University of New Mexico-Valencia Campus
English 1130: Intro to Public Speaking
Syllabus

Fall 2026
English 1110-506
Communications I
M/W 3:00-4:15pm VABS 124
CRN: 81498 (16-Week Course)
Dates: 08/17/2026-12/12/2026

Lizbeth Axelrod, MFA
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Office Hours: M/W 12:15-1:15pm and by Appt.

COURSE DESCRIPTION: This course is designed to provide you with basic theories and skills that are essential to effective public speaking. Topics include audience analysis, organization of ideas, persuasive/informative speaking, credibility, and extemporaneous delivery. Ideally, you should be able to apply these skills in a variety of public speaking situations whether in future college courses or non-academic settings. As a member of the class you will also become an active listener and learn to analyze, critique, and evaluate the speaking of others. **This is a three credit-hour course**. Class meets for two 65-minute sessions of direct instruction for fifteen weeks during the Fall 2024 semester. Please plan for a *minimum* of three to six hours of out-of-class work (or homework, study, assignment completion, and class preparation) each week.

STUDENT LEARNING OUTCOMES (SLO's)

1. Write coherent speech outlines that demonstrate their ability to use organizational formats with a clear specific purpose.
2. Incorporate research, sound reasoning and evidence that support claims they make in their presentations of speeches and outlines.
3. Demonstrate that they are careful and critical thinkers both as speakers and listeners.
4. Adapt their presentations to the audience based on situational, demographics and psychological audience analysis.
5. Explain their relationship and ethical responsibilities to others in the communication transaction.
6. Explain the basic principles of communication, and apply selected theories of rhetoric and/or communication.

COURSE COMPETENCIES (CC's):

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. Demonstrate critical thinking skills when examining arguments, sources, processes, etc.
3. Apply appropriate presentational skills across a variety of contexts, ranging from interpersonal, to the workplace, to formal encounters.
4. 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.
5. Demonstrate effective speech delivery through use of language, nonverbal elements and consider presentation aids. Develop impromptu and extemporaneous delivery skills.
6. Manage presentation anxiety.

REQUIRED TEXTS & MATERIALS

- All texts will be available in Canvas and Supplied by Instructor
- UNM e-mail address & Canvas.

Access to ZOOM for possible classes put online (weather or Covid issues)

Library Information Literacy Outcome

1. Students will access Libros library database software and find a book relevant to the writing project. Students will learn how to skim the book and find quotations that are both relevant and appropriate for the paper.
2. Students will be able to identify what type of database source they have found, e.g. magazine, journal, newspaper, website.
3. Students will write a correctly formatted Works Cited page.
4. The UNM Valencia Campus library contact info is: http://valencia.unm.edu/library/ and (505) 925-8990.

Land Acknowledgement: Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico Pueblo, Navajo, and Apache since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.

INSTRUCTOR INFORMATION

For assistance with course-related questions, I am available to meet with you during regular office hours. (See office hours) If you cannot meet during these times, let me know and we can schedule an appointment. You can also reach me by e-mail at laxelrod@unm.edu during normal business hours from 8:00 AM to 5:00 PM, M-F. Please allow 24 hours for a response.



Instructor Biography: Lizbeth Axelrod, MFA teaches Writing & Rhetoric, Writing & Literature, Composition 1&2, Technical Communication 1 & 2, Contemporary Literature, and Creative Writing. She has held previous academic appointments at State University of New York, Westchester Community College, City Tech, The New York City College of Technology, and she currently teaches at UNM Valencia as well as CNM. Liz received her MFA from the New School for Public Engagement, NYC in 2013. She was Managing Editor of the New School's Literary Journal - 12th Street. Her work has been widely published. Her first book of poetry, *Go Ask Alice* (June 2016) was a finalist (5th Place) in the Finishing Line Press New Woman's Voices Competition. She also writes book reviews, and her work has been published in The Brooklyn Review, Boog City Press, Kirkus Reviews, and Publisher's Weekly. She was founder, co-host and curator of the Cedarmere Reading Series in the home of William Cullen Bryant (2014-2018). You can find more about my creative writing life here: www.yourmoonsmine.com

