

**SPC2608-Introduction to Public Speaking (Honors Section 21981)**  
**University of Florida**  
**Dial Center for Written & Oral Communication**  
**Fall 2018**

**Instructor:**

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Office Hours: T 6:30-8:30 & by appointment

**Welcome Note from Dr. Williams:**

I am thrilled to offer this Honors section of SPC 2608: Introduction to Public Speaking. This section encompasses all the elements of the non-Honors sections of the course but with enhanced learning opportunities and expectations that other sections do not have. With a small class size and once-per-week meeting schedule, we have the opportunity and flexibility to engage in fun and interactive activities designed to meet each student's individual needs. I look forward to getting to know you and to helping you hone your inner public speaking prowess!

**Class Meetings:** Mondays periods 10-E1 in 1220 NPB (Physics Building room 1220)

**Course Description & Objectives:** The purpose of this 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. The course objectives are:

- 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:** Lucas, S. (2015). *The Art of Public Speaking (12<sup>th</sup> Ed.)*. New York: McGraw-Hill.

This text is available at most bookstores supplying the university, and at <http://shopmcgraw-hill.com>. Many past students recommend renting this text through the UF bookstore or at other outlets such as Amazon. You can even compare rental prices online through [textbookrentals.com](http://textbookrentals.com).

Your individual instructor will specify whether they will be using the online resources. Online access is also necessary for access to your course Canvas sites. You can find the login button for Canvas at: [elearning.ufl.edu](http://elearning.ufl.edu).

**Semester Schedule:** Weekly or daily schedules will be provided on CANVAS. For University critical dates, consult the University of Florida Registrar's office at: <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.

**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 (Team Speech):** Details will be provided in class.

**Impromptu Speech:** 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.

**Additional Honors Section Requirements:** The major addition to the course involves one 2-3 minute “Toast Speech”. Students are introduced to the concept of speaking for special occasions, and the techniques learned include how to create a speech that is both heartfelt and brief. Students are assigned to write and perform the Toast Speech at a “banquet” that is held outside of class time and which is catered using the funds that the Honors Program provides for class socials. Students can toast anyone they want and imagine any scenario they’d like, such as a graduation, wedding, or funeral. The banquet allows us to celebrate our own classroom community in a more relaxed setting while still doing a public speech for a grade. This event is always a favorite among the students in the class.

## EVALUATION & COURSE POLICIES

### Evaluation/Points:

Informative/Demonstration Speech	150
Persuasive Speech	200
Group Project	200
Impromptu Speech	25
Special Occasion Speech	25
Participation & Attendance	100
Exam #1	150
Exam #2	150
<b>Total Points</b>	<b>1000</b>

### 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

**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 performance 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). 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.

**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 being 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.

## GETTING HELP

**Public Speaking Lab:** Located in 415 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](mailto:swebster@ufl.edu).

**Disability & Special 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](mailto:swebster@ufl.edu)), Director of the SPC 2608 program, 402 Rolfs Hall, Dial Center for Written & Oral Communication.

**U Matter, We Care:** Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 911.

## **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 semester.