

Introduction to Public Speaking SPC 2608 Online Syllabus

Instructor: Dr. Stephanie M. Webster, Associate Director of Written & Oral Comm (swebster@ufl.edu)

TA: Sarah Crosson, Graduate Instructor, Written & Oral Communication (hardison09@ufl.edu)

Speech lab Liaison: Bella Hower, Consultant with Dial Center's speech lab. Bella will be available (with notice) to answer questions or review outlines. (chrysalishower@ufl.edu)

Office: 402 Rolfs Hall (mailing address: P.O. Box 112032, UF, Gainesville, FL 32611)

Office Hours: Online. For questions that apply to many students, you can visit the chat room and leave a question or email to meet me there. For questions that apply only to you, please send an email. For longer conversations, please email to request a conference through canvas' online conference tool.

Phone: 352-273-1861 Fax: 392-5420

E-mail: swebster@ufl.edu (Best means of contact! Emails will be responded to within 48 hours; usually sooner. Please note that I only check email sporadically after 8pm.)

Website: via Canvas

***Read this syllabus carefully. The goal in this class is to ensure you get a good experience public speaking. This class is not just about making a youtube video (an entirely different process). Every detail below will help simulate the training that in-class students receive. More errors are made in this class when students overlook details in the syllabus that errors that are made during speeches.

Course Description:

The purpose of this online 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.

Course Objectives:

- A. To increase understanding and integration of the basic principles, practices and techniques of effective public speaking.
- B. To give students the opportunity to engage in public speaking and audience analysis outside of a classroom setting.
- C. To enhance student's ability to listen more effectively and to think critically by peer reviewing other student speeches.
- D. To research, analyze, organize and select appropriate subject matter through critical thinking and audience analysis.
- E. To increase confidence and poise when speaking to audiences or groups.

- F. To expand student's abilities with computer mediated communication in order to better prepare them for future interviews and presentations online.

Required Text: THE ART of PUBLIC SPEAKING, 2015, by Steven Lucas. Publisher: McGraw-Hill, 12th edition. (you will find the 11th edition of this text will work equally well for this semester).

Course Requirements:

A. 3 Speeches and peer reviews for each:

- 1) **Demonstration Speech:** (150 points) – a 4-6 minute speech, where you will teach the audience how to do a step-by-step process. This speech must be delivered and videotaped before an audience of at least 5 adults. You will also incorporate Q&A at the end of this speech. Please note that Q&A cannot be used to meet the minimum time requirements.
- 2) **Informative Speech:** (200 points) a 5-7 minute informative speech to enhance the audience's understanding of an event or an idea. This speech must be delivered and videotaped before an audience of at least 5 adults. You will also incorporate Q&A.
- 3) **Persuasive Speech:** (300 points) a 6-8 minute persuasive speech in which you will be an advocate of an idea, a policy, a plan of action, a program or a product. This speech must be delivered and videotaped before an audience of at least 5 adults. You will also incorporate Q&A.

****For every speech, you have several details that need your attention:**

a. Make sure you have read all of the documents under Additional Readings and Resources in module one. In particular, 'Guidelines for recording speeches' and 'Equipment needed for Speeches' will ensure that your speech meets the minimum standards for the class. You are responsible for all information in these documents.

b. Then, read the guidelines for that particular speech by clicking on its link in Assignments.

(e.g. 'demonstration speech' or 'informative speech'). Requirements change for each speech so pay close attention to these shifts. You can also view suggested speech topics for each speech within the modules under resources for that week.

c. Upload the link to your recording in 2 places.

- 1) You need to upload for me as an 'assignment' by clicking on the link for that speech. You will attach your outline, biblio, and ppt slides with that video link upload. Missing items will result in a 5 point deduction per item. It is your responsibility to make sure that you upload all documents.