REQUIRED TECHNICAL SKILLS

In order to participate and succeed in this class, you will need to be able to perform the following basic technical tasks:



- Use Canvas (https://canvasinfo.unm.edu/students/index.html)
- Use email – including attaching files, opening files, downloading attachments
- Copy and paste within applications including Microsoft Office
- Open a hyperlink (click on a hyperlink to get to a website or online resource)

- Use Microsoft Office applications
  - Create, download, update, save and upload MS Word documents
  - Create, download, update, save and upload MS PowerPoint presentations
  - Create, download, update, save and upload MS Excel spreadsheets
  - Download, annotate, save and upload PDF files
- Be open to using software programs that may be new to you. **While these aren't required, you may want to use different programs to design your projects.**

STUDENT SUPPORT:

COVID-19 Health and Awareness. UNM is a mask friendly, but not a mask required, community. If you are experiencing COVID-19 symptoms, please do not come to class. If you do need to stay home, please communicate with me at laxelrod@unm.edu; I can work with you to provide alternatives for course participation and completion. Let me, an advisor, or another UNM staff member know that you need support so that we can connect you to the right resources. Please be aware that UNM will publish information on websites and email about any changes to our public health status and community response.

PASOS Resource Center (505) 925-8546, mailto:pasos@unm.edu. The Resource Center is an on-campus center that serves as a "one-stop" for all non-academic needs of UNM-Valencia students.

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

Accommodations:

UNM is committed to providing equitable access to learning opportunities for students with documented disabilities. As your instructor, it is my objective to facilitate an inclusive classroom setting, in which students have full access and opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact Accessibility Resource Center at arcsrvs@unm.edu or by phone at 505-277-3506. The UNM-Valencia Equal Access Services (Sarah Clawson, Coordinator), at (505) 925-8840 or by email at sjclawson@unm.edu.

Contact me via email (laxelrod@unm.edu) or Canvas messaging or in office/drop-in hours if you need additional support. Or Contact the UNM-Valencia Equal Access Services (Sarah Clawson, Coordinator), at (505) 925-8840 or by email at sjclawson@unm.edu., Or Accessibility Resource Center (https://arc.unm.edu/) at mailto:arcsrvs@unm.edu (505) 277-3506.

Our classroom and university foster mutual respect, kindness, and support. If you have concerns about discrimination, harassment, or violence, please seek support and report incidents. Find confidential services at LoboRESPECT Advocacy Center, the Women's Resource Center, and the LGBTQ Resource Center. UNM prohibits discrimination on the basis of sex (including gender, sex stereotyping, gender expression, and gender identity).

Equal Access

Pursuant to the Americans with Disabilities Act (ADA), students with documented special needs will be accommodated in this course. Students with disabilities should visit Accessibility Services to obtain an Equal Access form, which needs to be sent to the professor within the first two weeks of class. The contact information for the Student Services Office is (505) 925-8560 and http://www.unm.edu/~vcadvise/equalaccess.htm.

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Resource: Division for Equity and Inclusion.

Citizenship and/or Immigration Status: All students are welcome in this class regardless of citizenship, residency, or immigration status. Your professor will respect your privacy if you choose to disclose your status. UNM as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration's welcome is found on our website: http://undocumented.unm.edu/.

Respectful and Responsible Learning: We all have shared responsibility for ensuring that learning occurs safely and equitably. UNM has important policies to preserve and protect the academic community, especially policies on student grievances (Faculty Handbook D175 and D176), academic dishonesty (FH D100), and respectful campus (FH CO9). These are in the *Student Pathfinder* (https://pathfinder.unm.edu) and the *Faculty Handbook* (https://handbook.unm.edu). Please ask for help in understanding and avoiding plagiarism or academic dishonesty, which can both have very serious consequences. Support: Center for Academic Program Support (CAPS). Many students have found that time management workshops can help them meet their goals (consult (CAPS) website under "services").

