CJ 1130-503: Public Speaking

I. GENERAL INFORMATION

Instructor: Crys LaCroix

Office Hrs: Tuesdays, 1-2 via Zoom & by appointment

E-mail: historiesinrust@unm.edu,

but please use course messages only!

Course/Section: CJ1130-503

Term: Fall 2021

Credit Hours: 03

Modality: Fully Remote, Online

II. <u>INSTRUCTOR BIO</u>

I received my Bachelor of Art (B.A.) in English, with minors in Communication Studies and Women, Gender and Sexuality Studies from Southern Illinois University, my Master's Degree in Communication Studies at Southern Illinois University, and have completed three years at the Ph.D. level studying Intercultural Communication at the University of New Mexico. I currently teach at three different universities: The University of New Mexico's main campus, its UNM-Valencia branch, and at CNM. I have taught, and continue to teach, a variety of courses including Public Speaking, Introduction to Communication, Interpersonal Communication, and Business and Professional Communication. My teaching background includes teaching in numerous modalities, including traditional face-to-face courses, hybrid online courses, and fully online courses.

My commitment to you throughout the semester is that I will be an approachable instructor who has developed well-organized, interactive, and engaging course content. I need you to commit to the course as well. My expectations are that you will communicate with me if you have questions or are needing support. Additionally, my hope is that you will complete thorough coursework that demonstrates your knowledge of the course content.

Thank you for enrolling in my course. I am excited to have you as a student and looking forward to getting to know you better.

III. <u>WHY TAKE THIS COURSE?</u>

Public Speaking is a basic public speaking course designed to help you develop skills in presentational speaking appropriate to a variety of communication contexts; to become more comfortable communicating in all kinds of life situations; and to develop the capacity to analyze and evaluate the presentations of others as well as to evaluate their own. You will heighten your skills in researching and developing speech content and creating a variety of speech types including informative, persuasive, and demonstrative speeches. You will also learn to improve your verbal and nonverbal presentation skills, paying attention to public speaking skills like increasing eye contact and successfully using nonverbal cues to convey confidence.

IV. <u>WHAT BOOKS OR MATERIALS WILL I NEED?</u>
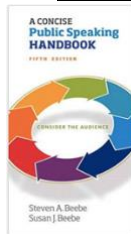
o **Required Textbook:** Beebe, S.A. & Beebe, S. J. (2018). *A concise public speaking handbook*, 5th ed., Boston: Pearson.

o **Internet Access:** I will use Blackboard Learn to supplement this course. To access your grades, assignments and quizzes, navigate to learn.unm.edu.

o **A camera to record your videos** on. This can be a phone camera, an actual camera, or your laptop camera. Note that I am not concerned about the video quality, so long as I can see and hear you clearly.

V. WHAT WILL I LEARN IN THIS COURSE?
1. Demonstrate effective and ethical speech preparation, including planning, research, forms of elaboration, critical and creative thinking, organization, research, outlining, audience adaptation, and speech introductions and conclusions.
2. Describe and interpret the theoretical framework behind public speaking.
3. Demonstrate critical thinking skills when examining arguments, sources, processes, etc.
4. Apply appropriate presentational skills across a variety of contexts, ranging from interpersonal, to the workplace, to formal encounters.
5. Evaluate and critique a variety of presentations including classmates and student's own presentations, in order to become a more effective speaker and audience member.
6. Demonstrate effective speech delivery through use of language, nonverbal elements and the creation of presentation aids.
7. Develop impromptu and extemporaneous delivery skills.
8. Manage presentation anxiety.

VI. WHEN ARE ASSIGNMENTS DUE?
Please see the weekly schedule attached to this syllabus.
Note: This is a tentative schedule. Any changes made to the schedule will be announced ahead of time in Learn and via email. I will do my best to adhere to this schedule, but occasionally there are extenuating circumstances that must result in a change.

