Hello, and welcome to Intro to Public Speaking! If you work hard and take this course seriously, you should improve your public speaking skills throughout the semester.

I understand this class can be difficult. Beyond public speaking, we will address many topics during this class that may be sensitive. In addition to the professional skills you will gain, my hope is you will also learn how to navigate interpersonal situations, conflict mediation, and civil discourse with more confidence.

**Course Expectations**

Show respect to the instructor and to your peers **at all times** during this course.

All assignments should be turned in early or by the due date. (If you feel that you need an extension, please talk to me before the assignment is due.)

It is your responsibility to reach out if you are falling behind, do not understand material, or have general questions or concerns.

All email communication is expected to follow **email etiquette guidelines** outlined below in the course policies.

To access Zoom office hours please go to umontana.zoom.us, click join meeting, and input the meeting ID: 981 8247 6797 and the passcode: 186440.

**Required Course Materials (Seriously, these are required.)**


***Note: The publisher has taken this textbook out of print. However, there are e-book versions available and used copies which can be purchased online. There is an e-book available through the University of Montana bookstore.

**Student Course Packet:** This contains course assignments, worksheets, feedback forms, and other material and is available at the link below. Once you have purchased the packet, please send me a screenshot of the proof of purchase, and then I will send you a password protected PDF of the packet.

http://hs.umt.edu/comm/courses/course-packet/default.php?action=aS7HryQXPd3I3Z8_uKyadqMJKmPOMDfs0qb6ZTYb4kY&a=
Reliable Internet Access: This is necessary for turning in assignments via Moodle and if you are unable to come to class due to safety concerns regarding COVID-19. You will be required to join class via Zoom, since attendance is required and will be a part of your final grade.

Online Support

UM Keep on Learning: This is a collection of resources for students. https://umonline.umt.edu/keep_on_learning/default.php

Zoom: Login using your NetID and password here umontana.zoom.us.

COVID Safety Information from UM

Mask use is required within the classroom.

Each student is provided with a cleaning kit (the Healthy Griz kit). The expectation is that students will clean their personal work space when they arrive for class, and before they leave the classroom.

The classroom has one entrance/exit. Please wait for anyone to exit the classroom before entering.

Students are discouraged from congregating outside the classroom before and after class.

Specific seating arrangements will be used to ensure social distancing and support contact tracing efforts. Please sit in the same seat for the entirety of the semester.

Class attendance will be recorded to support contact tracing efforts.

Drinking liquids and eating food is discouraged within the classroom (which requires mask removal).

If the class is being recorded, students will be notified of the recording ahead of time.

Stay home if you feel sick and/or if you are exhibiting COVID-19 symptoms.

If you are sick or displaying symptoms, please contact the Curry Health Center at (406) 243-4330.

Up-to-Date COVID-19 Information from the University of Montana.

UM Coronavirus Website: https://www.umt.edu/coronavirus

We strongly encourage you to remain vigilant outside the classroom in mitigating the spread of COVID-19.
COVID Safety Protocols
I hope that this semester is both engaging and safe. In order to keep everyone healthy, we will follow these guidelines:
As per UM’s requirements, all students must wear a mask for the duration of the class period. Alternatively, you will have the option to participate virtually via Zoom.

We will use a mandatory seating chart, which I will release during the first full week of class.

All work including speeches will be submitted through Moodle to reduce contact.

Please use hand sanitizer at the beginning and end of your time in class.

You will earn participation points for the activities we do in-class.

If you choose not to attend class in-person, you will still be responsible for attending class via Zoom and completing all activities and assignments.

Course Format
***As noted on Cyberbear, this class is a lecture format. Here is what that entails for this course:

Instruction
Lectures will be delivered synchronously during class time. It will be helpful for you if you have complete the necessary readings before the next class meeting.

Class time will be dedicated partially to lectures and partially to workshops and activities to help you better understand the course material.

Attending Class
Due to the safety concerns of Covid, in-person class attendance will not be required. However, attendance is required since participation will be part of your final grade. Participation points will come from doing the “in-class” activities and being part of the discussions whether you attend class via Zoom or in-person.

If you cannot attend class in-person, please notify me in advance and plan to join class remotely via Zoom. The Zoom info for this class is as follows:
https://umontana.zoom.us/j/96954514102?pwd=dktaZEdSVG0ydEN1V2FzaGVkcUFLdz09
Meeting ID: 969 5451 4102
Passcode: 520400

Assignments
The overall structure for this course is as follows:
All quizzes will be due on Monday at 11:59 PM. Quizzes will be based on the required readings from the textbook and the course pack as well as the in-class lectures. (For example: The readings posted for week 2 should be done and the quiz needs to be finished before the Monday of week 2 at 11:59 PM.)
All speeches will be due on either Tuesday or Thursday during class time. You will sign up for a time to give your speech a week or two before speech week. If you give your speech on Tuesday, you are still required to come to class on Thursday and be an engaged audience member.

