

**SPC 1608 Fundamentals of Public Speaking Fall 2014 Section W 66**

**Class Time: Tuesdays and Thursdays 10:00 am - 11:15 am**

**West Campus Health Science Building Room 221**

**Professor: Sunshine J. Baker**

**Email:** [**sdavis125@valenciacollege.edu**](mailto:sdavis125@valenciacollege.edu)

**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.

**Required Text:** Dan O’Hair (2013). *A Pocket Guide to Public Speaking, Fourth Edition*. Boston, MA: Bedford St. Martins. ISBN 978-1-4576-0190-3

**Materials:**

• 2 GB or higher USB (thumb drive)

• 300 3X5 lined note cards

**Speech Assignment Descriptions**

**1. Informative Speech – “What’s Important for YOU to KNOW”**

The purpose of this speech will be for you to inform your audience about a worthwhile topic of interest. You will use the "Information Grading Form" to organize your content and review all requirements. You will use 4 scholarly research sources to develop and validate information (Please use only 1 website source). You will be required to cite and qualify all sources during the speech to receive full credit. You will use PowerPoint (PPT) software to design your visual aids and follow all current theory on style and delivery rules when using PPT. One of your main points must incorporate a “blackout” slide for PPT and utilize another form of effective visual aid during that “blackout” slide. Delivery style will be extemporaneous and formal.

**Speech time = 5 to 6 minutes**

**2. Persuasive Speech – “Will you Take ACTION?”**

The purpose of this speech will be for you to persuade your audience to change their attitudes or behaviors regarding a familiar topic of controversy. You will use the "Persuasive Grading Rubric” to organize your content and to review and include all competency and delivery requirements. You will use 4 scholarly research sources to prepare speech and validate your arguments (Please use only 1 website source). You must cite and qualify all sources during the speech delivery. You will use PowerPoint software to design your visual aids and follow all current theory on style and delivery rules when using PPT. Speech Delivery style will be extemporaneous and dynamic.

**Speech time = 6 to 7 minutes**

**Grading Percentages**

There will be a total of 1000 points in this class. 400 points come from speeches, another 400 points are earned through assignments and exams, and 200 points are accumulated from class participation and attendance.

1. Speeches 40%

Information Speech (18%) 180 pts.

Persuasive Speech (22%) 220 pts. (400)

2. Assignments and Exams 40%

Assignments (10%) 100 pts.

Exam 1 (10%) 100 pts.

Exam 2 (10%) 100 pts.

Exam 3 = final (10%) 100 pts. (400)

3. Participation and Attendance 20%

Class Participation 100 pts.

Attendance 100 pts. (200)

Exams are objective tests based on the textbook, class activities, and lectures. Students are expected to stay current with textbook reading, lectures and activities if absent.

**Grading Descriptions**

1) Oral presentations

90-100 = excellent performance of competency skills

80-89= above average performance of competency skills

70-79= average performance of competency skills

60-69= below average performance of competency skills

59 and below = did not fulfill competency requirements of presentation

2) Assignments and Exams

Assignments: Must have completed (according to assignment description and due date) and turned in all assignments on time to get full credit. NO LATE or EMAIL accepted.

* Week One Intro Speech (10 pts) – Brought item and followed instructions
* Speech Outlines (2= 40 pts) – Completed and followed examples, turned in due date (20 pts each)
* PowerPoint Exercises (2= 20 pts) – Completed and followed directions (10 pts each)
* Self-Evaluations (2=20 pts) – Evaluations of Speeches completed by due date (10 pts each)
* Online Assignment (10 pts) – Completed and followed directions

Mandatory exams will cover assigned textbook readings, in-class discussions and lectures. Students are expected to stay current with textbook reading, lectures and activities if absent from class.

All exam dates are posted on your semester schedule and must be completed on those dates. No exception to this policy will be made unless student provides written documents from professional supporting viable purpose for missing exam. Exam scores will be worth 100 points each.

3) Participation and Attendance

Volunteer and in-class participation:

Frequent participation in class discussions, coach student speeches, computer operator, time-keeper, non-fluency counter & card collector. Points earned will be at the Instructor’s discretion.

Attendance

Allowed 3 absences. Each absence past 3 will deduct 10 participation points for each unexcused absence.