VII. WHAT WILL I NEED TO DO?
Your successful completion of this course will depend on your weekly self-guided learning activities (completing the readings, preparing for the quizzes, reviewing the PowerPoints and lectures) and completing the following specific assignments:
You will create a YouTube account with a specific theme. For instance, you might choose to create a YouTube account that is about vegan cooking, or about cars, or about making electronic music. You will upload all four of the course-required speeches to this YouTube account throughout the semester. The four speeches types are listed below:

A. SPEECHES: Four graded speaking assignments. **Specific criteria for each assignment are detailed on Blackboard Learn.**
 #1: Introductory Speech: 2-3 minutes—15 points   Due: Module 1
#2: Informative Speech: 4-5 minutes— 50 points   Due: Module 4
#3: Persuasive Speech: 6-7 minutes— 75 points   Due: Module 6
#4: Demonstrative Speech: 4-5 minutes— 40 points   Due: Module 8

B. OUTLINES (WITH REFERENCES): Three typed speaking outlines, with a reference page (in APAP format) must be turned in for presentations 2-4. I will not accept late or handwritten work. Outlines not turned in during the day of your presentation will be considered late.

C. SPEAKING ASSESMENT ACTIVITY: At the start of the semester, you will write a summary of your perception of yourself as a speaker, including strengths and areas for development. At the end of the course, you will revise what you have written to assess how you have improved.

D. SPEECH PREPERATION ASSIGNMENTS: You will complete 3 separate assignments to encourage you to think about how you will organize and develop your speeches throughout the semester.

E. SPEECH REFLECTION: You will conduct an analysis of your own work by providing a reflection of what you did well on three of your speeches throughout the semester, and consideration for what can be improved.

F. DISCUSSION BOARDS : There are three discussion boards throughout the semester that you must participate in. Further details can be found on Blackboard Learn.

G. SYALLBUS QUIZ: A syllabus quiz will also be administered WEEK 1. You must complete it with 100% accuracy before you can access the course materials.

A note about Attendance: Students enrolled for credit, credit/no credit, or audit are expected to submit all assignments and complete courses tasks on a regular basis according to deadlines. Attendance in this online course will be tracked through the timely completion of assignments and participation. Simply logging into Brightspace does not constitute attendance. Students who do not submit an assignment, login or participate during the first week of class may be dropped from the course. A student with excessive missed assignments may be dropped from the course. Missing 5 or more of assignments assigned constitutes excessive missed assignments.

VIII. <u>HOW WILL I BE GRADED?</u>

The final grade for this course is based on the accumulation of points, with the maximum of 285 points. Each assignment completed is worth the following maximum number of points:

Assignment	Points
Presentation #1 Introduction Speech	15
Presentation #2 Informative Speech	50
Presentation # 3 Persuasive Speech	75
Presentation # 4 Demonstrative Speech	40
1 Syllabus Quiz	10
2 Speaking Assessment Activities	20
3 Discussion Board Posts	15
3 Speech Reflections	30
3 Speech Preparation Assignments	30
Total Points	**285**

Grading Rubric

97-100%=A+	73-76%= C
93-96%= A	70-72%=C-
90-92%=A-	65-69%=D+
87-89%=B+	60-64%=D
83-86%=B	<60%= F
80-82%=B-	
77-79%= C	

Core Requirement: Public Speaking is a core university requirement, and in order to receive credit, <u>a student must pass the course with a grade of C or higher</u>. Earning a C- or lower will necessitate repeating the course.

IX. HOW CAN I REACH YOU?

Course Messages: Course messages, not email, are the way I will communicate with you. Course messages allow me to keep all communication organized by course, which is necessary because I am teaching several courses. However, if course messages are not working or you are experiencing technical difficulties, you can e-mail me. Please include the course number and section somewhere in the e-mail content so that I know which class you are in, and can help you.

Response Times: Please allow 24-48 hours for me to respond to your message. If I do not respond to you within that time frame, do message me again. Note that on weekends I do not work and will not check my messages. If you foresee needing help with an assignment or having a question over the weekend, please message me on Fridays by 5 P.M. and I will get back to you.

Weekly Reminders: Every Monday, I will send a course message to all members of the course. This message will include reminders about what is do for the week, including all readings that need to be completed; what videos I expect students to watch; and what assignments are due. Overview of the assignments will include general reminders about my expectations for the assignment(s), what date and time they are due, and include information about any relevant resources needed to complete the assignments. Please check these messages every week.