During speech week, you will be required to turn in speech related assignments via Moodle. This includes your outline, speaking notes, self-evaluation, and peer evaluations. Your outline and speaking notes will be due at 11:59 PM on the day that you give your speech. Your self-evaluation and peer evaluations will be due Thursday at 11:59 PM.

All other assignments will be posted on Moodle and are due on Friday at 11:59 PM including all assignments that you get to work on during class.

**Course Outline**

***Note: The course outline is subject to change throughout the semester. If changes do occur, I will inform you via email as soon as possible and give you ample time. Like last semester, this semester is full of unknowns, so please be patient with me if I need to adjust dates or assignments along the way.

**Week 1 (January 11-17)**
Jan 12: Introduction Day
   Syllabus, Expectations, and Questions/Concerns
Jan 14: Impromptu Speeches
   **Homework:** Assignment 1 Email Etiquette Due: Friday Jan 15 at 11:59 PM
   Purchase Course Packet and Email me Proof of Purchase (Link above)
   Purchase Textbook
   Familiarize yourself with the Moodle Page

**Week 2 (January 18-24)**
   **Read:** Ch. 1 and Ch. 2 of Textbook and Course Pack (CP) 1-20 pgs. Before Coming to Class
   **Homework:** In-Class Assignments and Assignments Posted on Moodle Week 2
   Week 2 Quiz Due: Mon, Jan 18 at 11:59 PM

**Week 3 (January 25-31)**
   Jan 25: Sign up for speech day and time
   **Read:** Read Ch. 3 and Ch. 4 of Textbook and Course Pack (CP) 18-26 pgs. Before Coming to Class
   **Homework:** In-Class Assignments and Assignments Posted on Moodle Week 3
   Week 3 Quiz Due: Mon, Jan 25 at 11:59 PM

**Week 4 (February 1-7) – Local Issues Speech Week**
   Speeches will be delivered in-person during class time on Tuesday or Thursday.
   **Homework:**
   Local Issues Outline and Speaking Notes Due: Tues or Thurs at 11:59 PM
   Self-Evaluation and 1 Peer Evaluation Due: Fri, Feb 5 at 11:59 PM
**Week 5 (February 8-14) – Library Week**
- **Read:** Read Ch. 6 of Textbook and CP 28-38 Before Coming to Class
- **Homework:** In-Class Assignments and Assignments Posted on Moodle
- **Week 5 Quiz Due:** Mon, Feb 8 at 11:59 PM

**Week 6 (February 15-21)**
- **Feb 16:** Sign up for speech day and time
- **Read:** Read Ch. 5, Ch. 8, and Ch. 9 of Textbook, and CP 39-46 Before Coming to Class
- **Homework:** In-Class Assignments and Assignments Posted on Moodle
- **Week 6 Quiz Due:** Mon, Feb 15 at 11:59 PM

**Week 7 (February 22-28) – Informative Speech Week (Partially)**
- **Read:** Read Ch. 10, Ch. 11, and Ch. 12 of Textbook Before Coming to Class
- Speeches will be delivered in-person during class time on Thursday.
- **Homework:**
  - Informative Speech Outline and Speaking Notes Due: Thurs at 11:59 PM
  - **Week 7 Quiz Due:** Mon, Feb 22 at 11:59 PM

**Week 8 (March 1-7) – Informative Speech Week; No Class on Thurs, Mar 4th**
- Speeches will be delivered in-person during class time on Tuesday.
- **Homework:**
  - Informative Speech Outline and Speaking Notes Due: Tues at 11:59 PM
  - **Self-Evaluation and 3 Peer Evaluations Due:** Fri, Mar 5 at 11:59 PM

**Week 9 (March 8-14)**
- **Read:** Read Ch. 13 of Textbook and CP 47-53 Before Coming to Class
- **Homework:** In-Class Assignments and Assignments Posted on Moodle
- **Week 9 Quiz Due:** Mon, Mar 8 at 11:59 PM

**Week 10 (March 15-21)**
- **Read:** Read Ch. 14 of Textbook and CP 54-60 Before Coming to Class
- **Homework:** In-Class Assignments and Assignments Posted on Moodle
- **Week 10 Quiz Due:** Mon, Mar 15 at 11:59 PM

**Week 11 (March 22-28)**
- **Mar 23:** Sign up for speech day and time.
- **Homework:** In-Class Assignments and Assignments Posted on Moodle