Grade Range

Percentage Letter Grade GPA Value

90-100 A 4.00

80-89 B 3.00

70-79 C 2.00

60-69 D 1.00

0-59 F 0.00

**Grade Descriptions**

It will help you to understand your grades and your evaluation on tests and papers to remember that an “A” is not average; a “C” is average. A “C” means that you have met the minimum requirements for a particular class work. In other words, if you only do everything outlined in the syllabus you are doing “C” work. The grade descriptions are as follows:

A = outstanding work that is superior and demonstrates an in-depth understanding of the skills and material that far surpasses the minimum expectations of a student in the class.

B = above average work that demonstrates an understanding of the skills and material that exceeds the minimum requirements.

C = average work which illustrates that the student has met the minimum requirements and expectations for a particular assignment.

D = below average work in which the student does not meet the minimum expectations for a given assignment.

F = below average work in which little or no effort seems to be expended by the student.

**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.

**Expectations for written assignments:**

1. Turning in assignments: Have your homework assignment printed out and ready at the start of class.
2. If you email assignments to the address on this syllabus, you must include your full name as well as your class day and time. **Do NOT** submit your work through Blackboard.
3. Assignments are to be **TYPED** on standard 8 ½ by 11” paper.
4. Class assignments are listed on your calendar and may not be announced in class. It is your responsibility for knowing what assignments are due! You must ask a classmate (Not your instructor) what you missed in class and remember changes will occur that may not be on the calendar.
5. Late assignments will not be accepted!
6. Instructor may change or add assignments which will be counted as participation points to be included in final grade tabulation.

**Late/Missed Speeches**

THERE IS NO MAKE UP FOR SPEECHES. During class, your group will be assigned speech dates. It is your responsibility to find out what date you have been assigned. If you know you will not be able to deliver a speech for any reason, it is your responsibility to switch with another student and inform the instructor of the change no later than 24 hours before any speeches are due. If you fail to show up at your speech time, you will be placed on the stand-by list to deliver your speech only if time allows at the end of class on another day during that round of speeches. Two missed speeches will be grounds for automatic failure in this class, regardless of grades on other assignments.

**Speaking Order**

1. Your speeches will be assigned by groups (in-class changes may be made (keep up if miss class)
2. You must have your speech copied on working USB device
3. You must email your speech to self as back-up only for disc or technological problems
4. Your assignment order will be announced in class or by email. BUT CHANGES may be made in class! You are responsible for getting missed information and announcements if absent from class.

**Email Do’s**

* Check email 4 times per week at a minimum
* All email must have full name, class prefix (SPC), and section in “Subject” to be answered

**EMAIL Don’ts**

* “What happened in class” inquiries...it is your responsibility to find out from another classmate
* Expect an answer immediately... may take 24 hrs to return (48 on weekends)

**Dress Policy/ Expectations**

The intention of this class is to prepare you with useful skills for the workplace. In the professional workplace, there are formal and informal rules of conduct for appropriate attire. Flip-flops, shorts, jeans, sneakers and t-shirts should NEVER be worn when delivering a speech. Failure to adhere to this dress policy will result in a penalty of 5% for the appropriate speech delivered.

**In-Class Expectations**

BE aware that NO late or email assignments will be accepted

BE prepared for class: exams, assignments, textbook reading assignments

BE aware that NO make-up exams are allowed without prior permission from professor

BE sure to bring textbook, paper for taking notes, and note cards to all classes

BE on time; 15 minutes late to class may count as absence (see absentee policy)

BE AWARE = NO late weekly assignments will be accepted in class or by email

BE careful to turn off cell phones (no texting) failure to do so may result in class expulsion

BE careful to turn off computers, failure to do so may result in class expulsion

BE responsible and read calendar for upcoming assignments, no email inquiries will be answered

BE responsible for keeping all assignments, grades, exams, dates absent, written absence excuses for final grade review and discussion with professor!!! It is not the responsibility of the professor. ANY missing documentation will result in discrepancy favoring professor's records.

BE responsible = NO discussion of grades by email or phone is permitted.

BE responsible to check email 4 times weekly. Calendar changes may occur during the semester. The changes will be announced in class and/or by email. It will be student's responsibility to find out what they missed in class!

Professor will not review details of missed class content via email. Student must obtain missed class information from other student.

**Expectations for exams:** Exams are scheduled and listed on the Course Calendar. You’ll want to study your class lecture notes, handouts, and assignments related to the exam topics.

