each
- Self-Evaluations: 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!*

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.

Grading Breakdown:

This is a difficult course for a variety of reasons. **I don't expect you to be perfect! I want you to put in your best effort and do good work.** Keep in mind that a C means that you have all the criteria for a speech, while an A means that you gave an outstanding speech. Also, in order to earn your general education requirement for this course, you must obtain at least a C (72.5% or higher) per University general education standards.

>925 = A 924-900=A- 899-875 = B+ 874-825 = B 824-800 = B-

799-775 = C+ 774-725 = C 724-700 = C- 699-600 = D <600 = F

Speech Completion: Failure to complete ALL FOUR formal speeches will result in a failing grade for this course, regardless of total points earned.

Policies and Resources

Schedule Changes: I reserve the right to make modifications to this syllabus as needed, and I will inform you by email if changes are necessary. 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.

Extra Credit Opportunities: I may assign extra credit opportunities if they are needed. I will share with you all what these opportunities are and the expectations for them if they arise.

Sharing Videos: Please do not share, record, store, or repost the videos assigned through this course that were curated specifically for COMX111 (i.e., videos that I or another TA appear in) without express permission from me.

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 the appropriate campus resource. I have a document on our Moodle page that has a list of several services. If those resources don't fit your situation, please come see me with concerns you have, and I will do my best to help connect you with additional resources (if you are comfortable with doing that!).

Respect: Please show respect for your instructor and your peers at all times. 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, and everyone is responsible for maintaining it. This not only includes communication in the classroom, but also online. Please be mindful of your grammar and language as you post on the Moodle page and write emails to me.

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 list your pronouns in the extra credit email assignment and/or let me know if I have incorrectly addressed you.

Communication: This is a communication course. Beyond just public speaking, communication involves interpersonal interaction, 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 with me! Please let me know in a timely, respectful, and professional manner, and I will do my best to work out a solution with you.

- Please make sure that you are checking your email frequently! I will contact you to remind you of important events coming up throughout the semester, if there is a schedule change, or important announcements related to our course. **I expect you to keep up on the emails I send- you may miss important information if you don't!** If your university email is not working properly, please let me know and I will do my best to assist you.

Office Hours and Appointments: My office hours will be held on Tuesdays and Thursdays from 11-12 P.M in LA 339. I am also available by appointment, or we can set up a Zoom call to discuss your questions or concerns about the course. Masks will be worn within my office if you want to meet with me without a mask we can set up a Zoom appointment.

Academic Honesty: I (and the entire COMX department) take academic honesty extremely seriously. It is your responsibility to familiarize yourself with plagiarism, to ensure your work is your own, and to properly attribute any information that you are including in assignments, speeches, etc. University of Montana's Student Conduct Code can be found at <http://life.umt.edu/vpsa/documents/StudentConductCode1.pdf>. The following types of plagiarism, as well as all other forms of academic dishonesty outlined in the Student Conduct Code, will result in an F on the assignment and any additional disciplinary action deemed appropriate, including receiving an F as a final course grade:

- 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)

Please keep in mind that all work is expected to be completed only by you, unless given explicit permission to work with a partner or in a group. If you are caught not turning in your own individual work, disciplinary action will be taken.

For Students with Disabilities: If you have a disability that may require modification of the course, please obtain appropriate documentation from the Office for Disability Equity (ODE formerly DSS) 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.

Self-Evaluations: We will not use the self-evaluations in your course pack—you will find alternate self-evaluations on the Moodle page of each speech week. Please download the document, fill out the rubric, and answer the questions before uploading to the appropriate Moodle submission box.

Other Instructors: Every once in a while, you will see that I have assigned a lesson video that is not by me. The other graduate students are amazing and have a lot of different strengths, and sometimes I will want to share their talents with y'all! I am hoping to feature some guest lecturers as well. I want you to have a diverse range of people who can offer you their best advice on how to speak well in public!

Controversial Speech Topics: For two of your speech topics, you will be asked to inform or persuade us on a topic. It is required to speak about controversial topics. I will ask you to look at both sides of the argument, however! I will also ask you to be creative about your perspective if you choose a topic that is discussed often. You will be writing topic proposals, so we will have a chance to discuss your topics when the time comes. Always keep in mind that we need to respect our fellow classmates at all times.

Flexibility: I want to say right up front that I understand that this is an unusual time to be going to college, and I get that things are uncertain! If you need an extension on an assignment due to something beyond your control, please reach out. I want you to succeed! I won't be flexible about things that are in your control (like oversleeping, choosing not to complete an assignment, etc.), however. **Just communicate with me**, and hopefully we can work something out.

Adding or Dropping a Class: Turns out this class isn't right for you? That's okay! Please go to <http://www.umt.edu/undergrad-advising-center/i-need-to/add-drop.php> for details. If you add within the first seven days of class, it doesn't cost you anything and it's easy to do from Cyberbear. Dropping a class can be done from Cyberbear as well, and up to the fifteenth day of class, you won't get penalized for dropping. After that, it gets a little more complicated, but it can be done!

Course Schedule

All deadlines are 11:59pm MST and take the form of Moodle submission, unless otherwise noted. **Late work (without prior approval or extreme circumstances) will be subject to a 10% per day penalty.** I won't accept late work after 5 days, because the highest grade you can receive will be a 50% if you follow all assignment requirements. **Late speeches are deducted 25% every day they are late.** *This class moves quickly!*

- Keep in mind that the schedule is subject to change, due to the unusual circumstances around us! The speech weeks will not change no matter what, so they are already listed. I will notify you as soon as soon as possible if I do have to change anything.

