**SPC 1608 Fundamentals of Public Speaking**

Course Description**:**

SPC 1608 explores principles of oral communication common to speaking and

listening. Emphasis is on listening techniques and on preparation and delivery techniques for

extemporaneous speaking:

• Understand the process of oral communication and the roles of sender and receiver;

• Refine abilities to prepare and deliver messages appropriate to the topic, purpose and

audience addressed;

• Refine ability to listen with literal and critical comprehension.

Instructor**:** Amy Schwab

**Office Hours:** By appointment, Zoom/Canvas or e-mail

Email**:** [aschwab1@valenciacollege.edu](mailto:aschwab1@valenciacollege.edu) or through Canvas

**Required Text:** Students do not need to purchase a textbook. Our text is [Stand Up and Speak Out](https://open.lib.umn.edu/publicspeaking/), this is an open source text and will be made available to enrolled students in Canvas **at no charge**. All of the required readings/videos will be provided.

**Course Requirements/Materials:**    
**1)** Microsoft Word, PowerPoint, GoogleDocs, etc. for completing and submitting assignments.   
**2)** Digital/electronic device for recording  
speeches (phone, tablet, computer, etc). There are also speech labs on both the East & West campus where you can practice and record your speech.  
**3)** A YouTube or Vimeo Account for uploading your speeches.

**Optional Materials:** MLA Guide Information [(Valencia Library MLA/APA/Chicago Guides).](https://valenciacollege.edu/students/library/mla-apa-chicago-guides/) and index cards for speech work and notes

**Grading Scale:** A = 90 to 100 B= 80 to 89C= 70 to 79D= 60 to 69F= 0 to 59

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| --- | --- |
| Grading Components |  |
| Speeches | 40% |
| Quizzes | 20% |
| Discussions/Homework/Assignments | 25% |
| Final Exam | 15% |

Specific learning outcomes for this class:

1. Refine ability to set speaking goal and appropriate thesis;
2. Analyze audience needs, interests and demographics;
3. Manage time; recognize contextual constraints of a communication situation;
4. Use effective listening skills when communicating with others;
5. Avoid plagiarism by properly citing research sources;
6. Eliminate language that indicates bias;
7. Use a natural, conversational style of delivery;
8. Refine ability to listen critically to a speaker’s message, acknowledging ideas that differ from one's own – which includes considering the logic and appropriateness to context. This also includes understanding the distinctions between informative and persuasive speaking.
9. Incorporate nonverbal behaviors into the transactional communication process;
10. Evaluate data as evidence in terms of reliability, credibility and agenda of the source.

# Expectations for Canvas:

Check your Canvas messages, assignments and ***announcements*** often to see if there are messages or assignments from the instructor.

Expectations for email:

When you send a message through Canvas or email, remember to include your full name.   
**All messages will be answered** so if you do not receive a reply **within 48 hours**, please assume that you should resend.   
  
Attendance:

* ***This class has NO required meetings on campus and we do not have set chat or discussion times each week. We will typically communicate asynchronously (not in real-time) through the use of our assignments, videos, and discussions.***
* This class follows an **online** format; you are expected to log onto the course frequently throughout the week and to keep current on the course schedule, assignments and discussion boards.
* Attendance is determined by participation in activities and will be checked accordingly! In the event of an extended absence, you should contact me via Canvas message or email as soon as possible.
* You will have full access to the course 24/7 and may participate each week at the times most convenient for you while adhering to the due dates.
* Make note of the due dates of assignments, as assignments are not accepted late without penalty.

# No Show Policy:

\*\*\*It is assumed that a student who has not participated the first week of classes of the course is a “no show” and will be dropped from the roll. This means you should have

1. logged into Canvas, and
2. completed the activities in all of **Module 1**   
   by the beginning of the second week of this class or, you will be considered a “no-show”.

Drop/Withdrawal Policy:   
  
Familiarize yourself with the final date that you may drop/withdraw from this and other courses. You may find this date and other important dates here: [Valencia Important Dates 2021-22](https://valenciacollege.edu/academics/calendar/documents/2021-2022-important-dates-calendar.pdf)  
Students must drop themselves by the early deadline of August 30, 2021 to receive the refund.  
You may withdraw yourself for any reason up to the withdrawal deadline during the semester.    
**\*\*\*After the first week of class (see info above about no-show policy)**, ***if you stop attending class/participating in discussions or turning in assignments, it is ultimately up to you, the student, to withdraw by the withdrawal deadline, November 3rd, or risk a failing grade.  
The professor will NOT withdraw students for missing assignments/class.   If you do not participate, you will receive the grade you earn.\*\*\****

**Expectations for speeches**:

NOTE: **This a Speech class, students will not be able to pass this class without the submission of all assigned speeches/speech components, regardless of other grades earned throughout the semester.**

In this class, you will plan and deliver three speech presentations: a **Narrative Speech**, an **Informative Speech** and a **Persuasive Speech**.

These speeches must be extemporaneous. *Extemporaneous Speech*: *prepared well and practiced in* *advance, giving full attention to all facets of the speech – content arrangement, and delivery alike*.

# Expectations for quizzes:

Quizzes are scheduled and listed in the Course Modules in Canvas. You’ll always have at least one week to complete them.

1. There are no make ups for missed quizzes.
2. These quizzes are short and will be based on readings, videos and other materials provided to the class.
3. Each quiz will allow for 3 attempts.

**Late Assignments**:

Any assignments (discussions, speeches, homework assignments) will only be accepted up to seven (7) days late. Please note that any late assignment is subject to a 30% penalty.  
  
