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.

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 role as citizens in our communities.

Required Text:


This text is available at most bookstores supplying the university, and at http://shopmcgraw-hill.com. You might also compare rental prices through textbookrentals.com; however, this is a newer edition.

We are participating in the UF ALL ACCESS program for the Spring 2020 semester. The ALL ACCESS program will allow you to gain access to the required materials for the course at a significantly discounted price through January 31, 2020. After that point, the discounted price will no longer be available.


You will see a list of classes in which you are enrolled that are participating in UF All Access, with the prices. Click the Opt-In check box next to the appropriate class. You may have more than one class that you are taking participating in the program. Students then need to click the button below to authorize the charges. The access code is now displayed. **Note: Copy this code now. You will use this code to access your McGraw-Hill ebook, which is required for this course (unless you decide to buy or rent a hard copy of the book). You can open a new tab and log into Canvas for your course. Then, follow the instructions provided to register. (see registration documentation)

After opting-in, you’ll receive an email with your materials enclosed. The charge for the materials will be posted directly to your student Bursar account and is eligible to be paid automatically by qualifying financial awards. If you drop the course during the add/drop period, no charges will appear.

Contact your Bookstore on campus with any questions. allaccess@bsd.ufl.edu
**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 6**  Classes Begin
- **January 10, 11:59pm**  Drop/Add ends
- **January 20, Monday**  Martin Luther King Jr. holiday (No classes)
- **January 24**  S-U Application Deadline
- **Feb 29-Mar 7**  Spring Break (No classes)
- **April 10**  Deadline to drop a course by college petition without receiving a WF grade
- **April 23-24, Thursday-Friday**  Examination Reading Days-No Classes

**April 25, Saturday, 7:30am – 9:30am**  Exam #2--Location will be announced by your instructor and via your course Canvas 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/](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. Students who have completed SPC2608 in past semesters will be selected to compete for cash prizes. Please let your instructor know if you would be interested in participating next year. This is a terrific line for your resume or grad school application. See your teacher about the possibility of receiving extra credit for attending this event this March.

**Public Speaking Lab:** Located in 201 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/. 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.

**Communication Studies Minor:**
The Dial Center offers a minor in Communication Studies (SCH). Our SCH minor is consistently in the top 3 minors within the College of Liberal Arts and Sciences. Employers increasingly want to see oral communication skills, and students find the minor pairs well with any major or even fulfills their requirement for an outside concentration. The total minor is just 18 credit hours. Your Public Speaking course counts as one of the core courses for the minor. You can find more information at https://catalog.ufl.edu/UGRD/colleges-schools/UGLAS/CMS_UMN/.
Course Evaluations:
Evaluations for individual assignments and components of the course will be determined on the basis of the following point system:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Point Speech</td>
<td>0</td>
</tr>
<tr>
<td>Informative/Demonstration Speech</td>
<td>150</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>200</td>
</tr>
<tr>
<td>Group Project</td>
<td>200</td>
</tr>
<tr>
<td>Impromptu Speech</td>
<td>50</td>
</tr>
<tr>
<td>Participation* &amp; Attendance</td>
<td>100</td>
</tr>
<tr>
<td>Exam #1</td>
<td>150</td>
</tr>
<tr>
<td>Exam #2</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
</tr>
<tr>
<td><em>(quizzes, exercises, discussions, homework...)</em></td>
<td></td>
</tr>
</tbody>
</table>

Scale for Final Grades:

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

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 skill-based 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). If a student uses any of those 3 hours for illness, there are not 3 additional hours allowed for undocumented absences. Therefore, students should save their absences. 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.

If a student misses more than 6 ‘unexcused’ hours during a semester, he or she will fail the entire course. CWOC exempts from this policy only those absences involving university-sponsored events, such as athletics and band, and religious holidays. Absences related to university-sponsored events must be discussed with the instructor prior to the date that will be missed. Requirements for class attendance and make-up exams, assignments, and other work in this class are consistent with university policies that can be found at: [https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/](https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/)
Tardiness: If students are not in their seat at the start of class, this disrupts the entire class, and students will be considered late. Three instances of tardiness count as one absence.

**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. Signing another student in to class also violates the UF code of conduct. 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 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. Please note the full UF Honor Code and conduct policies here: [https://catalog.ufl.edu/ugrad/1617/advising/info/student-honor-code.aspx](https://catalog.ufl.edu/ugrad/1617/advising/info/student-honor-code.aspx). More detail is attached at the end of this document.

If you dispute a grade you received for an assignment in SPC2608, you should first meet with your section instructor to discuss the grade and, if the grade is for a speech assignment, watch your video to be sure you understand the rationale for your grade. Following that meeting, if you still wish to dispute the grade, you may email Dr. Webster, Director of Public Speaking, (swebster@ufl.edu) to request that your assignment be re-graded. If you request such a re-grade, the second grade will stand, regardless of whether the new grade is higher or lower than the original score. Requests for re-grading may be made up to one week after a graded assignment has been returned. Re-grading requests will not be considered after this time.

**Accommodations:**
Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodations. Students with disabilities should follow this procedure as early as possible in the semester in order to allow us to provide the most effective support.

Students with any accommodations should arrange a meeting with the instructor during the first week of class (and ideally before the end of drop/add) to discuss how we can work together to meet the students'
needs and still adhere to the essential elements/functions of the course in regards to attendance and class participation.

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), Director of the SPC 2608 program, 402 Rolfs Hall, Dial Center for Written & Oral Communication.

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**Plagiarism.** A student shall not represent as the student’s own work all or any portion of the work of another. Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.

2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

**Unauthorized Use of Materials or Resources** ("Cheating"). A student shall not use unauthorized materials or resources in an academic activity. Unauthorized materials or resources shall include:

1. Any paper or project authored by the student and presented by the student for the satisfaction of any academic requirement if the student previously submitted or simultaneously submits substantially the same paper or project to satisfy another academic requirement and did not receive express authorization to resubmit or simultaneously submit the paper or project.

2. Any materials or resources prepared by another student and used without the other student’s express consent or without proper attribution to the other student.

3. Any materials or resources which the faculty member has notified the student or the class are prohibited.

4. Use of a cheat sheet when not authorized to do so or use of any other resources or materials during an examination, quiz, or other academic activity without the express permission of the faculty member, whether access to such resource or materials is through a cell phone, PDA, other electronic device, or any other means.

**Prohibited Collaboration or Consultation.** A student shall not collaborate or consult with another person on any academic activity unless the student has the express authorization from the faculty member.

1. Prohibited collaboration or consultation shall include but is not limited to:

   a. Collaborating when not authorized to do so on an examination, take-home test, writing project, assignment, or course work.

   b. Collaborating or consulting in any other academic or co-curricular activity after
receiving notice that such conduct is prohibited.

c. Looking at another student’s examination or quiz during the time an examination or quiz is given. Communication by any means during that time, including but not limited to communication through text messaging, telephone, e-mail, other writing or verbally, is prohibited unless expressly authorized.

2. It is the responsibility of the student to seek clarification on whether or not use of materials or collaboration or consultation with another person is authorized prior to engaging in any act of such use, collaboration or consultation. If a faculty member has authorized a student to use materials or to collaborate or consult with another person in limited circumstances, the student shall not exceed that authority. If the student wishes to use any materials or collaborate or consult with another person in circumstances to which the authority does not plainly extend, the student shall first ascertain with the faculty member whether the use of materials, collaboration or consultation is authorized.