Connecting to Campus and Finding Support: UNM-Valencia has many resources and centers to help you thrive, including opportunities to get involved, mental health resources, academic support including tutoring, resource centers, free food at Valencia Campus Food Pantry, and jobs on campus. Your advisor, staff at the resource centers and I can help you find the right opportunities for you.

Student Privacy

Student privacy is strongly protected by professors at UNM-Valencia. In fact, a federal statute called FERPA strictly prohibits the instructor or administrators from talking to anyone but the student about his/her progress. If a student has questions about a grade on an assignment or about the final grade for the course, FERPA dictates that the student is the ONLY ONE who may speak to the instructor regarding their grades. In sum, parents, relatives, or friends will not be allowed access to information about student performance. All other outside requests for information release must be sent to and approved by the UNMVC registrar: (505) 925-8580.

Participation

Participation is mandatory in this course. Participation means actively participating in your education, including class discussions, in-class writing workshops, and other exercises. Make sure to bring course materials and take notes during every class meeting. In the case of absence, in-class writing assignments cannot be made up regardless of the reason.

Basic Course Policies

No late work is accepted in this course without approval. Weekly assignments can be made up if a student is absent, but points will be taken off for lateness. **Points will be taken off for approved late assignments – initial points of minus 5 will be taken for assignments turned in late with minus 3 points per day after the approved late turn in date.** Students are expected to attend class, to log in to Canvas at least three times a week and be prepared to work when class begins. Open up your notebook, have your pen ready, and be prepared to take notes when our class begin. Make sure your computer is on and that you are logged in to begin work in Microsoft Word/Canvas Learn. **Because we use the computers every day, having your NetID and password is mandatory for success in the course.** No talking is allowed during the lectures. No cellphone use is allowed in class. There is a zero-tolerance policy for any of these actions. Students who do not comply will be asked to leave without warning and will receive a zero for the day's activities.

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Resources to support study skill and time management are available through:

UNM-Valencia Learning Commons (Tutoring)
Tutoring is available to you in math, science, writing, and other subjects through the Learning Commons: Learning and STEM Centers and Writing Center. In person tutoring is in these centers in the LRC (the building that also has the library). Tutoring in Zoom and, for writing, through email, is also available.
Making use of tutoring is a fantastic way to use your resources and set yourself up to learn deeply and well in your courses. **To schedule an appointment, please go to**: Learning Commons Bookings If you are making an email appointment with the Writing Center, email your draft to tutor@unm.edu after you fill out the form above. If you have difficulty with the scheduling link above, would like an appointment in a subject not listed at that link, or have a question, email tutor@unm.edu. You'll get answers during business hours Monday through Friday. The webpage, with more details about available hours, is here: Learning Commons: Tutoring Services webpage.

Center for Academic Program Support (CAPS). Many students have found that time management workshops can help them meet their goals (consult (CAPS) website under "services").

Attendance Policy

Attendance will be taken at the beginning of each class. Missing class is not an excuse for being unprepared. If you are absent, it is your responsibility to keep up with reading, get class notes from a fellow student, and /or see me during office hours if you have questions about the material. **Students who miss the first week of classes will be dropped. Students who miss more than 5 classes unexcused will be dropped. Arriving 10 minutes after class starts counts as an absence**. Excused absences include documented hospitalization or other documented, unexpected extreme emergencies. If excessive absenteeism that falls under the purview of "excused absences" continues, I reserve the right to drop students from the course. Please note: doctor's appointments, child-care, court dates, and job scheduling conflicts may not count as excused absences (always check with me first).

Plagiarism

Any form of plagiarism including using *AI* to write your papers is unacceptable and the paper in question will receive a failing grade. Plagiarism means using language and/or ideas without acknowledging their source, copying directly from websites and AI Generated writing. Plagiarism includes such activities as copying another student's papers or ideas, downloading and turning in papers from the Internet, or copying passages from outside sources without proper documentation. We will have a class discussion and assignment on Plagiarism. There will be additional resources on Blackboard as well. Plagiarism may also result in failure of the entire course or disciplinary action by the University.