UNIT 1: LOCAL ISSUE SPEAKING

Week 1: August 29th-4th

- *August 31st:* Course introduction
 - If possible, please look over the syllabus before class and come with questions or concerns may have about the course!
 - **Before next class (9/2):** Read Chapter 1 Outline, Chapter 2, CP “The Power of Rhetorical Narratives”
- *September 2nd:* Why Public Speaking? Chapter 1 and 2 review
 - **Before next class:** Chapter 6 (“Introduction”, “Parts of a Formal Speech”, and “Building an Outline”), CP “Guidelines and Etiquette for Speech Day”, “Guidelines for Speaking Notes”, “Peer Feedback, send professional email to me by 11:59 September 3rd.”

Week 2: September 5th- 11th

- September 7th:* Read Chapter 6, Developing Your First Speech. Indicate speech preference day in class.
 - **Before next class:** Read Chapter 3 & 4
- *September 9th:* Presenting Yourself as a Speaker
 - Reminder: Your Narrative Speech is due next week!

Week 3: September 12th- 18th [Narrative Speech Week!]

-Speech Materials due the day of your speech (speaking notes)

September 14th In class: Present your Narrative Speech on your assigned day (September 14th or 21st)

- Complete your peer evaluation during class and hand in
- Hand in speaking notes on the day that you speak!
- **Before next class:** Self-evaluation due the following class period you gave speech, Readings: Chapter 5 (“Types of Messages” and “Patterns of Organization: Informative Speaking”), CP “Speech 2 Assignment: Informative Speech”
- Hand in speaking notes on the day that you speak!

September 16th – No in person class this day. Work on Moodle home for Audience Adaptation and Informative Speaking.

UNIT 2: INFORMATIVE SPEAKING

Week 4: September 19th- 25th

-*September 21st*: Present your Narrative Speech on your assigned day (September 14th or 21st)

- Complete your peer evaluation during class and hand in
- Hand in speaking notes on the day that you speak!

Before next class: Self-evaluation due the following class period you gave speech,

- **Before next class:** Read Chapter 7

-*September 23rd*: Researching Public Issues

- **Before next class:** informative topic proposal due on Moodle by 11:59 pm 9/24, read: Chapter 8; CP “Working Outlines vs. Speaking Outlines” and “Informative Speech Checklist”

Week 5: September 26th- October 2nd

-*September 28th*: Preparing for informative speech and lecture on chapter 8. Indicate speech day preferences in class.

- **Before next class:** CP Unit 2. CP “The Research Process”, “Web Types and Domains”, “Informative Speech Analysis”, and “Attribution Statements

-*September 30th*: Majoring in COMX

- **Before next class:** Turn in an informative outline draft on Moodle by 11:59 pm on 10/4.

Week 6: October 3rd- 9th [Library Week]

-*October 5th*: We won't be in class this week! We will be learning about what resources the library has to offer and maybe doing a workshop day.

- **Before next class:** Complete one research assignments (more to be determined) by 11:59pm 10/7 on Moodle.

-*October 7th*: We won't be in class this week! We will be learning about what resources the library has to offer and maybe doing a workshop day.

- **Before next class:** Complete one research assignments (more to be determined) by 11:59 10/10 on Moodle.
- Reminder: Informative Speech presentations begin next week!

Week 7 & 8: October 10th-16th, October 17th- 19th [Informative Speech Weeks!]

In class : Informative Speeches!

- Present your informative speech on your assigned day (10/12, 10/14, or 10/19
- **Due day of speech:** Final narrative outline, notecards and reference outline.
- **Self-evaluation due following class day.**
- Make sure to complete your three peer evals during class (peer-evaluations will be assigned)
- **Before next class:** Read chapter 9, Read Chapter 10 and CP unit 3

UNIT 3: PERSUASIVE SPEAKING

Week 9: October 24th – October 30th

-*October 26th*: Lecture: Supporting Your Persuasive Speech, work on persuasive speech outline

-*October 28th*: Continue persuasive speech lecture and persuasive outline. Speaking activity. Assign speech days.

- Persuasive speech draft due by 11:59 on 10/30 via moodle

Week 10: October 31st- November 6th

-*November 2nd and November 4th*: Instead, you will have the opportunity to meet with me one on one to discuss your persuasive speech. I want you to have plenty of time to prepare and revise for this upcoming speech, since it counts for the most points! I will be available in my office during our normal meeting time. Feel free to stop by and ask questions concerning your assignments for this week, practice a small portion of your speech with me and I will give you feedback, or check in with me about any concerns you have as we wrap up the semester.

- **Before next class:**
- Reminder: Persuasive speeches begin next week!

Week 11-13: November 7th-13th, 14th- 20th [Persuasive Speech Weeks!] (No class on the 11th or 25th!)

In class: Persuasive Speeches!

- Present your persuasive speech on your assigned day (11/9, 11/16, 11/18, or 11/23) Please note there is no school 11/11 and 11/25
- Make sure to complete your three peer evals during class (these will be assigned in class since there was no class last week)
- **Due day of speech:** Final persuasive outline, notecards and references
- **Self-evaluation due following class day.**
- **Before next class (11/23):** Read chapters 11 and CP Unit 4

UNIT 4: CEREMONIAL SPEAKING

Week 14: November 28th – December 4th

-*November 30th*: Ceremonial Speaking Basics, assigned speech day preference

- **Before next class:** submit topic proposal

-*December 2nd*: Activity and Wrap-Up

Week 15: December 5th- 11th [Ceremonial Speech Week]

-In class: Ceremonial speeches!

- Complete three peer evals during class
- **Due day of speech:** manuscript
- **Self-evaluation due via moodle on 12/5 by 11:59 pm**

Week 16: December 12th- 18th (Finals Week!)

*Please note that we **will not** be meeting in person this week! 😊

Wednesday, December 15th by midnight: Outside Speaker Assignment due via