**SPC1608 Fundamentals of Public Speaking (Online) Summer 2022**

Objective: SPC1608 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: Melissa Johnson

E-mail: mjohnson242@valenciacollege.edu / Canvas messaging

Phone Number: (407) 582-5812

Office Location: 1-137

Office Hours: Monday, Wednesday – Friday 9:00 am – 11:15am (virtual)

 Tuesday 8:30 – 9:30am (virtual)

Expectations for e-mail: When you send an email, remember to include your full name. Use capital and lowercase letters, correct punctuation, and good grammar. **All email will be answered** quickly if sent during office hours. If sent outside of that time, you should still receive a response within 24 hours unless it is the weekend.

Required Text: *Stand Up, Speak Out: The Practice and Ethics of Public Speaking*. University of Minnesota Library Publishing, 2016. <https://open.lib.umn.edu/publicspeaking/front-matter/publisher-information/>

Materials: Laptop or computer for recording speeches (phones are another option

 but are not as easy to use)

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

Meeting Objectives:

* Major Speeches: 350 points (125 points each/2 speeches and 100 points/1 speech)
* Quizzes: 160 points (20 points each x 8 quizzes)
* Peer Evaluations: 40 points (20 points each x 2 evaluations)
* Class Assignments: 150 points (various points per assignment)
* Discussion Questions: 200 points (20 points x 10)

**Total Possible Points: 900 points**

Important Note: Regardless of scores on individual assignments, you must complete all three major speech assignments to be considered for a passing grade of C.

Specific learning outcomes:

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.

Core Competencies:

Valencia faculty have defined four interrelated competencies that prepare students to succeed in the world community. In this course, through classroom lecture and discussion, group work and other learning activities, you will further develop your mastery of these core competencies:

* Value: make reasoned value judgments and reasonable commitments
* Think: clearly, critically, and creatively. Analyze, synthesize, integrate and evaluate in many domains of human inquiry
* Communicate: with varied audiences using varied means
* Act: purposefully, reflectively and responsibly

Expectation for discussion forum:

1. The expectation for this class is that EVERY STUDENT will engage in the discussion forum each week that it is assigned. This course is your opportunity to become more competent communicators and one of the ways to do this is to practice appropriate, ethical and effective communication with your classmates.
2. **Your initial post of at least 200 words is due Thursday by 11:59pm and will NOT be counted for credit after this time**. The 2 responses to your classmates are due by Monday at 11:59pm. They should be at least 100 words in length. Please note that Canvas will only list the final due date of this two part assignment even though your initial post is due before that.
3. Participation requires good reading and a sincere effort to process what other people are saying. **Please focus on the discussion and do your best to share your own view**. We will use the *13 Principles of How To Treat Each Other* to guide our discussions. You can read them here: <https://valenciacollege.edu/students/peace-justice-institute/who-we-are/documents/how-we-treat-each-other-full-page.pdf>
4. Class discussion is crucial for the understanding of the concepts. Think of your participation as proof of your engagement and commitment to this class.

Late Assignments:

1. All of the assigned readings should be completed **BEFORE** you take quizzes, participate in the discussion forum or complete assignments (see the course calendar). This will help you to more fully engage in the activities and discussions.
2. Weekly assignments, quizzes, and discussion forum contributions **will not be accepted late**. Please note the deadlines for these assignments because they will no longer be available on Canvas once the due date/time has passed. Part of taking a class online means that it is your responsibility to keep up with assignments since the professor is not able to verbally remind you like in a traditional classroom setting.
3. Only one speech may be delivered late and it will be subject to a 25% penalty. You must have a documented reason for the late submission. There are no make-ups for the last speech because this is considered your final.

Canvas: Check Canvas for any announcements on a regular basis (at least 3 times per week). Your updated grades will also be posted on Canvas.

24 hour Grade Dispute Policy: Students who wish to discuss any of their grades should contact the instructor within 24 hours of grades availability. Do not wait until the end of the semester to question grades or request special considerations. After the twenty-four hour mark ***ALL*** grades are final.