**Week 12 (March 29-April 4) – Persuasive Speech Week**
- Speeches will be delivered in-person during class time on Tuesday and Thursday.
- **Homework:**
  - Persuasive Speech Outline and Speaking Notes Due: Tues or Thurs at 11:59 PM
  - **Self-Evaluation and 3 Peer Evaluations Due:** Fri, Apr 2 at 11:59 PM
Week 13 (April 5-11)
Read: Read Ch. 15 of Textbook and CP 61-64 Before Coming to Class
Homework: In-Class Assignments and Assignments Posted on Moodle Week 13
Week 13 Quiz Due: Mon, Apr 5 at 11:59 PM

Week 14 (April 12-18)
Apr 13: Sign up for speech day and time.
Read: Read Ch. 7 of Textbook and CP 65-69 Before Coming to Class
Homework: In-Class Assignments and Assignments Posted on Moodle Week 14
Week 14 Quiz Due: Mon, Apr 12 at 11:59 PM

Week 15 (April 19-25) – Ceremonial Speech Week
Speeches will be delivered in-person during class time on Tuesday and Thursday.
Homework:
Ceremonial Speech Outline and Speaking Notes Due: Tues or Thurs at 11:59 PM
Self-Evaluation and 3 Peer Evaluations Due: Fri, Apr 30 at 11:59 PM

Week 16 (April 26-30) – Finals Week; No Class
Final Assignment: Outside Speaker Assignment Due: Wed, Apr 28 at 11:59 PM
Have a good summer break!

Assignment 1
(Email Etiquette):
Using your UM email address, send an email to ashley.arsenault@umconnect.umt.edu with the following information:
1. A formal greeting
2. A song you listen to when you need motivation
3. A speech you really like, or remember well (and tell me why)
4. A goal for the semester
5. A formal sign-off

Turning in Speeches
The speeches that you will do this semester include a local issues speech, an informative speech, a persuasive speech, and a ceremonial speech. You will deliver your speech during class time on either Tuesday or Thursday. The speaking materials which include your outline and speaking notes will be due on the day you give your speech (Tuesday or Thursday) at 11:59 PM. These must be submitted via Moodle.

For the local issues speech, you will only be assigned one other person’s speech to evaluate. For the other 3 speeches, you will be assigned 3 others to evaluate. Use the Peer Feedback sheets in the course packet to take notes on your peers’ speeches, then respond to each of your assigned peers’ initial posts answering the evaluation questions for that speech. In addition, you will have to submit a self-evaluation about your own speech. These evaluations will be due the Friday of the given speech week at 11:59 PM. These must be submitted via Moodle.
Course Policies and Resources

Email Policy
As a young professional, email etiquette is important to follow. I expect clear and professional communication. Please follow the guidelines below, otherwise you may not receive a reply from me.

Tips for sending a professional email:
- Use a clear subject line (e.g. Email Assignment).
- Open with a formal greeting and the individual's name & title (e.g. Hello Ms. Arsenault, or Hello Instructor/Professor Arsenault). If you already have permission from the individual it is okay to use a nickname and drop their title (e.g. Hello Ashley).
- Use full sentences, and try to avoid slang. Aim to be somewhere between Professional & Familiar levels while corresponding with me.
  - Professional: I am not going to be able to complete the email assignment on time, may I have an extension?
  - Familiar: I'm not going to get this email thing done! I need more time!
  - Unprofessional: I hope it’s cool this email is gonna be hella late.
- Proofread for typos before you send, especially if you are emailing from a mobile device.
- Use a professional sign-off. If you have an email signature set up, close the message with a short goodbye or thank you above your pre-set signature.
- Add the address of the recipient as the last step.

***Please note, outside of clarifying questions about grading, I will not discuss grades over email. Please schedule a Zoom appointment or phone call with me to discuss specific questions about a grade you received.

Academic Dishonesty
University of Montana’s Student Conduct Code can be found at https://www.umt.edu/student-affairs/community-standards/default.php. The following types of plagiarism will result in an F on the assignment and any additional disciplinary action deemed appropriate:

What if I use a “canned” speech or paper that was written by someone else?
That’s plagiarism.

What if I give a speech that was a paper or speech for another course?
That’s plagiarism.

What if I cut and paste from websites and make minor word changes?
That’s plagiarism.

What if I don’t cite sources on my outline or bibliography?
That’s plagiarism.

What if I don’t cite sources orally during my speech?
That’s plagiarism.

What if I work with someone else on a speech that both of us present?
That’s plagiarism.
**Extra Credit**
Any extra credit opportunities will be announced to the whole class. I will only offer extra credit to the whole group. One extra credit opportunity will be open for the entire semester.

You can get extra credit by having your speech checked at the Writing and Public Speaking Center. You can work on brainstorming, arguments, research, etc. with the WPSC. You can meet with them virtually this semester. **Please forward me the email you receive from the WPSC after you complete your visit.**

Other opportunities may arise throughout the semester for you to earn extra credit points and will be announced to the whole class via email and posted on Moodle. If you feel that you have a good idea for extra credit, please let me know. I am always open to suggestions.

