

SPC 1608 - Fundamentals of Public Speaking - Online – Spring 2024

Online students will complete all work within Canvas Modules. It is important that you set yourself for success by first reviewing the materials in the “Start Here” module. It is also important that each Tuesday morning, you proceed to the Week’s Module and begin going through the materials. Within the module, the materials are arranged into pages. The title of the page represents the subject and when you open the page, you’ll see that all related materials (videos, handouts, worksheets, etc.) are accessible as links on that page.

Keep in mind that these pages contain “Easter eggs” in the form of extra credit opportunities. These “extras” are included in hopes that extra credit will entice you to read through the pages and study the linked material.

Table of Contents:

Section A: How to Contact the Professor / Student Engagement Hours

Section B: Important Valencia College Dates

Section C: Course Objectives and Learning Points

Section D: Required Materials, Tools, and Support

Section E: Ethical Scholarship

Section F: Assessment and Grade Calculation

Section G: Important Class Policies

Section F: Important Valencia College Policies and Services

Section A: How to Contact the Professor / Student Engagement Hours

Instructor: Beth Perrell

Office location: West Campus, Building 1, Office 241-B

Office phone: (407) 582-5505

Virtual Office Hours: Mobile phone (407) 592-7487 or by request, Zoom.*

Monday: 9:30 a.m. – 11:30 a.m.

Tuesday: 9:30 a.m. – 11:30 a.m.

Wednesday: 9:30 a.m. – 11:30 a.m.

Thursday: 9:30 a.m. – 11:30 a.m.

Friday: 9:30 a.m. – 11:30 a.m.

* The Zoom link is available in the module, 'Zoom Student Meetings.'

Email: [Send email via Canvas](#) (Outlook email is bperrell@valenciacollege.edu)

When looking at your course home page, you'll see the mailbox icon on the left-hand side of the screen. Click on the mailbox, select your speech class CRN, then 'Elizabeth Perrell' or 'instructor.'

How and when to contact the instructor:

Contact me whenever and however you need, as I am happy to help. We can review your work together, get your questions answered, brainstorm ways to overcome any challenges you face, and even practice your speeches. Here are some specifics:

- We can meet by phone, Zoom, or in my office.
- We can meet during Virtual Office Hours or any time that our schedules allow.
- You are welcome to email through Canvas any time. Except for Saturdays, you will receive a reply within 24 hours.
- **All email will be answered** so if you do not receive a reply within 24 hours – with the exception of Saturdays and holidays -- assume that you should resend.
- I do not respond to text messages other than to phone back.
- Please recognize that our exchanges are opportunities for you to refine your professional communication skills, so proof your email and be on time to our meetings.

Section B: Important Valencia College Dates

NOTE: This is NOT a self-paced class. You must 'attend' regularly, meet assignment deadlines, and interact with other students through our discussion exercises.

Our class schedule is carefully plotted out and detailed on each Weekly Overview. However, here are some Valencia College dates that are also important to note:

- 1/8/24 – Classes Begin
- 1/15/24 – Holiday, College Closed

- 1/16/24, 11:59 p.m. - Drop/Refund Deadline
- 1/15/24, 11:59 p.m. – Withdrawal Deadline
- 3/18/24 – 3/24/24 through 11/26/23 – Spring Break
- 4/22/24 through 4/28/24 – Exam Week
- 4/28/24 – Classes End
- 4/30/24 – Students can view grades in Atlas

Section C: Course Objectives and Learning Points

Objective: SPC 1608 presents principles of oral communication common to speaking and listening. Emphasis is on listening techniques and on preparation and delivery techniques for extemporaneous speaking.

What this means:

- We will gain experience related to analyzing context and developing extemporaneous messages appropriate to that context;
- We will gain experience exchanging messages with other communicators, serving both the roles of speaker and listener;
- Therefore, we will prepare and deliver extemporaneous messages that are planned and outlined, prepared, practiced and conversational. (We will **absolutely NOT** write essays and read them to an audience.)
- Therefore, we will refine our ability to actively listen to messages and achieve shared meaning and understanding with the speaker.