To learn how to avoid plagiarism, students can speak to me, consult a tutor, or refer to http://library.acadiau.ca/sites/default/files/library/tutorials/plagiarism/.

Classroom Behavior

While I do not expect problems when working with adult learners, these policies ensure a safe and productive classroom environment. The following policies are listed in the University of New Mexico Student Handbook.

1) Students must treat one another and the instructor with respect. Derogatory remarks or name-calling is prohibited.
2) Students should not interrupt classroom lectures or discussion with non-related comments.
3) Students may discuss complaints about the course with their instructor; however, the students must do so in the proper environment, such as via email to the instructor, or during private office hours. Constant complaining in class discussions or in ZOOM meetings may result in the student being asked to leave that day's lesson; continued complaining after the first warning may result in the student being dropped from the course.
4) Students should not yell or curse at other students or at the teacher. Class time is a professional learning environment.
5) Sexual harassment will NEVER be tolerated.
6) Behavior that threatens the safety of any class member, including the instructor, will not be tolerated. The offending student will be asked to leave for the day and may be dropped from the course. Security will be called. Intoxication, physical assault and or battery, violence, stalking, or threats fall into this category.
7) Students must not threaten the instructor concerning their grades. This type of behavior is considered harassment and/or verbal assault. Security will be called.
8) If you ever feel unsafe on campus, please call security at (505) 925-8570.

NETIQUETTE STATEMENT:
Netiquette is a set of rules for behaving properly in the online environment in class.
In our class we will follow the following rules: Be considerate of your fellow students. No swearing or hate speech in the forums. All opinions are welcome, but they must be backed up by facts and reliable sources. No one is allowed to inflame or coerce another student's beliefs, ideas, or assumptions. Everyone has different points of view and debate is a large part of the discussions in this class. Speeches & Debate must be respectful, collegiate, informed and constructive – and it must stay in our class. Proper use of MLA format, grammar, and tone is required in all formats of this class (discussion boards, email, messages, written responses, workshops and writing assignments).

Computer and Technology Policies

Students must log in on the computer in our classroom during scheduled class meeting times with materials in hand. Save your work often and have a back-up file so as to avoid losing your work. Using computers during class time for entertainment, social networking, or personal e-mailing is strictly forbidden. Students who violate this policy will be asked to leave and counted absent for the day. The same rule applies for cell phones. Cell phones must remain off and stored away from work areas. No texting or phone calls are allowed.

E-Mail Etiquette

In general, e-mails that you write to me during the semester should include professional language, addressed with a subject heading including the type of question you are asking. For example, "Essay 1" would be an appropriate subject heading for a question regarding the first essay. E-mails should also include a salutation. For example, "Dear Professor Liz" would be an appropriate salutation for an electronic message. Be sure to sign your first and last name, and proofread your e-mail for grammatical errors. Please avoid text-speak. Learning to write professional e-mails early on is a skill you need as you progress to higher academic levels and further career pursuits.

Connecting to Campus and Finding Support: UNM-Valencia has many resources and centers to help you thrive, including opportunities to get involved, mental health resources, academic support including tutoring, resource centers, free food at Valencia Campus Food Pantry, and jobs on campus. Your advisor, staff at the resource centers and I can help you find the right opportunities for you.

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PARTICIPATION

Participation is mandatory in this course. Participation means actively participating in your education, including class discussions, writing workshops, and other online group exercises. Make sure to bring course materials and take notes during every class meeting. In the case of absence, in-class writing assignments cannot be made up regardless of the reason.

Your contribution is valuable to your peers' learning as well as your own. You are expected to participate respectfully and thoughtfully. *If you are distracting yourself electronically, you are not present.* Any distracting/inappropriate behavior (e.g., texting), will earn you a "check –". At the end of the course, your attendance and participation points will be calculated based on this system.