Expectations for speeches:

1. **Speeches are due when they are due** (see the calendar.) These are the major assignments for this class and must be completed in a timely fashion.
2. **Audience Requirement:** This semester, out of an abundance of caution, you will not be required to gather your own audience when you record your speeches. However, if you live with family members, roommates, etc., it is a good idea to have them serve as an audience because this will give you more of a ‘real feel’ for a natural speech delivery (not a requirement). Instead, you will be put into small groups for your peers to watch your uploaded video. Therefore, when you deliver your speeches, you should speak as though they were sitting in front of you. There will also be peer reviews assigned after watching your classmates’ speeches.
3. The final speech of the semester must be delivered on time or you will receive a zero (no make-ups).

No Show Policy: It is assumed that a student who has not participated in the discussion forum during the first week is a “no show” and will be dropped from the roll.

Withdrawal Policy: The withdrawal deadline is **July 1, 2022**. You may withdraw yourself from the course until that date. Keep in mind that dropping a course may affect your financial aid or status for international students. Please consider speaking with the instructor and/or advisor about your options before withdrawing. Please note that the instructor will NOT withdraw you for absences without contacting you first.

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 include: (<http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0>

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 accomodations 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 determine accommodations based on appropriate documentation of disabilities (SSB 102, ext.1523).”

Security

Although you may not be on campus as much since you are taking an online class, I want to

reassure you that our security officers are here around the clock to ensure the safety and

security of the campus community. It’s important to remain alert and aware of your

surroundings, especially during the early morning or evening hours. Remember that you can

always call security for an escort if you feel uncomfortable walking alone on campus. White

security phones can also be found in many of our buildings; simply pick up the phone and

security will answer.

Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030

(after-hours number) or by using the yellow emergency call boxes located on light poles in the

 parking lots and along walkways.

Baycare Behavioral Health’s Student Assistance Program

 “*Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. Students have 24 hour unlimited access to the* ***Baycare Behavioral Health’s confidential student assistance program*** *phone counseling services by calling* ***(800) 878-5470****. Three free confidential face-to-face counseling sessions are also available to students.”*

Syllabus Disclaimer: Having read and gone over this syllabus and by remaining enrolled in the course, you are entering into a contract to complete the course requirements and respect classroom policies. The above information, as well as the course calendar, is subject to written or verbal change at the discretion of the professor. Changes made to course requirements or the course schedule will be announced in class.

Part of exercising the Act Core Competency at Valencia is taking full responsibility for yourself and for your work. Communication with your instructor is of the utmost importance should you encounter personal issues, computer problems, or health problems that prevent your regular attendance or timely work. I am happy and eager to help you succeed in this course, but ultimately you and only you are responsible for your success in this course.

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|  **Online Fundamentals of Speech (SPC1608)****Class Schedule, Summer 2020** |
| **Date** | **Topic** | **Readings**(From *Speak Up, Speak Out: The Practice and Ethics of Public Speaking*. <https://open.lib.umn.edu/publicspeaking/front-matter/publisher-information/> |
| Week 105/09 – 05/16 | Basics of Public Speaking/Ethics | Sections 1.1, 1.2, 2.2 |
| Week 205/17 – 05/23 | Speech Anxiety, Audience Analysis & Choosing A Topic | Sections 3.1, 3.3, 5.1, 5.2, 6.2 and 6.3 |
| Week 305/24 – 05/30 | Informative Speaking & The Body of a Speech | Sections 16.1, 16.2, 10.1 and 10.2  |
| Week 405/31 – 06/06 | Research and Citing Sources, Supporting Ideas | Sections 7.1, 7.2, 7.3, 8.1 and 8.2  |
| Week 506/07 – 06/13 |  Introductions, Conclusions and Transitions | Sections 9.1, 9.2, 10.3, 11.1 and 11.2 |
| Week 606/14 – 06/20 | Outlining and Delivering the Speech | Sections 12.1, 12.2, 14.1, 14.3 and 14.4 |
| Week 706/21 – 06/27 | Informative Speeches | No Assigned Reading**\*\*Informative Speech Due\*\*** |
| Week 806/28 – 07/04 | Principles of Persuasive Speaking | Sections 17.1, 17.2 and 17.3  |
| Week 907/05 – 07/11 | Language and Presentation Aids | Sections 13.2, 13.3, 15.1 and 15.4 |
| Week 1007/12 – 07/18 | Persuasive Speeches | No Assigned Reading **\*\*Persuasive Speech Due\*\*** |
| Week 1107/19 – 07/25 | Inspirational Speeches | No Assigned Reading  |
| Week 1207/26 – 08/01 | Inspirational Speeches | No Assigned Reading **\*\*Inspirational Speech Due\*\*** |