Major Topics:

1. Audience and Contextual Analysis
2. Develop, Organize, and Support Verbal Message
3. Ethical Responsibilities and Effective Listening
4. Critical Thinking Skills
5. Extemporaneous Delivery of Informative Speech Using Presentational Aids
6. Extemporaneous Delivery of Persuasive Message

Section D: Materials and Tools

Textbook: The Required Text is provided for free within the Canvas modules.

Required tools:

Computer access: You'll need reliable access to the modules on our Canvas home page. Understand that students who try to complete their work on a phone are not able to open many of the assignments and resources.

- You will need to word process some of your work; you'll need Microsoft Word and PowerPoint.

Recording device: You will need a reliable method for recording speeches up to six minutes in length. For example, you can record yourself with your phone's camera, a digital camera, or a webcam.

YouTube Account: You will need to establish a YouTube account so you can upload your speeches. You will provide the URL for your speeches to both your instructor and your classmates. **This is not an option, it is a course requirement.** For your privacy, your speeches should be made public but unlisted. Once you receive your grade feedback from the instructor and your classmates have finished viewing the speech, you are welcome to take it down. This process is usually finished in two weeks.

Optional (but recommended) – a way to collect copies of your speech work.

Section E: Ethical Scholarship

Honest Expression: The whole point in taking a speech course is to build your ability to express yourself. So pick topics you care about and be willing to share your perspective. There is nothing more foolish than wasting this opportunity by 'reading' someone else's work. THINK OF YOURSELF ten years from now – will you have the communication skills you need to 'land that account' or 'win support for your cause'? Work on those skills now, so you're ready for when you need them. Be YOU!

Anti-Plagiarism Statement: **Academic Integrity:** According to College Policy 6Hx28: (10-18), all forms of academic dishonesty and misconduct are prohibited at Valencia Community College. Discussion posts, assignments, and speeches must be the student's original work. Academic dishonesty includes, but it is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct, and misuse of identification with intent to defraud or deceive. Using inanimate objects (e.g. "dummy") in place of audience members also represents academic dishonesty. Academic dishonesty will result in a failing grade for the assignment/speech and/or a failing grade for the course.

Managing Context: Part of managing context is being appropriate to the situation and respectful of the audience; Managing context includes being appropriate to the specific assignment and making choices that are honest and supportive of audience safety and security. It is also ethical to adhere to the guidelines for recording your speeches.

Listening to and Learning from Others: We listen to speeches more than we give them. In fact, listening to presentations is how we acquire the information and opportunities that help us to move forward in life. Speakers have taken the time to prepare a speech, so listeners should invest the effort to process those messages. If one listens to speeches, one learns techniques and strategies to use in one's own speeches. It is also polite to listen to others – and being polite is ethical.

Section F: Assessment and Grade calculation

Grading Scale

Your grade is based on a point system. To earn an A for the semester, you must earn at least 90 points. You can review the Course Calendar to see how many points are available for each assignment. There are also many extra credit points available.

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

Important Note: Regardless of scores on individual assignments, you must complete at least three of the four major speech assignments to receive a semester grade of 'C' or above.

The Weekly Overview

Each week's module will be available early Tuesday morning. Each week, you will have some combination of reading assignments, homework, activities, speeches, and quizzes. Pay close attention to due dates SO YOU CAN WORK AHEAD. Other assignment due dates will be listed on the Weekly Overview.

How can I know my grade?

- When each assignment is graded, you will receive a grade in the form of points. These points are posted in Canvas. Your semester grade is based on 100 total points. Each assignment is valued between 1 and 11 points and will usually be graded within seven days of the due date.
- There are more than 100 points available for the semester, so if you complete all of the assignments on time and earn the built-in extra credit, you can wind up with a semester average above 100. These 'extra' points are built into the course to accommodate illness or just 'having a bad day.'
- It is important for you to keep track of your grades. Keep in mind that all of your grades together add up to 100 points for the semester. So, if you fail to do a 3-point homework assignment, your semester average is $100-3=97$.