2) Upload the link to your video for your peers on the discussion board under 'secondary post for ___ speech.' You will upload just the link to your speech and your ppt slides for your peers (not the outline). Missing links on the secondary post discussion boards, by the due date, will result in a 5 point penalty each day it is late. If you use a slower home connection, realize that uploading can take a while. Leave yourself plenty of time.

*Both uploads are done at the same due date. This allows your peers to get started on peer reviews.

d. Complete peer reviews. Peer reviews are due within 96 hours of the speech due date. Peer reviews are the one task that you won't see in the calendar because they are built into each speech (and the audience analysis). I encourage you to put them on your calendar at the start of the semester.

Being unable to locate the peer reviews is not an excuse for failing to complete them. It is your responsibility to start assignments early enough to get answers to questions if you are having trouble. Missing peer reviews will reduce your speech grade by 10 points for each late evaluation.

**where to find peer reviews:

you have to go back to the module where the speech was. Your instructor will assign peer reviews once the due date hits. On the right hand side of that module, you will see "assigned peer reviews..." and names. Click on each name and the peer review shows up with a fill in the blank rubric." ****Important:** you are not peer evaluating on the secondary post discussion board.

e. Nominate the 'outstanding' speeches for that round after you have watched all speeches for the entire class. This task will show up as a new assignment with its own deadline. Thus, you will see 'outstanding speeches' on the discussion board. After watching all speeches, rank the top 5 and write a couple sentences to defend your rankings. Make this post on the discussion board under 'Outstanding _(insert type of speech)_ speeches.'

Some final points about speeches:

-You will deliver your speeches extemporaneously, though you may use one side of one 3x5 note card for your quotations, statistics or other information difficult to remember. Be sure to hold up your note card to the camera before starting. Using more than a 3x5 note card, or standing behind a podium will start your speech at a 70%.

-When the time limit hits, nothing you say will count. You can have an audience signal you when you have 1 minute left and 30 seconds left. However, it's your job to practice timing and be well within the limit even if your audience member forgets to signal.

You are required to not turn off the camera once it has been turned on – in a ‘real’ public speaking setting, do-overs are unnatural and reduce credibility. Starts and stops in your recording will result in a zero for that speech.

You should also pan the entire audience before your speech – although, as you see in recording guidelines, the entire audience should remain in the picture during the entire speech. Good practice tip— spend time at the beginning of the class finding a good presentation space.

*Any issues you have that may prevent you from following all instructions with speeches should be addressed with your instructor during the drop/add period.

* speech anxiety is not an excuse for missing steps in the speech recording requirements. If you are nervous, that is very normal. And it is uncomfortable. However, you can still be successful in this class. It is important to take steps early that can help you. Consider scheduling appointments with the instructor in advance to discuss handling anxiety.

Total points from speeches = 650

B. Participation: 150 points comprised of:

1. 13 Discussion Boards -130 points (10 points each)
3. 1 syllabus quiz – 20 points

C. Midterm (100 points) and Final Exam – (100 points) = 200 points

Grading : Total Possible Points = 1000

Scale for Final Grades:

Grading Scale: 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

My Expectations:

1. This is a public speaking course, so I require the completion of all three major speeches in order to pass the class. If you do not complete all three major speeches, you will fail the class regardless of your total number of points on other assignments. Also, my goal is to make sure you are competitive in the professional world. Therefore, you will be compared to your other peers at UF. The bar is high as a University of Florida student. Successful students go the extra mile to ensure their work is excellent. This usually means starting early and practicing your speech aloud around 30 times with no note

cards. Your goal in a speech is to command the room, while also appearing relaxed and confident.

2. Be proactive. Online classes are definitely **NOT** easier than traditional classes. Because of the amount of reading required, online classes can be more time consuming. Successful students can expect to commit 3 hours per week to lecture and 6-9 hours per week on reading and other assignments. The good thing is you can do the work at any hour of the day convenient for you. If you are not someone who can work independently, or keep yourself motivated, and online class is probably not a good fit for you.

Attendance Policy

Attendance will be marked by your 'participation' assignments. Students should complete the work listed under 'assignments' that is due.

