

Introduction to Public Speaking SPC 2608

Online Syllabus

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Website: Canvas – <http://www.ufl.instructure.com>

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, 2012, by Steven Lucas.

Publisher: McGraw-Hill, 11th edition.

Course Requirements:

A. 4 Speeches and peer reviews for each:

- 1) **Speech of Self-Introduction. (10 points)** a 2-3 minute speech introducing

yourself. You should choose objects to represent each of the following 4 areas: (a) how you see yourself, (b) how others see you, (c) how you would never like to be seen, and (d) how you would like to be seen in the future. This speech will allow you to meet your peers, but will also be an opportunity to master the recording and uploading process.

(this is the only speech where you don't need an audience or outline, but you will use power point slides. You should still tape yourself delivering the speech though – don't just do voice over ppt.)

- 2) **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 7 adults. You will also incorporate Q&A this time.
- 3) **Informative Speech: (200 points)** a 5-7 minute informative speech to enhance the audience's understanding of an event or an idea. Audience of 7, ppt, outline, and Q&A required.
- 4) **Persuasive Speech: (200 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. Audience of 7, ppt, outline, and Q&A required.

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

a. Make sure you have **read the guidelines for recording speeches** in module one. You are responsible for all information in this document.

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

(e.g. 'intro speech' or 'demo 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.

b. **Upload the link to your recording** in 2 places.

First, 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.

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

c. **Complete peer reviews.** Most peer reviews are due within 72 hours of the speech due date. The exception is your last speech where there are less reviews, but a quicker turn-around time.

Not being able to locate the peer reviews is not an excuse for not completing them. It is your responsibility to start assignments early enough to get answers to questions if you are having trouble.

****where to find peer reviews:**

you have to go back to the module where the speech was. The computer is automatically assigning you 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.”

d. **Nominate the ‘outstanding’ speeches** for that round after you have watched all speeches for the entire class. Make this post on the discussion board under ‘Outstanding _____ speeches.’

-You will deliver your speeches extemporaneously, though you may use 1 3x5 note card for your quotations, statistics or other information difficult to remember.

B. Participation: 240 points comprised of:

1. **14 Discussion Boards -140 points (10 points each)**
2. **3 Outlines and peer reviews– 90 points (30 points each) post your complete outline on sakai**
3. **1 introductory video and syllabus quiz – 10 points**

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

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.

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. In a summer class, the schedule moves quicker than a regular semester. Students should log on to the class site frequently and complete the work on the 'schedule of topics' 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 when about 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.

Late Work

This online course is a "Modified" self-paced course. Modified self-paced means that there are general deadlines within the semester. Improvements in public speaking happen with a clear pattern of practice – feedback-observe – practice. You will be at a disadvantage if you fall behind in your work.

Also, I cannot allow students to submit large amounts of work for grading at one time.

Therefore, here are the penalties for late work:

1) Malfunctioning videos:

a. If I cannot open video file, your speech will be assigned a grade of zero. Please make sure to check your uploads. 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 10 percentage points per day will be taken from your grade. (This results in a letter grade drop per day).

- a. Issues with technology are not an acceptable excuse for late work. 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 72 hours following your speech or outline assignment deadline. Each late peer review can reduce your speech grade or outline grade by 10 points.

4) Late discussion board posts:

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

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 Module 1 called 'What to do if you have technical problems.'

Schedule of Topics

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, and supplemental speech samples in each module.

2) Assignments – if you want to just quickly view what you must ‘complete,’ you can click on the ‘Assignments’ link. I’ve grouped assignments by all tasks related to each speech. 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.

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.

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!