- Do not pay too much attention to Canvas averaging because it is often ‘behind’ your actual grade and doesn’t include extra credit or make-up work. The instructor keeps a separate, **accurate** accounting of your assignments, so if you’re concerned just ask her.
- The best way to raise or maintain your grade is to pay attention to feedback. For example, you will receive feedback on speeches. As we progress through the semester, you are expected to progress in your ability. So look at the feedback to see what you’re doing correctly as well as what you need to improve.
- The main barrier to succeeding in this class is when students complete assignments without studying the materials contained in the module pages. People who skip the pages submit really poor work - that is, if they turn in work at all. It is truly sad.

How to complete your work: The materials and work for each week will be made available through a MODULE folder.

The week’s module will be opened on Tuesday morning.

1. When you look at your Canvas screen, you’ll see the menu on the left. Proceed down to ‘Modules.’ When you click on ‘Modules’ you’ll see the modules listed in the center of your screen. Open the week’s module to reveal the week’s pages.
2. As soon as you can on Tuesday, read the Weekly Overview, which will be the first page in the module. It will summarize the week’s studies and tasks. Schedule yourself understanding that you will want to complete these pages IN ORDER.
3. The title of each module page reveals the topic addressed on the page. As you open the page, the reading assignments are inclusive to the text. You’ll see that text and a series of blue highlighted links. Click on EVERY link. You’ll find lectures, outlines, PowerPoint slides, assignment sheets, quizzes, and assignment submission links. Anything you need for that given topic is contained on that page – so don’t skip around.

Mondays* 11:59 p.m. will be the end of our ‘week.’ Each week ‘begins’ on Tuesday morning.

Professional work

- For many assignments, you will be provided with a worksheet in the form of a Word Document file. Open the file and ‘save as’ your name plus the name of the assignment. WARNING: These assignments do NOT autosave – you need to save your own work.
- Always focus on doing your best: Check your spelling, grammar, and message appropriateness before sending your work or posting in discussion. Also, if you need help with your writing, seek assistance from the West Campus Communications Center.

- Turning in assignments: Most, if not all, of your assignments will be uploaded through a grade link via Canvas. When you follow along in a Weekly Overview, you'll see these links.
- You must upload the file as a .doc. Warning: Do NOT try to upload a Google .docs file. If you do, I will not be able to open and grade it. If you have to resubmit the assignment, it will be considered late and you will lose 30% of the points. And sometimes, you cannot submit it late.
- All assignments are to be **TYPED** in a legible font. Please, no 'fancy' font styles unless it is appropriate to the project.
- Uploading assignments: To upload your work, click on the assignment submission link provided in your Weekly Overview. Once you click on the link, you'll see a tab in the upper right-hand side of the screen that will allow you to choose and attach your file. Attach the file and click 'submit.'
- Uploading speeches: You must upload your major speeches to YouTube. Set the file to 'public' and 'unlisted.' Copy the speech's YouTube web address and paste it into your outline, right at the top next to your name. Then upload your outline to the assignment submission link provided in your Weekly Module. You will also be asked to copy the URL to your Class Discussion Board by the appropriate deadline or risk a penalty on your Discussion Board assignment if the instructor has to do this for you.

Section G: Important Class Policies Related to Assignments and Late Work

Homework: Written evaluations and homework assignments can be turned in late for up to **seven** days. Please note that any late assignment is subject to a 30% penalty.

- The assignment link for all assignments of this type will remain open for one week after the due date.

Quizzes: There is no opportunity to make up a missed quiz. The access link will close at the deadline and the professor will not re-open it.

- Understand that if you are still taking a quiz when the deadline approaches, the quiz will automatically submit only the work you have completed; you will not be able to continue.
- Similarly, if you accidentally submit your work before completion, you cannot re-enter the quiz.
- Problems with internet access and other technology problems are not exceptions to the rule – once the deadline comes, the link will close and will not re-open.