**Late Work**
I will accept late work. However, you will lose 10% of the grade you would have received on the assignment for every day it is late. This means if you turn in a 10-point assignment 1 day late or even 30 minutes late and you would have received a 100%, you will get a 90% on the assignment. (2 days late for that assignment would be an 80%) Late work may not be turned in more than a week late.

Please reach out if you are having difficulties turning in your assignments on time.

**Speech Completion**
Although it is mathematically possible, failure to complete **ALL FOUR** formal speeches will result in a failing grade for this course, regardless of total points earned.

**Names and Pronouns**
I am committed to building a class environment where everyone feels safe and welcome to come as they are. If the name on my roster is not the name you wish to be called, please send me an email and let me know how I should address you. I will also do my best to pronounce your name correctly; if I am mispronouncing your name, you are welcome to correct me. Finally, you have the right to be referred to with the pronouns you are most comfortable with, and I encourage you to list your pronouns in your introductory email or let me know if I have incorrectly addressed you.

**For Students with Different Abilities**
If you have a disability that may require modification of the course, please obtain appropriate documentation from the DSS Office and then see me to discuss what, if any, special arrangements need to be made.

*Please do so within the first 2 weeks of class in order to be effectively accommodated.*

If you have accommodation requests for issues which you do not have DSS documentation, please still see me to discuss what, if any, arrangements can be made for you.

For help or more information visit: [https://www.umt.edu/dss/](https://www.umt.edu/dss/)
Basic Needs Statement
Any student who faces challenges securing food, housing, or healthcare and believes that this could affect their performance in this course is urged to contact any or all of the following campuses resources:

Food Pantry Program
UM offers a food pantry that students can access for emergency food. The pantry is open on Tuesdays from 9 to 2, on Fridays from 10-5. The pantry is located in UC 119 (in the former ASUM Childcare offices).

Pantry staff operate several satellite food cupboards on campus (including one at Missoula College). For more information about this program, email umpantry@mso.umt.edu, visit the pantry’s website (https://www.umt.edu/uc/food-pantry/default.php) or contact the pantry on social media (@pantryUm on twitter, @UMPantry on Facebook, um_pantry on Instagram).

ASUM Renter Center
The Renter Center has compiled a list of resources for UM students at risk of homelessness or food insecurity here: http://www.umt.edu/asum/agencies/renter-center/default.php and here: https://medium.com/griz-renter-blog.

Students can schedule an appointment with Renter Center staff to discuss their situation and receive information, support, and referrals.

TRiO Student Support Services
TRiO serves UM students who are low-income, first-generation college students, or have documented disabilities. TRiO services include a textbook loan program, scholarships and financial aid help, academic advising, coaching, and tutoring.

Students can check their eligibility for TRiO services online here: http://www.umt.edu/triosss/apply.php#Eligibility.

Curry Health Center (Dental, Mental Health, and Medical)
Curry Health Center (CHC) provides quality, affordable, accessible health care for students at the University of Montana. They promote a healthy campus by treating students with dignity and respect and through collaborating and sharing expertise.
CHS offers online appointments and online screening tools, as well as same day walk-in appointments if needed: http://www.umt.edu/curry-health-center/

***If you are comfortable, please come see me with concerns you have, and I will do my best to help connect you with additional resources.
Point Breakdown

SPEECH 1  Local Issues Speech  100 points

   Performance  75
   Speaking Notes  25

SPEECH 2  Informative Speech  190 points

   Draft working outline  15
   Performance  125
   Final working outline  25
   Speaking Notes, Bibliog., Visual Aid  25

SPEECH 3  Persuasive Speech  200 points

   Performance  150
   Final working outline  25
   Speaking Notes, Bibliography, Sources  25

SPEECH 4  Ceremonial Speech  150 points

   Performance  125
   Manuscript  25

OTHER  Various Assignments  360 points

   Quizzes (Best 5)  50 (10 pts each)
   Participation and Weekly Assignments  100
   Peer Evaluations  100 (10 pts each)
   Self-Evaluations  60 (4 evals x 15 pts)
   Outside Speaker Assignment  50

TOTAL POINTS  1000 points

Course Points/Final Grade

>925   =A   899-875   B+   799-775   C+
924-900 =A-   874-825   B   774-725   C
    824-800   B-   724-700   C-
    699-600   D
    <600   F

***Tip: This means that every 10 points you earn is worth 1% of your grade... skipping small assignments adds up quickly and makes it tougher to earn an A at the end of the semester!

***Your course grade will be determined by your performance on four major speaking assignments, smaller assignments related to the speeches, and in-class exercises. Some assignment dates, point values, and readings are subject to change.