**Grade appeals:**  
Students may request a conference with the instructor to discuss/appeal a grade. Grade appeal arguments must be presented in writing and shall be requested within one week from the date the grade is made available.  
NOTE: This a Speech class. Students will not be able to pass this class without the submission of all 3 speeches/speech components, regardless of other grades earned throughout the semester.

Submitting Speeches**:**You have two different options for submitting your speeches. And, there are always new technologies happening, so I’m open to your suggestions **if** it works for BOTH of us. **Regardless of the option you choose, allow yourself time when submitting and *do not wait until last minute!*** Remember to keep it simple. I just need to get a copy of your speech so I can grade it.

* 1. Upload your speech to YouTube and copy and paste the url into the assignment page in Canvas. Do not make your video private, or I won’t be able to view it. Choosing the “unlisted” setting will allow for your privacy and also allow me to view it.
  2. Upload your speech to Vimeo and copy and paste the url into the assignment page in Canvas. Do not make your video private or I won’t be able to view it.

***READ CAREFULLY****:*During Fall 2021 we continue practicing an abundance of caution for health and safety. Therefore, there is **NO AUDIENCE REQUIRED FOR SPEECH ASSIGNMENTS.**   
  
Of course, it is always preferable to have an audience for speeches, so if you have family members, or people that you live with that can act as an audience  - then GREAT!   But, please do not put yourself or others at risk .

For certain speeches you may be grouped with other students in the class and asked to watch each other's speeches via YouTube or Padlet. Therefore prepare your speeches knowing that (potentially) your classmates and the CAMERA are your audience.

Feel free to ask if you have any questions. And, be safe!

**Process for Recording Speeches and Submission Guidelines:**

1. You may NOT edit any part of your speech video for any reason. (If you make enough mistakes that you feel you need to edit, then simply re-record it.)
2. Record your speech at an angle wide enough so I may see you facing the audience (*IF you have one, see above re: social distancing*) and so any visual aids are also shown on the video.
3. If you have someone acting as camera operator ask them NOT to move the camera throughout the speech. The camera should stay focused on you.
4. Do not zoom in on your visual aid. In your speech presentation, I want to grade how you **use** the visual aid during the speech. Attach a copy of your visual aid (when possible) to the speech assignment. That way, if it isn’t clear in your video, I will still be able to grade it effectively.
5. As always, if you have questions: ASK. Every question is important!

**Face Coverings on Campus:**  
This is an online class. However, if you plan to be on any of our Valencia Campuses this fall, to utilize the libraries, laboratories, testing or writing centers, then you should be informed about these policies.

*Until CDC guidance for Orange and Osceola counties indicates that masks are no longer recommended indoors, we expect everyone on campus to wear masks when indoors at any Valencia College facility. This includes employees, students, visitors, and vendors, regardless of vaccination status. If someone forgets to bring a mask, masks will be widely available near building entrances, in classrooms, student services offices, and other campus facilities.*

*We also ask that you utilize the over 2,000 hand sanitizing dispensers that have been installed throughout our campuses.*

**Speech Communication Department Academic Honesty Policy:**  
All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty includes, but is not limited to, plagiarism (purposeful and accidental), cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

**Course Plagiarism Policy**:  
  
All speeches and assignments must be your original work. Any sources used in any assignment

must be properly cited (this includes both direct quotes as well as information that you

synthesize and report in your own words). Consequences according to Valencia Policies and

Procedures [https://valenciacollege.edu/about/general-counsel/policy/](https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf)) include:

1. Failure of the assignment (1st offense)
2. Failure of the course (2nd offense)
3. Being reported to the Dean of Communication which may result in expulsion from the college (discretion of the professor based on the severity of offense).

**Recording Lectures:**As your professor, I’m committed to giving you as many opportunities and resources to support your learning as possible. Therefore, you may find it beneficial to record class lectures to review later. Please keep in mind that you do not have your peers’ permission to record them, and they have a right to privacy; your peers should not be in your recordings. You may not record class discussions, student presentations, labs, group work, and private conversations. These recordings are permitted for your own personal use; you should contact me to discuss sharing options. Note that while these recordings are useful for review, we want you to attend class for your insights and questions; these recordings are not substitutes for class participation and attendance. Should you have any concerns or questions, please feel free to contact me through Atlas email or Canvas message.  
  
**Counseling Services for Students:**

Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

# Students With Disabilities:

“Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (SSB 102, ext. 1523).”

West Campus Office for Students with Disabilities:   
SSB, Rm. 102   
Ph: 407-582-1523   
Fax: 407-582-1326   
VP: 407-992-8941

# FERPA:

Valencia College is committed to protecting the privacy and access rights of its students by

adhering to the **Family Educational Rights and Privacy Act** (FERPA) of 1974, (20 U.S.C. 1232g

and 34 C.F.R., 99.1-99.67) and formulating institutional policies and procedures that govern the

maintenance of student records in accordance to Section 1002.22, F.S. with regard to their

College Officers. Administrators, faculty, staff and student workers shall respect the rights of

students and appropriately maintain the confidentiality of student educational records.

Review more about FERPA here: [FERPA FAQ's](http://valenciacollege.edu/ferpa/#whatis) (<http://valenciacollege.edu/ferpa/#whatis>.)

And, if you are a student over eighteen years old, and would like to have someone besides yourself have access to your records, be sure to complete this form: [Student Consent to Release Records](http://valenciacollege.edu/admissions-records/documents/StudentConsenttoReleaseEducationRecords.pdf)