

## **SPC 1608 Fundamentals of Public Speaking**

**Summer 2021**

**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:

- 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:** Jeremy Boyd

**Email:** jboyd28@valenciacollege.edu or through the Canvas Inbox

I check my Canvas Inbox and school email often, so you can always reach out to me with any questions and I will get back to you soon.

**Required Text:** Free Online Textbook: *Stand Up, Speak Out: The Practice and Ethics of Public Speaking*. Link - <https://open.lib.umn.edu/publicspeaking/>

**Materials:** Some type of recording technology, such as a webcam or cell phone, to record your speeches and to participate in asynchronous video discussions

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

### **Learning Outcomes:**

1. Demonstrate a clear speaking goal as it relates to audience and contextual analysis
2. Develop, organize, and support the verbal message
3. Observe ethical responsibilities of both senders and receivers in an oral communication transaction
4. Prepare and deliver an extemporaneous informative speech incorporating presentational aids
5. Use critical thinking skills when preparing and persuasive messages

### **Related Skills:**

1. Refine ability to set speaking goal and appropriate thesis;
2. Make choices appropriate to context and audience;

3. Manage time;
4. Research and document ideas;
5. Evaluate information sources;
6. Organize message in an effective manner and reflect the plan on an outline;
7. Use language effectively;
8. Use presentation aids to support audience comprehension;
9. Use appropriate strategies to appeal to audience reasoning;
10. Use a natural, conversational style of delivery;
11. Refine ability to listen critically to a speaker's message – which includes considering the logic and appropriateness to context. This also includes understanding the distinctions between informative and persuasive speaking.

**Grade Breakdown:**

- Attendance/Class Activities/Homework Assignments: 40%
- Speeches: 60%

**Speeches:**

Informative Presentation-Students will present a speech to the class in which they will inform the audience (their instructor and fellow classmates) about their chosen topic.

Persuasive Presentation-students will present a speech to the class in which they will attempt to persuade their audience (their instructor and fellow classmates) on issues regarding their particular topic.

**Assignments:**

Written Outline Rough Drafts for each speech

Visual Aid Rough Drafts for each speech

Providing feedback to other students' speeches

Various class discussions and homework assignments. Homework assignments will be based on readings from the free online textbook

### **Attendance:**

Submitting assignments will affect your attendance. For example, if you submit an assignment on time, you will get full attendance points for that week. If you do not submit an assignment on time, you will lose attendance points.

Please note, you will not be dropped from this course for attendance. You are expected to withdraw yourself by the withdraw deadline, 07/02/21, or ask the professor to withdraw you. Keep in mind that repeated absences will result in a failing grade.

### **Late Assignments:**

1. Late work will only be accepted up to seven days late. Please note that any late assignment is subject to a significant grade penalty (30% or more, depending on the submission date of the late work).

**No Show Policy:** It is assumed that a student who has not attended the first two classes of the course is a 'no show' and will be dropped from the roll.

**Withdrawal Policy:** The withdrawal deadline is 07/02/21. You may withdraw yourself from the course until that date. However, consider speaking to the instructor about your options before withdrawing. Please note that the instructor will NOT withdraw you for absences without your consent.

### **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.

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 ([http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID\\_1=8&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0)) include:

- 1. Failure of the assignment
- 2. Failure of the course
- 3. Being reported to the Dean of Communication which may result in expulsion from the college

**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).”

**Drop/Refund Deadline** (11:59 p.m.) 05/17/21