

Fall 2015

Section: 4380

Syllabus Addendum

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<b>Instructor:</b>	Dr. Emily Rine Butler
<b>Meeting Time:</b>	MWF Period 4 (10:40-11:30)
<b>Classrooms:</b>	TUR 2333
<b>Office:</b>	Rolfs 412
<b>Office Hours:</b>	TW 12-1pm
<b>Office Phone:</b>	352-273-2743
<b>E-mail:</b>	<a href="mailto:erbutler@ufl.edu">erbutler@ufl.edu</a>
<b>Website:</b>	<a href="http://lss.at.ufl.edu">http://lss.at.ufl.edu</a> (follow log-on for e-learning in CANVAS)

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### I. Course Objectives

- A. To increase understanding and integration of the basic principles, practices and techniques of effective public speaking.
- B. To explore principles of listening and perception in order to enhance speaking abilities.
- C. To increase confidence and poise when speaking to audiences or groups.
- D. To examine how public speaking contributes to our greater life purpose and role as citizens in caring and meaningful communities.

II. **Required Text:** THE ART of PUBLIC SPEAKING, 2015, by Steven Lucas. Publisher: McGraw-Hill, 12<sup>th</sup> edition. This text is available at most bookstores supplying the university. I have put this book on reserve in Library West as well. \*The cheapest option is to rent this text. The UF bookstore now does rentals and chegg.com does them.

### III. Course Assignments

- A. **4-Object Speech:** (0 points but required). 2-3 minutes: an introductory speech during the first week of class.
- B. **Demonstration Speech:** (150 points) – 4-6 minutes: you will demonstrate a process through a serial presentation of information. Visual aids are important to this type of speech.
- C. **Group Speech:** (200 points) –5-7 minutes per person: A small group of speakers will individually present a symposium on different facets of a topic significant to the audience. The goal will be to give the audience a richer understanding of a specific topic about which there is misunderstanding or lack of understanding.
- D. **Impromptu Speech:** (50 points) – 2-3 minutes with 1 minute of prep: you will present a speech with limited preparation that is designed to improve your ability to develop a coherent organizational structure and thesis, and to integrate knowledge into an effective presentation.
- E. **Persuasive Speech:** (200 points) – 6-8 minutes: you will confront neutral and/or opposing listeners, urging them to change their opinions to match that of his/her own using a variety of motivational strategies.
- F. **Attendance/Participation:** (25 points) - (Exercises, attendance, 5 peer evaluations for each round of speeches except 4-object speech, and timing speeches)
- G. **Self-Critiques** (50 points): Students will be responsible for getting their video files from Dr. Butler for their (1) demo and (2) group speeches and filling out a self-critique form for each speech. You can find the questions/form for the critique on Canvas. Due dates: Critiques are always due at the start of the next round of speeches. Each critique that shows insight will earn the full 25 points.

*(Honors section only)*

- H. **Toast** (25 points) – 2-3 minutes: We will have a dinner banquet during the semester during which you will be expected to give a short toast to the class. (*Honors section only*)
- I. **Exam #1** (150 points) – You are responsible for the material in the book even if it is not explicitly covered in class. Class will prepare you for your speeches practically, and the text will cover both the theoretical and practical. Thus, exams will be based on your readings, class discussions and speeches. They will be in multiple-choice format.
- J. **Exam #2 (Final Exam)** (150 points) – Not cumulative. See *Schedule of Topics* for chapters.

Total Points: 1000 points

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**Scale for Final**

**Grades:**

A=930-1000  
 A-=900-929  
 B+=870-899  
 B=830-869  
 B-=800-829  
 C+=770-790  
 C=730-769  
 C-=700-729  
 D+=670-699  
 D=630-669  
 D-=600-629  
 E=0-599

**Scale for Final**

**Grades:**

A=93-100%  
 A-=90-92%  
 B+=87-89%  
 B=83-86%  
 B-=80-82%  
 C+=77-79%  
 C=73-76%  
 C-=70-72%  
 D+=67-69%  
 D=63-66%  
 D-=60-62%  
 E=0-59%

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IV. **Attendance:** Since this class is primarily a ‘skill’ as opposed to a lecture course, your attendance is significant to your success in the class. You will learn from observing and critiquing others’ presentations in addition to your own. Attendance will be taken daily. It is your responsibility to look for and be sure you have signed the roll sheet by the end of class. If you have not signed the roll sheet, you will be counted as absent.

