



**COMM 1130-502: Introduction to Public Speaking
Spring 2021**

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.
- You can purchase an e-version of the textbook here:
<https://unm.redshelf.com/book/806877/concise-public-speaking-handbook-a-subscription-806877-9780134401782-steven-a-beebe-susan-j-beebe>
- Internet Access: I will use Blackboard Learn to supplement this course. To access your grades, assignments and quizzes, reliable Internet access is required.
- 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.

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:

For this course, you are to 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.

H. TUTOR MEETING: During week five, you will meet with a writing tutor to receive feedback for your persuasive speech. Points will be given when you meet with the tutor and then respond to the discussion board post about your meeting.

Grading Breakdown

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

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.

Course Policies
Communicating with 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.

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. Please do not e-mail me!

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 and I will get back to you.

Discussion Boards & Netiquette

Netiquette Statement: Network etiquette, or "netiquette" refers to a set of guidelines for student's online communication. My netiquette guidelines for the semester include: 1. Be aware that typing in all capital letters indicates shouting. 2. Be careful with humor and sarcasm. Both can be misunderstood! 3. Review all discussion posts before posting to avoid redundancy and typing or writing errors. 4. Communication with me, and with peers, is likely best handled via messages. Only post to the class discussion board if it is relevant to the course.

Stuff Happens Policy

Late Work: 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.

General Course Policies

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 (oco.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.

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 my discretion.

Hypothetical Situations

Q: It's the day that a speech is due. I've attempted to upload my video to YouTube, but it is not working. What do I do?

A: To prevent this from happening, I suggest that you upload your video one day before the assignment is due, that way it is complete and you do not have to stress or worry during the last minutes of the assignment. However, if you do wait until the due date, you can do the following: use one of your Stuff Happens late work submissions or temporarily upload your video to the "my media" link on Blackboard Learn and send me a screenshot until you are able to upload to YouTube.

Q: It's the end of the semester, and I'm missing a lot of my assignments. Can I turn them all in late?

A: Unless you have experienced some kind of emergency and communicated with me about that earlier on in the semester, you cannot turn in your work late.

Q: Help! My grades are low, it's near the end of the semester, and I need to pass the class. What do I do?

A: Communicate with me often and early on in the semester if you need help. I am always willing to meet on Zoom to help you with assignments. There are also two embedded tutors in our course that can help and support you throughout the semester. I cannot help you if you do not communicate with me early on and often.

Q: I have really bad speech anxiety. What do I do?

A: Let's meet and talk on zoom! I can give you suggestions for how to manage your anxiety. You can also practice your speech with me beforehand and I can give you feedback.