X. WHAT IS THE LATE WORK POLICY?

Generally, I do not allow late work. However, this semester I am implementing the <u>Stuff Happens Policy</u>. Throughout the semester, you will be allowed to message me two times, letting me know that something happened (you don't have to tell me what it was) that prevented you from completing an assignment on time. <u>You will be allowed to turn in work late two times throughout the semester</u>. I will keep track of how frequently you have used the Stuff Happens Policy, and **once you exceed your two-time limit, you will not be able to turn in any more late work.**

XI. WHAT ARE THE TECHNOLOGY REQUIREMENTS?

- A high-speed Internet connection is highly recommended.
- Supported browsers include: Firefox, Chrome, Microsoft Edge and Safari. Detailed Supported Browsers and Operating Systems: https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support
- Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can **greatly** affect performance. Many locations offer free high-speed Internet access including UNM's Computer Pods.
- For the best experience when using the Kaltura Media Tools inside UNM Learn, be sure to use a supported browser on a desktop: https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support
- Microsoft Office products are available free for all UNM students (more information on the UNM IT Software Distribution and Downloads page: http://it.unm.edu/software/index.html)

XII. ACCOMMODATIONS

Section 504 of the Rehabilitation act of 1973 and the Americans with Disabilities Act of 1990 require the University of New Mexico to provide academic adjustments or the accommodations for students with documented disabilities. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she are not legally permitted to inquire.

It is the student's responsibility to make arrangements for any special needs and the instructor's responsibility to accommodate them with the assistance of the Office of Disability Services for Students. If you think you need alternative accessible formats for undertaking and completing coursework, please contact the Accessibility Resource Center at 505-277-3506 right away to assure your needs are met in a timely manner.

UNM is committed to providing courses that are inclusive and accessible for all participants. As your instructor, it is my objective to facilitate an accessible classroom setting, in which students have full access and opportunity. If you are experiencing physical or academic barriers, or concerns related to mental health, physical health and/or COVID19, please consult with me after class, via email/phone or during office hours. You are also encouraged to contact Accessibility Resource Center at arcsrvs@unm.edu or by phone 277-3506.

XIII. TITLE IX

As a UNM faculty member, I am required to inform the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu) of any report I receive of gender discrimination which includes sexual harassment, sexual misconduct, and/or sexual violence. You can read the full campus policy regarding sexual misconduct at https://policy.unm.edu/university-policies/2000/2740.html . If you have experienced sexual violence or sexual misconduct, please ask a faculty or staff member for help or contact the Lobo Respect Advocacy Center.

XIV. ACADEMIC HONESTY

Learning and teaching takes place best in an atmosphere of intellectual freedom and openness. All members of the academic community are responsible for supporting freedom and openness through rigorous personal standards of honesty and fairness. Plagiarism and other forms of academic dishonesty undermine the very purpose of the university and diminish the value of an education. All graded work must be your own.

Students guilty of knowingly using or attempting to use another person's work as their own and students guilty of knowingly permitting or attempting to permit another student to use their work or another's work as their own is subject to receiving a grade of "F" for the overall course. Furthermore, the University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

Public Speaking
Fall 2021 Course Schedule

Note: **All assignments are due the Sunday of each module by 11:59P.M **

WEEK	DATES	TASKS TO COMPLETE	ASSIGNMENTS DUE
ONE	Oct. 18-Oct. 24	Review the Syllabus Complete Module 1	Syllabus Quiz Discussion Board #1 Submit Introduction Video
TWO	Oct. 25-Oct. 31	Read Pgs. 182-192, & pgs. 65-93 Complete Module 2	Submit the Speaking Assessment Activity Complete the Informative Speech prep. assignment
THREE	Nov. 1-Nov. 7	Read pgs. 8-13 Complete Module 3	Submit Introduction Speech Reflection Post to Discussion Board
FOUR	Nov. 8-Nov. 14		Submit Informative Speech Complete Informative Speech Reflection
FIVE	Nov. 15-Nov. 21	Read pgs. 195-224 Complete Module 5	Complete Persuasive Speech Prep. Assignment
SIX	Nov. 22-Nov. 28		Submit Persuasive Speech
SEVEN	Nov. 29-Dec. 5	Read pgs. 164-174 Complete Module 7	Submit Demonstrative Speech Prep. Assignment Complete Persuasive Speech Reflection Post to Discussion Board
EIGHT	Dec. 6-Dec. 18		Submit Demonstrative Speech Complete Speaking Assessment Activity