A. **How absences affect your grade:** You are allowed 3 absences (3 hours) for whatever reason, so it is not necessary to explain why you missed class. However, you do not get extra sick days excused if you used the 3 hours for visiting people, vacation, studying for an exam, etc. Therefore, use your 3 hours wisely. If you have university business, or are hospitalized and expect that to exceed your 3 hours of class, you must provide documentation that shows you had to use up your 3 absences and then some. Here is the point deduction for absences over 3 hours:

- 4th absence = automatic minus 20 points from participation grade, 5<sup>th</sup> absence another 20 points deducted from the participation grade; and so on for all absences after 3. Once all participation points are used up, points will be deducted from your final grade.
- (see all-department syllabus for further info)

\*\*\* Note, the first few weeks of class, **you** are responsible for looking for and asking about the roll if you don’t see one. I cannot prove you were in class and you will be marked absent if your name is not on the roll even if you say you were there.

**YOU MUST MAKE SURE YOU SIGN IN FOR EVERY CLASS YOU ATTEND! THIS IS YOUR RESPONSIBILITY!**

**B. How Tardiness affects your grade:** Again, your presence impacts your ability to integrate and contribute to the discussion. Excessive tardiness or leaving early will therefore affect your grade. **You must be in class at least 40 minutes for each 50-minute segment to get credit for that 50-minute block.** Three (3) tardies (entering late or leaving early) will count as one absence as described above. If you ask permission to leave early to study for an exam or other, I will always say yes, but you will still be considered 'leaving early' and receive a 1/3 absence. You are accountable for your choices, so I will always accept your right to choose

what is best for you, but will also uphold a standard across the board for all students. It is not fair to those that come to class on time and forego preparation for other classes, to excuse some students.

**\*\*Note: if you are late on a speech day and miss your turn, you cannot be moved in order on the speech list. You must make that speech up with penalty or receive a zero. Moving speech order affects many people and it is not fair to those after you that get bumped around.**

**\*\* Please do not walk in on anyone giving a speech. Wait until you hear the applause and then enter.**

**C. What about Missed Announcements?** If you are absent, you are still responsible for any announcements made in class. If I assign the order of speeches on Monday and you miss class, but it is your day to speak on the day you return, you will be responsible for your outline, bibliography and speech that day. Always assume you are giving your speech on the first day of assigned speeches. If there are 2 days of speeches, you cannot just be put on the second day if you miss the first.

**\*\* All requests for a certain speech day that are made before the order is released will be given every consideration possible. Once the order is released to the class, you must arrange with someone in the class and both agree to switch order.**

**E. What is the Make-up Policy?** Regardless of whether your absence is excused or not, you get only **ONE CHANCE FOR A MAKE-UP**. All make-ups are penalized according to their weight in the overall points: for a 5% grade (-12), for a 10% grade (-24), for a 15% grade (-36), for a 20% grade (-48). This is for all SPC classes. These points come off of your actual percentage grade. (If you received a 90 on the group speech, you will have  $90-48=42\%$ ).

**\*\* There is no make-up for the Group Speech or Exam 2 (Final Exam).**

**\*\*You are responsible for your first speech even though it is not worth any points. Missing this speech means that you use your one make-up privilege.**

**\*\*After you have used your one chance, the next missed speech or exam is a zero.**

**\*\*You are responsible for making up your work within one week from your return to class. It must be done during my office hours (no new hours will be created to accommodate a make-up). Please thoroughly read the department syllabus regarding the make-up policy for all sections.**

**F. Participation Grade details –** What constitutes this grade? This skill-based class emphasizes the ability to integrate class materials into effective presentations. It is imperative that you stay up to date on the assigned readings and ask questions in class discussions or during lecture. Being present in body is not considered a substitute for being here in mind. That means reading the Alligator during speeches or lecture, being on your cellphone, sleeping, or other studying will detract from your participation grade. While you cannot receive points by participating, you can lose them for not

participating. All students start out with 100%, but absences, tardiness, texting in class, lack of active participation, or lack of a positive attitude can affect this grade.

**\*\*Bringing in all of your own peer evaluation forms printed out will earn you points towards 'active participation' (but cannot replace absences). – THESE CAN BE FOUND ON CANVAS**

## V. Speech Details

### A. **Outlines and Bibliographies: DUE ON THE FIRST DAY OF SPEECHES SUBMITTED TO CANVAS BEFORE THE START OF CLASS!**

You will need to turn in a preparation outline prior to each speech:

1. Preparation Outline – typed outline with proper format that is submitted to me prior to speaking. It must include the following:

- a. Planned attention getter
- b. Clear thesis statement
- c. Preview of speech (where you are going)
- d. **Full** sentence statements for each main point
- e. Key words or phrases designating sub points
- f. Key words or phrases designating supporting material
- g. Transition statements between all main parts
- h. Citations for all sources/bibliography

2. Failure to turn in the outline or bibliography **before** speaking will result in a point reduction from that speech grade. **\*\* No outline is required for the 4-object, impromptu, or toast speeches.**