- **Expectations for quizzes:** Quizzes are based on your class lecture notes, handouts, and assignments related to the quiz topics.
- Don't Google search answers to quiz questions - it's insanely ridiculous because the answers you find will be off-topic. When someone cuts an answer into the essay space, I can always tell because the answer makes no sense. Just answer the questions yourself.
- **Alternative quiz:** For ONE missed quiz, you have the option of substituting a 400-word essay on the topics provided by the instructor.
 - You will only have up to seven days after the day the quiz link closes to via Canvas email, alert the instructor that you want to use this option. The instructor will reply to your email with the topics. You will return your essay as an attachment to this email thread within the seven days.
 - You may NOT use this option on the final quiz because the semester will be over.

Speeches: Speech outlines and YouTube URLs will be uploaded via the assignment links provided in the module pages.

Speech outlines and video YouTube URLs must be submitted on time.

- There is no exception for the delays caused by problems with YouTube, having to work late, or ANY technical issues or electrical issues; you need to do things early rather than at the last minute.
- Do not email the professor asking an extension if you fail to meet the deadline for submitting a speech; the assignment link will remain closed.
- However, if you miss a speech there is an option to turn in **ONE** speech late for a 25% penalty. You can use this option **ONLY ONCE**. You may not turn Speech 4 in late.
- A make-up speech must be submitted via the make-up speech submission link, located in the Speech Descriptions and Guidelines Module, no later than 4/15/24, 11:59 p.m.
- There will be no penalty if you have professional documentation related to a medical issue, issue like a cable outage, court-related activity, or other legitimate issue.

- There is absolutely no option to turn in speech four after the due date.
- There is support to help you understand how to establish a YouTube account and to upload your speeches.

You must adhere to context variables as you present and/or record your speech. These variables are provided throughout the modules. But in particular:

- You **MUST NOT** edit your speech video. If you do edit your speech video, the professor will not grade it and you will have to resubmit it as a late speech.
- If you record your speech, you must **STAND** in your speech videos and be visible from just above your head to the floor beneath your feet. There must also be room on either side of you so that you can stretch out your arms. You must also place your camera at eye level so you are not looking down into it.
- You will **LOSE MANY POINTS** if you only show yourself from the ankles up, from the knees up, from the waist up and if you are looking down into the camera and if you are cut off on the sides. If you are sitting and/or you are only visible from between the elbows and armpits up, you will **RECEIVE A ZERO** for the speech.
- **Design your speeches with the knowledge that your audience is your classmates.** Therefore, you are **not required** to have a physical audience present when you record your speech. Instead, you and your classmates are required to watch and assess each other's speeches via YouTube. Therefore, prepare your speeches knowing that your classmates are your audience.
 - However, if there are people who live with you, you are welcome to have them serve as an audience when you record the speech because you'll find that their presence gives you energy. However, you must still consider your classmates as audience members!

Attendance and Withdrawal Policy

Student Canvas Responsibility ('Attendance'): If yours is an online course, you need to 'check in' regularly. The instructor must receive some contact from you every week, so an attendance email will be sent to each of you. If you respond each week, you'll receive 'extra credit' on your final grade.

- If you fail to respond to the email two weeks in a row, you'll be contacted via Canvas email just to check on you.
- The instructor will NOT drop you from the course; the decision to drop remains your own. So understand that if you stop attending but fail to withdraw yourself, you will probably receive an "F."
- The **withdrawal deadline** is 3/15/24, 11:59 p.m. You may withdraw yourself from the course until that date.
- Behavior in Classroom - Although our classroom is virtual, your classmates and professor are real people who deserve to be treated with respect. You deserve respect too! Please use respectful language in your posts and email. Recognize that we do not bully each other or fail to hold up our end of the work. We learn by hearing differing perspectives and by recognizing the difference between facts and opinions.

Section F: Important Valencia College Policies and Services

No Show Policy: It is assumed that a student who has not contacted the instructor during the first week is a 'no show' and will be dropped from the roll. You will receive an email welcoming you to class. Respond to the email to show you are attending class.

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)."

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.