1. There are no make ups for missed exams.
2. Exams will always be taken at the beginning of the class and will be completed within 30 minutes, so please be on time or you may not be allowed to finish.
3. During exams you may not communicate with anyone else in the class, you may not use electronic devices, and you may not have out any of your class materials. Doing any of these things may result in a **zero** for your score.
4. Please read the directions provided on the exams.

**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) 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).”

|  |  |  |  |
| --- | --- | --- | --- |
| **SPC1608 Fall 2014 Schedule** | | | |
| Class # | **Date** | **In-Class Activities** | **Assignments Due** |
| *1* | 8/26 | Syllabus, Professor and Student Introductions |  |
| *2* | 8/28 | Show and Tell Artifact Speeches  Assign dates for informative & persuasive speech delivery | **Artifact Speech** |
|  |  |  |  |
| *3* | 9/2 | Lecture “Theory Sampler” & “Organizing Your Speech”  Watch Student Informative Speech Example | Read Ch. 1 and 2 |
| *4* | 9/4 | Lecture “Listening”  Informative Speech Topic Selection discussion |  |
|  |  |  |  |
| *5* | 9/9 | Lecture “Selecting & Researching Topic” &  “Outlines, Storyboards & Speaking Notes” | Read Ch. 3 and 4 |
| *6* | 9/11 | Outline Workshop | **Informative Outlines Due** |
|  |  |  |  |
| *7* | 9/16 | **Exam 1 (Chapter 1-6 and in-class lectures)**  Lecture “Effective Use of Visual Aids” & “Delivering Your Message” | Read Ch. 5 and 6 |
| *8* | 9/18 | PowerPoint workshop | Informative PowerPoint Slides Due |
|  |  |  |  |
| *9* | 9/23 | Lecture “Communication Apprehension” | Read Ch. 7 |
| *10* | 9/25 | Informative Speeches Group 1 |  |
|  |  |  |  |
| *11* | 9/30 | Informative Speeches Group 2 | Read Ch. 8 and 9 |
| *12* | 10/2 | Informative Speeches Group 3 |  |
|  |  |  |  |
| *13* | 10/7 | Informative Speeches Group 4 | Read Ch. 10 and 11 |
|  | 10/9 | No Class – Faculty Work Day |  |
|  |  |  |  |
| *14* | 10/14 | Informative Speeches Group 5 | Read Ch. 12 and 13 |
| *15* | 10/16 | Exam 2 (Chapters 7-13 and in-class lectures)  Lecture “Perfecting Language Style” | Inf. Self-Evaluations Due |
|  |  |  |  |
| *16* | 10/21 | Lecture "Persuasive Theory" & "Methods of Persuasion" | Read Ch. 14 and 15 |
| *17* | 10/23 | Persuasive "Choose Your Topic" discussion & workshop |  |
|  |  |  |  |
| *18* | 10/28 | Lecture "Analyzing Your Audience" | Read Ch. 16 and 17 |
| *19* | 10/30 | Persuasive Outline Workshop | **Persuasive Outlines Due** |
|  |  |  |  |
| ***20*** | 11/4 | Lecture “Supporting Your Ideas” | Read Ch. 18 and 19 |
| *21* | 11/6 | Persuasive Inoculation Workshop |  |
|  |  |  |  |
| *22* | 11/11 | Persuasive PowerPoint Workshop | Read Ch. 20 and 21  **Persuasive PowerPoints Due** |
| *23* | 11/13 | Persuasive Speeches Group 5 |  |
|  |  |  |  |
| *24* | 11/18 | Persuasive Speeches Group 4 | Read Ch. 22 and 23 |
|  | **11/20** | **NO CLASS: Online Assignment** |  |
|  |  |  |  |
| ***25*** | **11/25** | Persuasive Speeches Group 3 | **Online Assignment Due**  Read Ch. 24 |
|  | **11/27** | THANKSGIVING DAY NO CLASS | NO CLASS |
|  |  |  |  |
| ***26*** | 12/2 | Persuasive Speeches Group 2 |  |
| ***27*** | 12/4 | Persuasive Speeches Group 1 |  |
|  |  |  |  |
| ***28*** | 12/9 | Final Exam Review | Pers. Self-Evaluations Due |
| ***29*** | 12/11 | Exam 3 (Chapters 14-24 and in-class lectures) | 10:00am-12:30pm |