B. **Note cards and Visual Aids** – All speeches will be done on **1 side of 1 index card (4 x 6)**. You may not take an outline up with you. This will help you speak extemporaneously. It will be important that you practice several times before your speech (I recommend 30x out loud). Put any quotes, citations, and statistics that are difficult to remember on the index card. You must turn in the note card after you speak (with your name on it). **If you use more than one note card, your speech will not count.** **You will need to make up the speech with the penalties described in this syllabus.**

You will also need to turn in a copy of your visual aids (e.g. PPT). You need to upload them to CANVAS by **midnight on the day you speak**. **Five points will be deducted from your speech grade for failing to turn in your visual aids on time.** Visual Aids that are plagiarized will result in a referral to the judicial process on campus and a 0 grade for that speech.

C. **Speech Topics:** Due as noted in schedule of topics below or in class. You must hand in your topic by the deadline indicated on the schedule of classes. **Five points will be deducted for late topics or changes in topic for that speech.**

D. **Grading:** Grading criteria for speeches can be found in the course website under grading criteria as well as under speech evaluations. A primary guideline is professionalism. Take your speeches and your classmates seriously. Select topics and research that challenge you and your classmates.

\*Details on preparing for each type of speech will be provided throughout the semester as we get closer to each one. See me during office hours if you would like to discuss any of the speeches before we get to the prep date. I am happy to talk with you about your progress and what you can do to improve your speeches as we go along. **In the past, students have found it extremely helpful to turn in detailed outlines ahead of time to receive feedback and suggestions. I will**

**post an assignment (worth 0 points) on CANVAS and you can upload your outline for review. Outline review is optional, but suggested.** You may also come to my office hours. However, you are welcome to ask as many short, specific questions as you want. And you are welcome to come to my office hours as many times as you want. Expectations for speeches will rise with each progressive speech. Thus, each student should seek to incorporate the text and class lessons as we move through the semester.

- E. **Speech props:** **NO** illegal or dangerous products, chemicals, or substances are allowed in the class (i.e., guns, knives, drugs, alcohol, explosives, fire, illegal substances, etc.). No pets or reptiles will be allowed in the classroom. Violation of this rule will result in a penalty of 50 points deducted from that speech's grade.
- F. **Speech language:** No intentional foul language, harassment, or cursing is allowed during any speech presentations. This can result in a 15-point penalty off of your speech even if you are in the audience doing it. 'Crap,' 'sucks,' 'pissed off' and similar slang are unprofessional, and you will lose 5 points.
- G. **Honor Code:** All submitted work, written or oral (including exams and power point slides), will be the student's personal, original work, with credit being given to sources used. Plagiarism, signing another student in, the use of prepared speech texts, and other forms of dishonesty are grounds for failure of this course and referral to the University Judicial process.
- H. **Video recording:** We will video record all speeches given for a grade. If you would like a copy of your speech, please bring a jump drive to transfer the file(s) from Dr. Butler's laptop.

#### IV. Miscellaneous

- A. **Accommodations:** Please inform me if I can do anything to make sure physical circumstances don't get in the way of your work. UF's official statement on ADA issues includes: "Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation." **I'd appreciate your paperwork the first week of class.**
- B. **Overall about this class:** Public Speaking is one of those classes that has the potential to reach across your lifetime. It is a course that will allow you to develop skills you can use in a variety of capacities as a contributing member of society. Many people always remember their public speaking course and say it is one of their favorites. The level of challenge described above is equaled by the opportunity to demonstrate courage and purpose. It is natural to have reservations about speaking, but it is often said that we get out of life what we put into it. And we more often regret the things we didn't try, than the things we did. This class will be taught in that spirit.
- C. **Extra Credit:** You have 2 ways to earn extra credit in this course. Each way is worth **10 points**. added to your overall point total for the course. Extra credit due on the last day of class on Canvas.
  1. Do an additional self-critique of either your Impromptu Speech or your Banquet Toast
  2. Critique a speech outside of class in a 1 page, single-spaced, typed paper with 1-inch margins and 12-pt font.

## Schedule of Topics

(Note that revisions may occur during the semester. I'll notify you of any changes).

\*Chapters with double parentheses will not be talked about explicitly in the lectures, but are still on the exams.