Participation is important to the entire class; therefore, it is rewarded. Attentive audience is part of your participation grade. Missing class is not an excuse for being unprepared; if you are absent it is your responsibility to keep up with reading, get class notes from a classmate, and/or confer with me at an appropriate time if you have questions. Excessive absences (missing more than 4 of our classes in the 16 week class, even "excused") can result in being dropped. Two instances of arriving late, leaving early, or persistent (non-course) electronics use can be counted as an absence. Excused absences are illness or emergencies; non-emergency appointments, child/family care, court hearings, and job scheduling conflicts do not count to excuse absences.

QUALITY *–I strongly advise you to dress up a bit on your speech days; this includes removing outer jackets, hat, etc* - Doing so shows that you care and that you are professional.

Required Work and Grading

You will perform four assessed speeches: Introduction; informative; persuasive, and ceremonial, applying our developing knowledge of effective public speaking. Much class time is dedicated to presentations and feedback. You will also provide constructive feedback to classmates' speeches and integrate your emerging knowledge and experience through reflective writing.

ASSESSED WORK & POINT VALUES:

Speeches & Writing Assignments — Points Breakdown

Total Possible Points: 1,050

- **Introduction Speech (2–3 min):** 100
- **Informative Speech (4–6 min):** 100
- **Topic Proposals (4 × 25 pts):** 100
- **Persuasive Speech (6–8 min):** 100
- **Ceremonial Speech (1–2 min):** 100
- **Final Evaluation Speech (2–3 min):** 100
- **Group Peer Evaluations (4 × 25 pts):** 100
- **Participation & Audience Engagement:** 100
- **Weekly Discussion Boards:** 100
- **Weekly Lecture Video Comments:** 150

*Peer Evaluations: During the practice time in workshops, you will work with a classmate and evaluate each other's speeches. I will provide further guidance on our evaluation focus. The purpose of this exercise is to practice constructive criticism, and work to practice and improve upon our speeches.

**Self-evaluation: This assignment involves performing a speech, then reflecting in a 2 page paper the effective aspects of your speech and the aspects to improve.

There are 1050 points possible in the course. Grades will be determined on a traditional percentage system, with the appropriate plus or minus sign: 100-90% = A (1000-900 points); 89-80% = B (899-800 points); 79-73%= C (799-700 points); 69-60% = D (699-600); and below = F.

Score	Grade
96-100	A+
93-95	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

Class Calendar – COMM 1130



All Assignments are posted in Weekly Modules on Canvas

Assignments subject to change – check weekly Announcements for updates

Most written assignments due on Sundays at 11:59pm in Canvas

Week	Topics & Activities	Readings / Viewings	Assignments
1	Introduction to COMM 1130, Syllabus Overview, Canvas orientation, Student Introductions	Ch. 1 *Speaking in Public*; Ch. 2 *Ethics and Public Speaking*	Post intro on Discussion Board (comment on 2–3 peers); Writing Assignment 1 – Ethics in Public Speaking; Begin thinking about Speech #1; Speech proposal assignment discussed
2	Analyzing speeches; Intro Speech content & delivery; View TED Talks	Ch. 4 *Giving Your First Speech*	Post TED Talk choice on Discussion Board; Speech topic & proposal due Sun 10:00pm; Post Intro Speech outline in Assignments
3	**Speech #1 – Introduction Speech (100 pts)**; TED/TEDxABQ talks discussion; Assign Informative Speech	Ch. 5 *Selecting a Topic & Purpose*; Ch. 7 *Gathering Materials*	Post Informative Speech proposal in Assignments; Analyze posted speeches in class
4	Research & prep for Informative Speech; Practice in workshop groups	Ch. 9 *Organizing the Body of the Speech*; Ch. 10 *Beginning & Ending the Speech*	Workshop practice for Speech #2

