

COMM 1130-503: Public Speaking

I. GENERAL INFORMATION

Instructor: Crys LaCroix

Office Hrs: Wednesdays, 1-2 via Zoom & by Apt.

E-mail: historiesinrust@unm.edu

Term: Fall 2022

Credit Hours: 03

Modality: Fully Online

II. INSTRUCTOR BIO



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. WHY TAKE THIS COURSE?

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. WHAT BOOKS OR MATERIALS WILL I NEED?

- **Required Textbook:** Beebe, S.A. & Beebe, S. J. (2018). A concise public speaking handbook, 5th ed., Boston: Pearson. **Please use the textbook access link in module one in canvas to purchase the textbook.**
- **Internet Access:** I will use Canvas to supplement this course. To access your grades, assignments and quizzes, navigate to <https://canvas.unm.edu/>

- **A camera to record your videos on.** Two of the speeches you produce throughout the semester will be recorded and uploaded to Canvas. To complete these assignments, you can use 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: Week 2
#2: Informative Speech: 4-5 minutes— 50 points	Due: Week 4
#3: Persuasive Speech: 6-7 minutes— 75 points	Due: Week 6
#4: Demonstrative Speech: 4-5 minutes— 40 points	Due: Week 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. CLASS ACTIVITIES: There are six class activities that you will submit throughout the semester. **Your completed activities will be submitted to Canvas by Sundays at 11:59 P.M.**

G. SYALLBUS QUIZ: Used to facilitate your understanding of the syllabus content.

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 Canvas 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. HOW WILL I BE GRADED?

The final grade for this course is based on the accumulation of points, with the maximum of **250 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
6 Activities (@ 10 points each)	60
Total Points	250

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, a student must pass the course with a grade of C or higher. 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 Stuff Happens Policy. 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. You will be allowed to turn in work late two times throughout the semester. 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.**

A few caveats:

- If you reach out to me asking to use the Stuff Happens Policy, you must complete the late work within two weeks.
- **The final date that you can turn in late work via this policy is Sunday, October 9 by 11:59 P.M.** I cannot accept any late work beyond this date

XI. WHAT ARE THE TECHNOLOGY REQUIREMENTS?

- A high-speed Internet connection is highly recommended.
- Supported browsers include: Firefox, Chrome, Microsoft Edge and Safari.
- 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

All work is expected to be original. Cheating and/or plagiarism will result in a zero for the assignment. This applies to team, as well as individual, assignments. If you plagiarize, you will not be allowed to turn in the assignment again: you will have a zero for the assignment, fullstop. The members of a team are all equally responsible to assure that team assignments are not plagiarized.

XIV. END OF THE SEMESTER PANIC:

I often have students reach out to me in the final few days of class requesting accommodations, flexibility, last minute due-date changes, or letting me know last minute that an emergency happened earlier on in the semester. **Please note that I do not accommodate the majority of these requests.** If you experience any kind of difficulty throughout the semester that affects your performance as a student, you must notify me immediately. I am willing to work with you as soon as I know what is happening. However, if you reach out to me in the final few weeks of class alerting me to an issue that happened much earlier in the semester, I will likely not be able to accommodate you. **It is your responsibility as an adult and a student in this course to communicate with me about your needs, when those needs arise.** Essentially, communicate with me often, and I'll be happy to work with you! nondisclosure or misrepresentation in filling out applications or other University records.

COVID-19 HEALTH & AWARENESS. UNM is a mask friendly, but not a mask required, community. To be registered or employed at UNM, Students, faculty, and staff must all meet UNM's [Administrative Mandate on Required COVID-19 vaccination](#). If you are experiencing COVID-19 symptoms, please do not come to class. If you have a positive COVID-19 test, please stay home for five days and isolate yourself from others, per the [Centers for Disease Control \(CDC\) guidelines](#). If you do need to stay home, please communicate with me via email or course message. I can work with you to provide alternatives for course participation and completion. UNM faculty and staff know that these are challenging times. Please let us know that you need support so that we can connect you to the right resources and please be aware that UNM will publish information on websites and email about any changes to our public health status and community response.

Support:

Student Health and Counseling (SHAC) at (505) 277-3136. If you are having active respiratory symptoms (e.g., fever, cough, sore throat, etc.) AND need testing for COVID-19; OR If you recently tested positive and may need oral treatment, call SHAC.

LoboRESPECT Advocacy Center (505) 277-2911 can offer help with contacting faculty and managing challenges that impact your UNM experience.

SCHEDULE OF ASSIGNMENTS/READINGS

This schedule is subject to change. You are responsible for all assigned textbook chapters.

****All assignments are due on Sundays (except for the demo speech) by 11:59 P.M via Canvas Submissions****

DATE	CLASS TOPIC or ACTIVITY	ASSIGNED READING	ASSIGNMENTS DUE
Week 1 August 22-28	An Orientation to Public Speaking		Complete the Speaking Assessment (Activity #1) Complete Syllabus Quiz Post to Discussion Board
Week 2 August 29-September 4	Presenting your First Speech	Chapters 1-3	Submit Introduction Speech
Week 3 September 5- 11	Developing your Speeches	Chapters 6-8	Complete the Introduction Speech Reflection (Activity #2) Complete the Informative Speech Preparation Assignment (Activity #3)
Week 4 September 12- 18	Organizing your Speeches	Chapter 22	Submit Informative Speech
Week 5 September 19-25	Understanding the Principles of Persuasive Speaking	Chapters 24 &25	Complete the Informative Speech Reflection (Activity #4) Complete the Persuasive Speech Preparation (Activity #5)
Week 6 September 26-October 2			Submit Persuasive Speech
Week 7 October 3-9		Read the Demonstrative Speech Guidelines & Review the Demonstration Speech Resources Link	Complete the Persuasive Speech Reflection (Activity #6)
Week 8 October 10-15			Submit Demonstrative Speeches by Saturday, October 15th at 11:59 PM