***In a public speaking class, where much of your interaction is with your peers, you should make sure you set your notifications to alert you regarding updated information on canvas. However, log on frequently as a back-up to make sure you keep up. This is not a class where you can log in once a week and just do large lumps of work.

Many (but not all) deadlines will fall on: Mondays, Wednesdays, and Fridays at 11:55 am (notice – not pm). The typical exception to this is the Peer Reviews built into the speech Assignments and the persuasive audience analysis discussion board. You get 96 hours from the speech deadlines, and 48 hours from the persuasive audience analysis to complete these peer responses.

For exams, you will get a limited amount of time to complete them, and the exam closes at 11:55am on the deadline. Thus, if the deadline is Friday at 11:55am, and you sign on at 11:30am, you will get less than the allotted time to complete the exam. Be sure to start early. You have a 24 hour period to sign on for exams. Thus, saying you had to work is not an excuse. You have committed to this academic class. Please arrange your work schedule accordingly. Remember that the date you see for the exam is the 'deadline' and not the open time. When you see 'Available until,' that refers to the time when you can still access the exam, but for a penalty.

Late Work

This online course is a "Modified" self-paced course. Modified self-paced means that there are general deadlines within the semester. Most assignments will open near the beginning of the semester and you can work ahead (except for the exams). However, you cannot work back. You will be at a disadvantage if you fall behind in your work.

Deadlines are 'due' date **not** 'available until' dates. When you see 'available until,' that marks a date where the assignment will be accepted with penalty points assigned. Discussion boards will not be accepted for penalty points. Occasionally, you may see an 'available until' date change due to special circumstances for a particular student (such as

accommodations with the Disability Resource Center). This does not mean the deadline has changed for everyone.

Improvements in public speaking happen with a clear pattern of practice – feedback-observe – practice. If you choose to work significantly ahead of the deadlines, resubmissions will not be accepted.

Here are the penalties for late work:

1) **Malfunctioning videos:**

- a. If I cannot open a file on youtube or canvas, your speech will be assigned a grade of zero. Please make sure to check your links. Remember that I may not open every video the day it is submitted. Or even 2 days later. It is not my job to inform you that your link doesn't work. Thus, broken links receive a grade of zero and not 'late work.'
- b. If I cannot hear your video, your speech will be assigned a grade of zero. Check your recordings before your audience leaves and make sure the sound plays back.

2) **Late presentations:** If you are late in submitting your speech presentations, a deduction of 15 percentage points per day will be taken from your grade.

- a. Issues with technology are not an acceptable excuse for late work. Even if you submit a ticket. You should always try to upload your work long before the deadline rather than that morning.
- b. Making the secondary post of your video link to the discussion board for your peers can reduce your speech grade by 5 points for each day it is late. Remember that this post has a deadline at the same time your video gets posted to me.

3) **Late Peer reviews of speeches and outlines:**

- a. Peer reviews are due 96 hours following your speech assignment deadline. Each late peer review can reduce your speech grade by 10 points.

4) **Late discussion board posts:**

- a. Discussion board posts are all or nothing. Late or incomplete discussion board posts receive no credit.

Audience Members

You have signed up to take 'Public' speaking. This training is different than speaking to 2-3 people (what we call interpersonal communication and not public speaking) or even making a plain video online. Many people are nervous about public speaking for a reason –

they don't have much practice with speaking in front of a large group. Thus, your task in this class is to ensure you have a minimum of 5 adults in your audience.

The minimum number of audience members is 5 adults. Be ready for people you invite to not show. No shows will not be accepted as a reason for a late speech. **Each missing audience member will reduce your speech score by 30 points. It's a good idea to invite more people than you think you need, and to start your speech early enough that you have time for a second recording with a new audience.

