

**SPC2608-Introduction to Public Speaking**  
**University of Florida**  
**Dial Center for Written & Oral Communication**  
**Spring 2014**

The purpose of this multi-sectioned 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, 2012 by Steven Lucas. Publisher: McGraw-Hill, 11<sup>th</sup> edition. This text is available at most bookstores supplying the university, and at <http://shopmcgraw-hill.com>. Many past students recommend renting this text through the UF bookstore or at other outlets. Additional packets may be required by individual instructors (to be purchased at specified copy centers or bookstores). Students should also have personal computer access in order to utilize Connect Lucas, an online instruction tool that accompanies the required textbook. Your individual instructor will specify whether they will be using the online resources. Online access is also necessary for access to your course Sakai sites.

**Semester Schedule:** Weekly or daily schedules will be printed in your instructor's addendum to this syllabus. A schedule listing university holidays, drop deadline and final exam is given below:

January 10, Friday 11:59pm	Drop/Add ends
January 20, Monday	Martin Luther King Jr. Holiday (No classes)
January 24, Friday	S-U Application Deadline
March 1, Saturday -March 8, Sat.	Spring Break (No class)
April 11, Friday	Deadline to drop a course by college petition without receiving a WF grade
April 24-April 25 Thursday-Friday	Examination Reading Days (No Classes)

**April 28th, MONDAY, 10:00am – 12noon** Exam #2--Location will be announced by your instructor and via your course Sakai site when information is available.

**There will be NO early exams--plan your exit from Gainesville accordingly!!**

For additional critical dates, consult the University of Florida Registrar's office at: <http://www.registrar.ufl.edu/>

**Course Assignments:** Students will be required to present a minimum of four extemporaneous style speeches and one 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 given by your instructor. Instructors will provide a

more complete explanation of each speech assignment in advance of its preparation and presentation (the order of speeches may vary in each section). Speaking schedules for the designated days of the individual speech assignments will also be announced in advance; a rotating system of scheduling will be used. Evaluations assigned to the speeches will comprise a major percentage of the final course grade. The remainder of points for the final grade is accumulated from participation and two exams.

### **Clarifying a Single Point**

The speaker will concentrate on a single idea (specific assignment will vary among sections). See individual instructor's addendum re: failure to complete this assignment.

### **Informative Speech (or Demonstrative Speech at your instructor's discretion)**

The object of this speech is to give the audience a fuller, more functional understanding of a specific purpose statement. Your instructor will require use of visual aids and/or sources of support.

### **Persuasive Speech**

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.

**Group Project A or B (at your instructor's discretion):** A) A Speech Presented within a Symposium. A small group of speakers individually present speeches on different facets of an encompassing topic significant to their audience. B) A Speech Presented within a Debate Format. Speakers will individually present speeches on different facets of an encompassing topic significant to a current issue in a debate format. Individuals or groups will debate either one or both sides of an issue.

**Impromptu Speech/es (max 50 points)** A limited preparation speech designed to assist students in improving their ability to devise a coherent organizational structure and thesis and integrate knowledge into an effective presentation. Topics will vary by classroom, but could include quotations, words, objects, and situations or even, cartoons.

**Public Speaking Students Forum:** A speaking competition sponsored by the Dial Center for Written & Oral Communication will be held in March on a Sunday evening (usually the third or fourth Sunday of the month). Students who have completed SPC2608 in past semesters will be selected to participate. Your instructor will announce specific details regarding your attendance and/or assignments for this event. Also, please let your instructor know if you would be interested in participating as a speaker next year.

**Public Speaking Lab:** Located in 415 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://cwoc.ufl.edu/programs/public-speaking-lab/hours/>. You can also request an appointment through that website. For optimal success, and to ensure available assistance, 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, preparing speeches for other courses, or preparing to speak in special occasions. 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. Copies of intake forms will be shared with Public Speaking instructors to ensure open communication. If you have questions about a visit with the lab, please feel free to contact Stephanie Webster at [swebster@ufl.edu](mailto:swebster@ufl.edu).

