



**COMM 1130-503: Introduction to Public Speaking
Fall 2020. Remote Arranged**

Instructor: Crystle (Crys) LaCroix
Email: Use **LEARN COURSE MESSAGES ONLY**
Office hours: Wednesdays 1-2 P.M. via Zoom, and by appointment.

Course Description:

The basic public speaking course is designed to help students 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.

Required Textbooks/Resources:

- Beebe, S.A. & Beebe, S. J. (2018). *A concise public speaking handbook*, 5th ed., Boston: Pearson.
- Internet Access: I will use Blackboard Learn to supplement this course. To access your grades, assignments and quizzes, reliable Internet access is required.

Course Competencies:

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.

Course Requirements:

**NOTE: ALL assignments are due every Sunday by 11:59 P.M. of each module.
The special occasion speech is due Saturday 10/10/2020 of finals week by 11:59 P.M.
You are welcome to turn in assignments earlier in the week.**

A. SPEECHES: Four graded extemporaneous speaking assignments. **Specific criteria for each assignment are detailed on Blackboard Learn.**

- #1: Introductory Speech: 2-3 minutes—10 points Due: Module 1
- #2: Informative Speech: 4-5 minutes— 40 points Due: Module 4
- #3: Persuasive Speech: 6-7 minutes— 75 points Due: Module 6
- #4: Special Occasion Speech: 4-5 minutes— 30 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. SPEECH ANALYSIS: You will watch three speeches and then complete a short analysis of each speech that focuses on various public speaking skills.

F. PRACTICE ACTIVITIES: There are three activities throughout the semester. Further details can be found on Blackboard Lear.

G. EXAMS: Three brief tests consisting of multiple choice, true/false and fill in the blank questions will be given at the scheduled times during the semester. The tests will cover information from the chapters of the book and from lectures. See the schedule for due dates and carefully read the directions regarding time limits.

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

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

Grading Breakdown:

Assignment	Points
Presentation #1 Introductory	10
Presentation #2 Informative	50
Presentation # 3 Persuasive	75
Presentation # 4 Special Occasion	30
3 Quizzes	60
3 Activities	45
3 Speech Analysis	30
Total Points	300

Grading Rubric:

97-100%=A+

93-96%= A

90-92%=A-

87-89%=B+

83-86%=B

80-82%=B-

77-79%= C+

73-76%= C

70-72%=C-

65-69%=D+

60-64%=D

<60%= F

Extra Credit: Extra credit, bonus points, incentive points, etc. are NOT permitted.

Diversity and Professionalism

Diversity: This course encourages different perspectives related to such factors as gender, race, nationality, ethnicity, sexual orientation, religion, and other relevant cultural identities. This course seeks to foster an environment of understanding and inclusiveness related to such diverse perspectives and ways of communicating.

Academic Dishonesty: According to UNM policy, academic dishonesty is defined as but 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." You must do original work and properly cite all sources. Original work does NOT include reusing a speech someone else has written for another section or during a previous semester nor does it allow for Internet-generated speeches. If you are suspected or found to be in violation of this policy, severe sanctions may be imposed. These sanctions may include being assigned an F for the assignment or for the entire course, filing a formal complaint with the university, and being expelled from the university. Please consult your UNM Pathfinder for more information.

Ethics: The course emphasizes ethical practices and perspectives. Above all, students and instructors should strive to communicate and act, both in class interactions and in assigned coursework, in a manner directed by personal integrity, honesty, and respect for self and others. Included in this focus is the need for academic honesty by students as stated by the UNM Pathfinder. Students need to do original work and properly cite sources. For example, be aware of plagiarism—directly copying more than 3 or 4 words from another author without quoting (not just citing) the author is plagiarism. Further, course content will encourage the ethical practices and analysis of public speaking.

Title IX: In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see pg 15 -<http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>.

Confidential Reporting: If you experience sexual harassment, misconduct, sexual assault, or sexual violence while a student in my class and do not want the incident reported to the university, **the following locations are confidential reporting sites on campus:** Student Health and Counseling (SHAC) Phone number: 505.277.3136, website: <http://shac.unm.edu>; Counseling and Referral Services (CARS) Phone number: 505.272.6868, website: <http://cars.unm.edu>; and UNM Ombuds Office. Phone number: 505.277.2993. Website: <http://ombudsforstaff.unm.edu/index.html>.

Title IX Pregnancy: UNM does not discriminate against any student on the basis of pregnancy or

related conditions and are protected under Title IX. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations.

ADA Accessibility/Special Needs: Qualified students with disabilities needing appropriate academic adjustments should contact the instructor as soon as possible to ensure our needs are met in a timely manner. Handouts are available in alternative accessible formats upon request. Students needing assistance with note taking or reading should register with Disability Services no later than the first week of class.

The University of New Mexico currently provides a network of services intended to assist students with various disabilities. While many departments and programs are essential to this network of support, the two primary service delivery programs are Student Support Services (SSS) and Accessibility Resource Center (ARC).

I cannot help you, however, unless I am aware of any disability and you are working with SSS or ARC. All disclosures will be kept confidential. However, if you choose not to disclose your disability and you do poorly on an assignment, I cannot go back and adjust your grade or make accommodations for you. **Please reach out to me at the start of the semester for any accommodations you need.**

Athletic Absences

Qualified students must present an athletic absence schedule within the first two weeks of the semester. This must come from your athletic academic advisor, and must also include their contact information.

Late Work

Unless there is a documented emergency, late work will not be accepted.

Reminders

Withdrawal: Please consult your course catalog for withdrawal and refund deadlines. Students may withdraw from a course during the first six weeks of the semester without Dean approval and the withdrawal (W) will not be noted on your academic record. However, withdrawals initiated after the sixth week of class will be subject to a grade of "W." When students leave the University during a semester and do not complete the withdrawal process, they become liable for grades of "F" in their courses, even though they may have been passing at the time of leaving.

Instructor Drops: Students should also be aware that I may drop you from a course for various reasons. You may be dropped as early as the first day of class if there are many students waiting to get into the section, so if you need to be absent in the first week, be sure to notify me that you want to remain in the class.

Incompletes: A grade of Incomplete is given only when serious circumstances beyond the student's control have prevented completion of the work of a course within the official dates of a semester or session. To be eligible for an incomplete, you must have turned in all course work up until that point with a passing grade. Students are responsible for planning arrangements with the instructor for resolving an incomplete grade. **If you receive an incomplete, you must complete the work by**

the published ending date of the next semester or the grade will automatically turn to an F.
Incomplete grades are given at the discretion of the instructor.

Semester Outline

Note: I reserve the right to change assignments as I see appropriate. This is only a general guideline.

Week 1

Lecture: Introduction to Public Speaking
Introductory Speech
Course Requirements Quiz
Welcome Survey

Week 2

Lecture: Developing your Speech
Speech analysis # 1
Outlining Activity

Week 3

Lecture: Gathering materials and organizing your speech
Library Assignment Activity
Quiz 2

Week 4

Informative Speeches
Lecture: Introductions, Conclusions and Delivery

Week 5

Lecture: Persuasive Speaking
Persuasive Speech Activity
Speech analysis #2

Week 6

Persuasive Speeches

Week 7

Lecture: Special Occasion Speaking
Speech analysis #3
Quiz #3

Week 8: Special Occasion Speeches