

Introduction to Public Speaking (Honors)

SPC 2608 (Section 21926): Fall 2018, T P2 (8:30-9:20am) & TH P2-3 (8:30-10:25am), Little Hall 119
Syllabus Addendum

Instructor:	Dr. Lisa Joniak Athearn
Office:	209 Rolfs Hall
Office Hours:	M & F: 5th Period (11:45am-12:35pm), T: 3-5 periods (8:30am-11:30am), TH 4-5 periods (10:40am-12:35pm)
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Website:	http://elearning.ufl.edu (follow logon for e-learning in Canvas)
Youtube:	youtube.com/lisaathearn (playlist SPC2608)

Required Text: THE ART of PUBLIC SPEAKING, 2015 by Steven Lucas. Publisher: McGraw-Hill, 12th edition. This text is available at most bookstores supplying the university. You will **not** need the extra online access code.

Course Assignments

- A. **Introductory Speech:** (0 points, but required) This is a 2-minute introductory speech presented during the second week of class. You will choose four objects that represent parts of your identity.
- B. **Demonstration Speech:** (150 points) In this 4-6 minute speech you will demonstrate a process through a chronological presentation of information. Visual aids are important to this type of speech.
- C. **Group Speech:** (200 points) A small group of speakers will individually present (5-7 minutes each) 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 Speeches:** (2 @ 50pts each=100 points) You will present two 2-3 minute impromptu speeches with limited (1 minute) 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) In your persuasive speech (7-8 minutes) you will confront neutral and/or opposing listeners, urging them to change their opinions to match that of your own using a variety of motivational strategies.
- F. **Participation:** (100 points) This can include exercises, role-plays, attendance, peer evaluations, devil's advocate (persuasive speech) and timing speeches.
- G. **Self-Critiques:** (2 @ 50pts each= 100 points) You will be expected to do 2 self-critiques of your speeches. You must video your speech and complete an evaluation of your speech (using the appropriate evaluation form for that speech). Be sure to include indepth comments at the bottom of the evaluation. Self-Critiques are always due at the start of the next round of speeches.
- H. **Toast/Tribute Speech:** (150 points) You will give a 2-3 minute speech toasting or paying tribute to some person, place, event or thing. We will have a dinner banquet during the semester and the class will give their toast/tribute speeches that evening.

Total Points: 1000 points

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

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.

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. There is no excused and unexcused. Therefore, use your 3 hours wisely. If you have university business, or are hospitalized and expect 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

5th absence = minus 40 points

...and so on, with each absence worth a reduction of 20 more points

*Once all participation points are used up, points will be deducted off of the final grade.

(see all-department syllabus for further info)

*** **Note:** 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.

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 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 reason, I will always say yes, but you will still be considered 'leaving early' and receive a 1/3 absence (unless you leave a full period/hour early and in that class, it counts as one 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. Finally, being late to class because of work is not an acceptable excuse, even with a note. Please drop the class if you expect to have other commitments or conflicts.

**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.

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 Friday 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.

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. Note: this means that if you are not ready to give your persuasive speech for instance, you start out with a 52% max grade on that speech.

** There is no make-up for the group speech.

**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.

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, sleeping, texting or other studying will detract from your participation grade. While you cannot receive points by participating, you can lose them for not participating. Every student starts out with 100%, but absences, tardiness, 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).

Speech Details

Outlines and Bibliographies: you will need to turn in a preparation outline with a bibliography BEFORE each speech. Be sure that your Preparation Outline is typed and in the proper format. It must include:

- o Clear and logical Introduction, Body and Conclusion
- o Planned attention getter
- o Clear central idea (thesis statement, a.k.a your "big Mama assertion"))
- o Preview of speech (where you are going)
- o Full sentence statements (your mini assertions) for each main point
- o Key words or phrases designating sub points & supportive material
- o Transition statements between the Introduction, Body & Conclusion and between body points
- o Citations for all sources/bibliography (MLA or APA, choose one and be consistent)

Failure to turn in the outline (with the bibliography) before speaking will result in a zero on the outline portion of your speech evaluation form. Late outlines will be accepted and referenced while grading, but will not change the point loss on your eval form. In order to be accepted, late outlines must be turned in as hard copies (*not* email) within 48 hours of your assigned speaking time. No outline is required for Introductory, Impromptu or Toast/Tribute speeches.

Note card and Visual Aids: All speeches will be done from **one side** of one 3x5 index card. 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 30 times 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. If you use more than one side of one note card, your speech will be graded beginning at 70%.

You will also need to turn in a copy of your visual aids. You can send them by e-mail or bring a hard copy of your slides; however, they need to be turned in **by midnight** on the day after you speak. Five(5) 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 an 'E' in the class.

Speech Topics: Due as noted in schedule of topics below. You must hand in your topic by the deadline. 5 points will be deducted for late topics or unauthorized changes in topic for that speech.

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.

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 even if you are in the audience doing it. 'Crap,' 'sucks,' 'pissed off' and similar slang are considered unprofessional and will lose 5 points.

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. I am happy to talk with you about your progress and what you can do to improve your speeches. In the past, students have found it extremely helpful to turn in detailed outlines ahead of time to receive feedback and suggestions. In order to get a full outline review before your speech, you need to submit the outline to me 7 full days before your speech. Or you can come to my office hours. Only one review per speech is allowed. 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.

Honor Code: All submitted work, written or oral (including exams), 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.