Saying that you are traveling or new to a town is not an acceptable reason for missing audience members. You should drop the class if you cannot commit to the requirements. However, note the possibilities below:

****Want to go above and beyond in this class?*** Consider scheduling all of your speeches with large, public groups. For instance, you might speak at a local group meeting, put on a church program, speak at work, offer a program at the local library, speak at a retirement home, or speak in a college classroom. This will give you the added benefit of analyzing a real audience and tailoring a topic to suit their needs (just make sure you are also meeting the assignment description). Remember that great professionals in the workplace strive to exceed standards rather than giving excuses about why they can't meet the minimum. If you think about this class as a workplace, you will do a lot better developing yourself as a speaker prepared for the professional world.

Many online public speaking classes across the country require at least one speech to people you don't know (such as at a retirement community). Again, think about how you can challenge yourself.

Other Class Policies:

Student Conduct in the Online class: Students are expected to behave professionally and in compliance with the UF Student Code of Conduct. This rule includes all discussion board posts, peer reviews, and emails with the instructor. This class is a good opportunity to get used to engaging privacy and proper netiquette.

Speech dress code: Students will dress appropriately in business casual attire to deliver their speeches. Students should refrain from chewing gum during their speeches, or wearing hats.

Speech props: No illegal or dangerous products, chemicals, or substances are allowed in a speech (i.e., guns, drugs, alcohol, explosives, fire, illegal substances, etc). No pets or reptiles will be allowed as a part of speeches. Violation of this rule will result in a penalty of 50 points deducted from that speech's grade.

Speech language: No foul language, harassment, or cursing is allowed during any speech presentations. This can result in a 15-point penalty off of your speech. 'Crap,' 'sucks,' 'pissed off' are considered unprofessional and will result in a 5-point deduction.

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, 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.

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, or notification that it is coming, in the first week of class.

Assistance with Technology: If you need assistance with technology, see the link in the Start Here Module called 'What to do if you have technical problems.' I can answer questions about the class, but any trouble with uploading or functioning of the website is best handled by the UF Help Desk.

Schedule of Topics

(view our schedule of topics below the syllabus when in the 'syllabus' link on the left side of your canvas page). However, you can also click on the 'Assignments' link on canvas to track all graded tasks and their deadlines.

CANVAS tips:

If you are new to Canvas, you may wonder: "Where do I look to find out what I need to know and do?" You can follow our schedule of topics several ways:

1) **Modules** – Modules are the best place to go to view the course. Essentially, a module is like your classroom. You will see lectures, readings, assignments, exam reviews, and supplemental speech samples in each module.

Which lectures take priority? Within modules, you will see voice over ppt lectures for those of you that prefer to listen on the go. You can play these without needing to see the slides. You will also see video lectures (not in every module though). The audio recordings help walk you through each chapter in the text. I do include insider tips that help you with speeches along the way. However, they may have more detail than you want if you are already reading the text. If you are doing well in the class and very comfortable with public speaking, you might narrow your work to just the

video lectures and reading the chapters. You can still do well on tests with this approach.

If you are nervous about public speaking, or shooting for that 'A,' watch the audio along with the video lectures. Keep in mind, you might like talking in front of people, but 'public speaking' is different than just getting up and talking. The more tools you use to adapt to this skill, the better you will do in the class.

2) **Assignments** – if you want to just quickly view what you must 'complete,' you can click on the 'Assignments' link. **Notice that peer reviews are contained as part of speech and outline assignments, and involve penalty points vs. earning points. Thus, don't miss those tasks. Canvas does have a fantastic calendar feature to automatically show you assignments in the calendar. However, peer reviews won't show up on that calendar. Make sure you make yourself a note of their deadline.

3) **Discussions** – you would only want to start in the discussion link if you were trying to track down a particular discussion. Discussions are a limited view of the course. We discuss topics related to all assignments, and most are tied to points, but discussions will also appear under assignments. Thus, don't make 'discussions,' your central stop when signing in.

*Often, students that use the most resources in the class website, over the longest period of time, have the highest grades in online classes.

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 public speaking, but we more often regret the things we don't try than the stumbles we make along the way. I look forward to working with you!