Week	Topics & Activities	Readings / Viewings	Assignments
5	**Speech #2 – Informative Speech (100 pts)**; Overcoming fear discussion	Ch. 15 *Speaking to Inform*	Discussion Board: Overcoming Fear; Paper topic proposal due Sun 10:00pm
6	Persuasive Speech discussion; Evaluation & persuasion	Ch. 16 *Speaking to Persuade*	Analyze Persuasion TED Talk in Discussion Board
7	Persuasion practice in small groups; Speech outlines	Ch. 17 *Methods of Persuasion*	Proposal & outline for Persuasive Speech due Sun 10:00pm; Post video analysis + 2 peer replies in Discussion Board
8	Persuasion & audience analysis; Defining audiences; Delivery	Ch. 13 *Delivery*	Discussion Board: Persuasive speech choice, fears, and goals
9	Persuasive Speech workshops; Political speech tactics	Ch. 18 *Speaking on Special Occasions*	Discussion Board: Political speech impressions
10	**Speech #3 – Persuasive Speech (100 pts)**		Discussion Board: Workshop feedback; Historical speech analysis
11	Ceremonial Speech discussion; *Newsroom* episode analysis		Evaluate a ceremonial speech (25 pts); Post ceremonial speech topic & outline by Sun 10:00pm
12	Work on Ceremonial Speech in class	Ch. 15 *Speaking to Inform*	Discussion Board
13	**Speech #4 – Ceremonial Speech (Order assigned)**		Discussion Board: Final speech ideas; Post final speech topic & outline
14	Final Speech workshops; Evaluation practice	In canvas	Post Evaluation Assignment
15	Work on Final Assignments; Extra credit work; Catch-up week	Selected readings and Ted talks in Canvas	Final speeches due
16	**Final Speech (Order selected by students)**		Final speech recordings posted

Student Learning Outcomes (SLOs)

By the end of the course, students will be able to:

1. Write coherent speech outlines with clear purpose and organization.
2. Incorporate research, reasoning, and evidence into presentations.
3. Demonstrate critical thinking as both speakers and listeners.
4. Adapt presentations to audiences through analysis.
5. Explain ethical responsibilities in communication.
6. Apply principles of communication and rhetorical theory.

Assignment Policy

Unless otherwise specified, all writing assignments must follow MLA format and be typewritten, double-

spaced in a 12pt, Times New Roman font. Essay length requirements are 750-1000 words each, or 3-4 pages. MLA specifications and help are available in Canvas in the Course Content and Resources section with links and other resources to help you format your papers correctly.

MISSED WORK – *I will allow students to make up missed work with the proper exceptions and notifications.* Exceptions are limited to documented, serious, and inescapable emergencies, such as car accident or hospitalization. If you should miss an assignment, you would do well to submit it to me in *Canvas* ASAP (for partial credit only).

ENGAGEMENT – You can participate best when you are prepared, having done the reading and homework before class. Come ready to demonstrate what you've learned. I evaluate your level of engagement – *evidenced by active listening, quality contributions, and productive use of class time* – during and after each class.

Title IX – Support, Respect, Connection, and Land Acknowledgement

Title IX: Our classroom and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should you ever need assistance or have concerns about incidents that violate this principle, please access the resources available to you on campus. Please note that, because UNM faculty, TAs, and Gas are considered "responsible employees" by the Department of Education, any disclosure of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) made to a faculty member, TA, or GA must be reported by that faculty member, TA, or GA to the university's Title IX coordinator. For more information on the campus policy regarding sexual misconduct, please see: https://policy.unm.edu/university-policies/2000/2740.html.

Support: LoboRESPECT Advocacy Center and the support services listed on its website, the Women's Resource Center and the LGBTQ Resource Center all offer confidential services and reporting.

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Resource: Division for Equity and Inclusion.

Citizenship and/or Immigration Status: All students are welcome in this class regardless of citizenship, residency, or immigration status. Your professor will respect your privacy if you choose to disclose your status. As for all students in the class, family emergency-related absences are normally excused with reasonable notice to the professor, as noted in the attendance guidelines above. UNM as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration's welcome is found on our website: http://undocumented.unm.edu/.

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Handbook (https://handbook.unm.edu). Please ask for help in understanding and avoiding plagiarism or academic dishonesty, which can both have very serious consequences.

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