## **Course Evaluations:**

Evaluations for individual assignments and components of the course will be determined on the basis of the following point system:

Single Point Speech	worth 0 points
Informative/Demonstration Speech	150 points
Persuasive Speech	200
Group Project	200
Impromptu Speech	50
Participation* & Attendance	100
Exam #1	150
Exam #2	150
Total Points	1000
*(quizzes, exercises, discussions, homework...)	

### **Scale for Final Grades:**

A	93-100%	930-1000 points
A-	90-92%	900-929
B+	87-89%	870-899
B	83-86%	830-869
B-	80-82%	800-829
C+	77-79%	770-799
C	73-76%	730-769
C-	70-72%	700-729
D+	67-69%	670-699
D	63-66%	630-669
D-	60-62%	600-629
E	0-59%	0-599

**Readings:** Students are responsible for the entire text as well as other assigned readings from individual instructors.

**Attendance:** Students are responsible for signing roll sheets in order to receive credit for attending class meetings. Instructors will not give credit for attendance the next class period just because you say you 'missed the roll'.

Public speaking is a performance course and differs from "pure" lecture courses. A student learns from watching/perceiving/critically listening to others present their speeches and by presenting speeches himself/herself. Much of the course is lost if the student does not attend class. Therefore, a student is allowed to miss three hours of class material without incurring a penalty (a 2 period class=2 hours; a 3 hour block=3 hours). These allowed absences DO NOT include days in which you are scheduled to give a speech or group presentation (i.e. there are additional penalties for missing assignment due dates, see below).

For **each** hour missed beyond the three allowed hours, a total of **20 points** will be deducted (i.e. 4 hours absent= -20pts; 5 hours absent= -40pts). If the penalty exceeds the 100 participation points, the 20 points per absence will then come off of the total grade out of 1000 in the class.

For 3-hour block courses, being absent from one 3-hour block would constitute all allowed absences for the semester; and then -20 for each hour missed after that.

## **Participation:**

Participation grades are determined by the instructor. They can include activities such as quizzes, attending and evaluating outside speeches, class exercises and discussion, and homework. Participation can be negatively impacted by texting in class, reading the paper, sleeping, or arriving late/leaving early.

Students are expected to behave according to the UF student code of conduct in their classes. This means

treating their instructors and fellow classmates with respect. Public Speaking can be a stressful course and it can be a positive experience. To ensure a positive learning environment, students should not: make complaints publicly (in front of other students); attack the instructor verbally, physically, or in written form; or express reactions in the classroom that would bring harm to other students. Failure to meet the UF code of conduct can impact a student's class participation grade or result in referral to the UF judicial office. Class atmosphere can be made or broken by the approach that students take to the challenges of the course. Students that support others, show good humor in the face of obstacles, show dedication in the face of setbacks, and show grace when others are not doing as well will help to create a positive communication climate.

**Makeup Speeches and Exams:** No student will have the opportunity to make-up more than one required assignment. However, once the assignment has been completed and graded the following deductions will be assessed: for a 50 point assignment -12 points will be deducted; for a 100 point assignment -24 points will be deducted; for a 150 point assignment -36 points will be deducted; and for a 200 point assignment -48 points will be deducted. There is NO makeup for Exam #2.

**Plagiarism:** All submitted work during the course, written or oral, will be the student's personal, original work, with credit being given to sources used. [Further, all documentation of absences will be honest representations.] If a student violates this understanding, evaluations of work must be affected accordingly and if necessary, adjudication will be processed by procedures approved by the University of Florida Honor Court.

Other policies regarding assignments, penalties, classroom rules and regulations, will be dealt with by the individual instructors of this course. Please refer to your instructor's individual addendum to this syllabus for those policies.

Any questions regarding the planning, administering and teaching of SPC2608 should be discussed with individual instructors. As needed, questions can be discussed further with Stephanie Webster ([swebster@ufl.edu](mailto:swebster@ufl.edu)), Director of the SPC 2608 program, 402 Rolfs Hall, Dial Center for Written & Oral Communication.