### WEEK 1 (AUGUST 22- 26):

#### **Chapter 1: Speaking in Public**

#### **Chapter 2: Ethics**

Monday	Syllabus	
Wednesday	Lecture	<i>*Hand out 4-Object Speech assignment</i>
Friday	Lecture	<i>*Last day for Drop/Add at 11:59pm</i>

### WEEK 2 (AUGUST 29- SEPTEMBER 2):

**((Chapter 3: Listening))\***

#### **Chapter 4: Giving Your First Speech**

#### **Single Point Speeches**

Monday	Lecture	
Wednesday	<b>4-Object Speeches (4-object Speech) (2-3 min)</b>	
Friday	4-Object speeches cont.	<i>*Hand out Demonstration Speech Assignment</i>

### WEEK 3 (SEPTEMBER 5-9):

#### **Chapter 5: Selecting a Topic and Purpose**

#### **Chapter 6: Analyzing Your Audience**

**Monday NO CLASS – LABOR DAY**

Wednesday	Finish 4-object speeches; Lecture
Friday	Lecture

### WEEK 4 (SEPTEMBER 12-16):

**((Chapter 7: Gathering Materials))**

**((Chapter 8: Supporting Your Ideas))**

#### **Chapter 9: Organizing the Body of the Speech**

#### **Chapter 10: Beginning and Ending the Speech**

Monday	Lecture	<i>*Demo Speech topics due <u>TODAY</u>; submit via CANVAS</i>
Wednesday	Lecture	
Friday	<b><u>MIDTERM EXAM (On Chapters 1-10)</u></b>	

**WEEK 5 (SEPTEMBER 19-23):****Chapter 11: Outlining the Speech****Chapter 12: Using Words Well/Language****Chapter 13: Delivery****Chapter 14: Using Visual Aids****Chapter 15: Speaking to Inform**

Monday Lecture

Wednesday Lecture

Friday Lecture \*Deadline to submit demo outlines for review by midnight on CANVAS (optional)

**WEEK 6 (SEPTEMBER 26- 30):**

Monday Workshop – Physical aspects of delivery

Wednesday Final prep – Mechanics of speech days &amp; peer evals. \*Hand out group speech assignment

Friday **Demo Speeches (4-6 min + 3 cited sources)** \*Outline and bib due for demo speeches on CANVAS!**WEEK 7 (OCTOBER 3-7):**Monday Demo Speeches cont. \*Group Speech Topics due Monday IN CLASS: 1 submission/ group

Wednesday Demo Speeches cont.

Friday Demo Speeches cont.

**WEEK 8 (OCTOBER 10-14):**

Monday Demo Speeches cont.

Wednesday Lecture – Group Speeches

Friday **NO CLASS – HOMECOMING****WEEK 9 (OCTOBER 17-21):**

Monday Lecture – Transitioning \*Deadline to submit individual group speech

Wednesday In-class Group Speech Practice outlines for review by midnight to CANVAS (optional)

Friday Skills workshop – Training your voice

**WEEK 10 (OCTOBER 24-28):****Group Speeches Begin – All individual outlines due in Hardcopy & CANVAS**

(5-7 min per person; outline and bib. required for each speaker;

**3 sources** for each speaker including the Intro/Conclusion person)Monday **Group 1 presents**Wednesday **Group 2 presents**Friday **Group 3 presents**

**WEEK 11 (OCTOBER 31 - NOVEMBER 4):****Chapter 16: Speaking to Persuade; Monroe's Motivated Sequence**  
**((Chapter 17: Methods of Persuasion))**

Monday      **Group 4 presents**  
 Wednesday    Persuasive Speaking Lecture    *\*Hand out impromptu and persuasive assignment sheets*  
 Friday        Persuasive Speaking Lecture cont.

**WEEK 12 (NOVEMBER 7-11):****Chapter 18: Speaking on Special Occasions**  
**((Chapter 19: Speaking in Small Groups))**

Monday      Lecture – Special Occasions  
 Wednesday    Lecture – Impromptu Speaking    *\*Deadline to submit persuasive topic IN CLASS for approval*  
 Friday        **NO CLASS – VETERANS DAY**

**WEEK 13 (NOVEMBER 14-18):**

Monday      Impromptu speech practice  
 Wednesday    **Impromptu speeches (2-3 min)**    *\*Bring audience analysis worksheet*  
 Friday        Impromptu speeches cont.

**WEEK 14 (NOVEMBER 21- 25):**

Monday      Impromptu speeches cont.    *\*Deadline to submit persuasive speech outline for review by midnight to CANVAS (optional)*  
 Wednesday    **NO CLASSES – THANKSGIVING BREAK**  
 Friday        **NO CLASSES – THANKSGIVING BREAK**

**WEEK 15 (NOVEMBER 28-DECEMBER 2):**

Monday      **Persuasive Speeches (6-8 min)**    **\*Outline w/bibliography due! Seven minimum sources + 1 chart/graph Hardcopy & CANVAS**  
 Wednesday    Persuasive Speeches cont.  
 Friday        Persuasive Speeches cont.

**WEEK 16 (DECEMBER 5-9):**

Monday      Persuasive Speeches cont.  
 Wednesday    **Final Exam (in class) (Chapters 11-19)**    **\*\*Extra credit due (on Canvas)**