Miscellaneous

Accommodations: Please let me know through Student Services or your Dean's office about any special accommodations that you will need by the end of the first week of classes.

Overall about this class: Public Speaking is one of those classes with 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.

Schedule of Topics

Subject to change as noted in class or on Canvas. Student is responsible for keeping up with all announcements and updates on Canvas.

Week # & Dates	Topics Covered	Assignments & Tasks Due
Week 1 Thursday (8/23)	Course introduction & syllabus Discussion of Intro Speech	Purchase book Work on Introductory Speech

Week # & Dates	Topics Covered	Assignments & Tasks Due
Week 2 Tuesday (8/28) Thursday (8/30)	Introductory Speech Ch 1: Speaking in Public Ch. 2: Ethics & PS Ch. 3: Listening	Perform Introductory Speech Read Ch. 1, 2 & 3
Week 3 Tuesday (9/4) Thursday (9/6)	Ch. 4: Giving Your First Speech Ch. 5: Selecting a Topic & Purpose Ch. 6: Analyzing the Audience Ch. 15: Speaking to Inform Discussion of Demo Speech Demo Groups Drawn	Read Ch. 4 & 5 Start thinking about topics Read Ch. 6 Read Ch. 15 Prepare 3 potential Demo Speech topics to discuss in class, final topic due by end of day (via in class or email).
Week 4 Tuesday (9/11) Thursday (9/13)	Ch. 7: Gathering Materials Ch. 8: Supporting Your Ideas Finish up Ch. 8 & Discuss the importance of visuals Ch. 9: Organizing the Body of the Speech Ch. 10: Beginning & Ending the Speech	Read Ch. 7 & 8 Work on research for Demo Speech Finalize research and supportive material for Demo Speech Read Ch. 9 & 10
Week 5 Tuesday (9/18) Thursday (9/20)	Ch. 11: Outlining the Speech Ch. 12: Using Language; Ch. 13: Delivery; Ch. 14: Using Visual Aids	Read Ch. 11 Read Ch. 12, 13 & 14
Week 6 Tuesday (9/25) Thursday (9/27)	<u>Demonstration Speeches</u> Final Demo Workshop Group 1 (8 speeches)	Last chance to receive help on content, visuals, delivery. Group 1 presents; Groups 2-4 peer evaluate
Week 7 Tuesday (10/2) Thursday (10/4)	<u>Demonstration Speeches</u> Group 2 (4 speeches) Group 3 (8-9 speeches)	Group 2 presents; Groups 1, 3 & 4 peer evaluate Group 3 presents; Groups 1, 2, 4 peer evaluate

Week # & Dates	Topics Covered	Assignments & Tasks Due
Week 8 Tuesday (10/9) Thursday (10/11)	Group 4 (4 speeches) Evaluation of Demo Speech Discussion of Group Speech Group Order Drawn Group Speech Workshop	Group 4 presents; Groups 1-3 peer evaluate Prepare 3 potential Group Speech topics to discuss with your group during class. Topic for Group Speech due.
Week 9 Tuesday (10/16) Thursday (10/18)	Group Presentations Final Group Speech Workshop Groups 1 & 2 Present	Last chance to receive help on content, visuals, delivery. Self-Critiques Due Groups 1 & 2 present
Week 10 Tuesday (10/23) Thursday (10/25)	Group Presentations Group 3 Presents Group 4 Presents Discussion of Impromptu & Persuasive Speeches Persuasive Groups Drawn	Group 3 presents Group 4 presents Prepare 3 potential Persuasive Speech topics to discuss in class, final topic & CI due by 8pm (via email)
Week 11 Tuesday (10/30) Thursday (11/1)	Group Presentations Evaluation of Group Speech Impromptu Speeches #1 Ch. 16: Speaking to Persuade Ch. 17: Methods of Persuasion	Perform first Impromptu Speech Read Ch. 16 & 17 Complete Persuasion Scale
Week 12 Tuesday (11/6) Thursday (11/8)	Finish up Ch. 17 Ch. 18: Speaking on Special Occasions Workshop on Persuasive Speech, Devil's Advocate Selection	Read Ch. 18 Toast/Tribute Speech (W & TH evening) Last chance to receive help on content, visuals, delivery. Select Devil's Advocate Topic Self-Critiques Due
Week 13 Tuesday (11/13) Thursday (11/15)	Persuasive Speeches Group 1 (4-5 speeches) Devil's Advocates Group 2 (7-8 speeches) Devil's Advocates	Group 1 presents; Groups 2-5 peer evaluate Group 2 presents; Groups 1, 3-5 peer evaluate
Week 14 Tuesday (11/20) Thanksgiving Break (11/22)	Group 3 (4 speeches) Devil's Advocates	Group 3 presents; Groups 1, 2, 4 & 5 peer evaluate

Week # & Dates	Topics Covered	Assignments & Tasks Due
Week 15 Tuesday (11/27)	<u>Persuasive Speeches</u> Group 4 (4 speeches) Devil's Advocates	Group 4 presents; Groups 1-3 & 5 peer evaluate
Thursday (11/29)	Group 5 (6 speeches) Devil's Advocates	Group 5 presents; Groups 1-4 peer evaluate
Week 16 Tuesday (12/4)	<u>Persuasive Speeches</u> Impromptu Speech #2	Self-Critiques Due
Thursday (12/6)	Reading Day-No class	

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