

## Honors Introduction to Public Speaking

SPC 2608 –Spring 2014

**Location:**

**Time:**

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**Instructor:** Mariam Willis, M.A.

**Office:** Rolfs 413

**Office Hours:**

**Campus Mail:** Rolfs 402

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The purpose of this course is to understand and apply (1) the basic principles of effective public speaking, (2) the principles of audience analysis and message preparation, and (3) critical listening skills as they apply to public speaking.

### Required Text:

THE ART of PUBLIC SPEAKING, 11<sup>th</sup> edition, by Stephen Lucas. Publisher: McGraw-Hill. ISBN: 0073406732

**COURSE OBJECTIVES:** Students will be required to present a minimum of four extemporaneous style speeches and impromptu speech during the semester. Written critiques for each speech will consider, among other things, the *effectiveness of the message, delivery and organization*. A speech outline and bibliography are to be submitted to the instructor at the time each speech is presented. The outline and bibliography, as well as the speech itself, will provide the basis for the evaluation of each speech assignment. It is expected that students will prepare and research their speeches using and citing a variety of sources (including, but not limited to, newspapers, magazines, journals, books, websites, etc.). Additionally, speeches will be evaluated, in part, on the student's ability to present within the designated time limits. A more complete explanation of each speech assignment will be provided in advance of its preparation and presentation. Speaking schedules for the designated days of the individual speech assignments will also be announced in advance. Speeches will comprise a major percentage of the final course grade. The remainder of points for the final grade is accumulated from participation, a mid-term exam, and a comprehensive final exam.

### COURSE EVALUATION & GRADING CRITERIA

#### Speech of Introduction

The speaker will concentrate on thematically introducing themselves or a peer to the class. A limited preparation speech designed to assist students in improving their ability to devise a coherent organizational structure and thesis, and to integrate knowledge into an effective presentation.

#### Informative Speech

The object of this speech is to assist the student in acquiring a fuller, more functional understanding of a specific purpose statement. Students are required to use of visual aids. In addition to a written bibliography, at least five sources of support should be orally cited.

#### Two Persuasive Speeches

The persuasive speech is a speech of advocacy where the speaker confronts neutral and/or opposing listeners, inviting them to change their opinions to match that of his/her own using a variety of motivational strategies. Students are required to use of visual aids. In addition to a written bibliography, at least five sources of support should be orally cited.

#### Opinion Give & Take

A speech presented within a debate format. Speakers will individually present speeches on different facets of topic significant to a current, controversial issue. Individuals or groups will debate various sides of an issue. You are required to use sources of support.

## Exams

*	Mid-term	100
*	Final	150

## Speeches

*	Introduction	050
*	Informative	100
*	Persuasive 1	150
*	Persuasive 2	150
*	Opinion Give & Take	100

**TOTAL** **1,000 points**

## Grade Guide

A	=	930-1000	A-	=	900-929			
B+	=	870-899	B	=	830-869	B-	=	800-829
C+	=	770-799	C	=	730-769	C-	=	700-729
D+	=	670-699	D	=	630-669	D-	=	600-629
F	=	599-0						

## INSTRUCTOR EXPECTATIONS AND POLICIES

**Attendance:** You will be expected to attend every class session. You are allowed four hours of excused **or** unexcused absences during the semester. Missing more than four hours of class may result in you failing the course. Tardiness and early exit will count as one hour of absence. If you have a legitimate circumstance that requires you miss more than four hours of class you will need to see the course director, Dr. Stephanie Webster (swebster@ufl.edu), for exemption. An excused absence is defined as one that can be documented in writing and is due to a medical problem with the student or immediate family, death in the student's immediate family, or an officially recognized university sponsored event.

**Outlines:** Outlines must be typed and printed on standard paper (8.5x11), using full sentences, and including a bibliography or works cited. An outline is required for all speeches except the Speech of Self-Introduction.

**Assignments:** All assignments must be your original work. Assignments will not be accepted through email. A late assignment, such as a formal outline, will receive a 30% penalty. Late work is below average work. Oral assignments, formal presentations, and exams cannot be made up

**Delivery:** All presentations will be extemporaneously (conversationally) delivered. Reading or memorizing a presentation may result in failing the assignment. While you speak, you will be permitted to use no more than 5, 3X5 or 4X6 inch, index cards or one side of a standard piece of paper.

**Visual Aids:** Visual aides are required for speeches. These do not need to be professionally prepared, but they must look professional. Criteria will be discussed in class.

**Dress:** All presentations are professional speaking situations. Therefore, you are expected to dress appropriately for the topic and situation. In most cases, for women appropriate dress includes pantsuit, dress, skirt, blouse and jacket and appropriate shoes (no flip-flops). For men, appropriate dress includes dress pants, belt, sports coat and proper shoes. You will lose points if your dress is not considered appropriate since it impacts on your presentation.

**Electronic devices and food:** Cell phones, etc. must be turned off or silenced before entering the classroom. Food is not allowed in the class. Laptops are permitted during lecture but are not permitted during peer presentations. If I notice your laptop is distracting engagement of this course, I will require you take notes by hand.

Plagiarizing: Plagiarizing is a serious academic offense. If you are caught plagiarizing an assignment, you will receive a 0 for the assignment and an official UF written notice.

Participation: All students are expected to be prepared and ready to participate in any class activity or assignment. The success of your personal education and those of your peers is dependent upon this commitment.

Classroom Civility: We want to build a classroom climate that is comfortable for all. In a communication class, it is especially important that we (1) display respect for all members (classmates and instructor); (2) pay attention to and participate in all class sessions and activities; (3) avoid unnecessary disruption during class time (e.g., having private conversations, reading out of class material, doing out of class work, receiving cell phone calls or text messages, etc.); and (4) avoid racist, sexist, or other negative language that may unnecessarily exclude or affect members of the class. This is not an exhaustive list of behavior; rather, they represent the minimal standards that help make a classroom a productive place for all concerned. After one written warning, your final grade will be reduced by 10% or 100 points each time you engage in these types of behavior – especially for phones (text messaging) and other distracting technology. The University code for classroom behavior and academic misconduct will be enforced in this course.

Religious Holidays: The University's policy on religious holy days as stated in the University Catalog and Student Handbook will be followed in this class. Any student may request to be excused from class to observe a religious holy day of his or her faith.

Disability Notice: The UF Disability Resource Center (<http://www.dso.ufl.edu/drc/>) is available to you should you need it. It is your responsibility to contact them in order to have your needs met. You will need to follow their procedures as to proper notification of the instructor.

**PUBLIC SPEAKING LAB:** Located in 410 Rolfs Hall, the Public Speaking Lab offers free assistance to those seeking to develop their speaking skills. Staffed by both Public Speaking instructors and peer mentors who have successfully completed a speech course, the lab welcomes walk-ins during the hours posted at: <http://www.clas.ufl.edu/users/swebster/labindex.htm>. Hours are subject to change. For optimal success please plan speeches well in advance.

Students can choose to have their speeches video-taped, get feedback on outlines, ask questions about supporting their points, and get ideas about handling speech anxiety. We also offer assistance in preparing for interviews or preparing speeches for other courses. Please note that students currently enrolled in SPC2608 are responsible for taking the guidance offered by consultants in the lab and making sure they still meet all requirements of their own instructor. If you have questions about a visit with the lab, please feel free to contact Dr. Stephanie Webster at [swebster@ufl.edu](mailto:swebster@ufl.edu)

**The syllabus, course calendar, and evaluation tools may be amended as needed during the semester.**