
SPC 3602: Advanced Public Speaking

Instructor: Dr. Amy Martinelli

Classroom: Rolfs 314

Class Times: Tuesday Period 4 (10:40-11:30)/ Thursday Period 4-5 (10:40-12:35)

Office Hours: Wednesday 9:00am-11:00am or by appointment

Virtual Office Hours: <https://ufl.zoom.us/j/3097483865>

Email: acmart@ufl.edu

Zoom Link for Tuesday

Class: <https://ufl.zoom.us/j/99528873647?pwd=REExcGhOY0tDaIBBVi9oQWxXUDdWZz09>

Passcode for Tuesday Class: 989125

Zoom Link for Thursday Class:

<https://ufl.zoom.us/j/99214807711?pwd=RUVSbTVsOHZib1dDRcTUM3B4aFVWUT09>

Passcode for Thursday Class: 578976

Public speaking is an integral part of our society and our lives. As you know from taking Introduction to Public Speaking, the ability to formulate a message and delivery it with competence makes an impact on how you are perceived in a variety of situations, especially within the context of school or work. In this class, we will explore the use of public speaking to do more than convey a message, but to convey and process emotion, promote empathy, and (potentially) inspire and educate audiences. We will do this by analyzing and creating presentations that use storytelling, emotion, and intelligence.

Message from Dr. Martinelli Regarding Spring 2021

This class is being conducted as a Hyflex course, meaning that some of you will be joining the class in person while others of you will be attending via Zoom. In either case, this class will occur in a synchronous manner, meaning it will be live. Whether you are in the online or face-to-face section of this class, you will receive the exact same instruction at the exact same time. While this will, certainly, cause some challenges, it will allow us to have some form of presence in the classroom this semester, even in the midst of a pandemic.

Accordingly, there will be guidelines for those of you who are in person and those of you who are attending via Zoom. Please pay special attention to those distinctions throughout this

document. This will be the first time that any of us has embarked upon teaching or learning in this hybrid fashion. There will certainly be stumbles along the way, but I expect we will all do our best given the circumstances.

How this is going to work

On normal class days, we will all meet during the assigned time for our class—part of the class will be in attendance and part of the class will connect via Zoom. Everyone is expected to be in class and on time, regardless of the method of attendance. We will be using Hyflex technology that has been installed by UF over the past few months to enhance the experience for all students. Everyone, including those in the classroom, should at least be able to connect to Zoom during class. Class activities and discussions may require the use of Zoom for all.

What will we do on the days that students are giving speeches?

Because those of us who are attending face-to-face will need to wear face coverings, it will be best for everyone to present their speeches using Zoom from home or another space outside of the classroom where you can safely speak unmasked. On the day a student is supposed to speak, they will do so utilizing Zoom regardless of which section of the class they are in.

What about office hours?

While I will be utilizing my on campus office this semester, I will be conducting my office hours virtually this semester. Information about where and when to attend office hours is at the beginning of this document. If these times do not work for you, please make an appointment.

Attendance

Advanced Public speaking is a performance course and differs from "pure" lecture courses. A student learns from watching/ perceiving/critically listening to others present their speeches and by presenting speeches himself/herself. Much of the course is lost if the student does not attend class. Therefore, a student is allowed to miss **three hours** of class material without incurring a penalty. There are not 'excused' and 'unexcused' days. You can use your 3 hours for any reason, but after that, penalties start to accrue. If all of your absences are due to documented emergencies and exceed three, you should communicate with your instructor in a timely manner.

For **each** hour missed beyond the three allowed hours, a total of **20 points** will be deducted (i.e. 4 hours absent= -20pts; 5 hours absent= -40pts). If the penalty exceeds the 100 participation points, the 20 points per absence will then come off the total grade out of 1000 in the class.

For 3-hour block courses, being absent from one 3-hour block would constitute all allowed absences for the semester; and then each hour missed after that day would be -20 per hour (and -60 for a 3 hour block)

These allowed 3 hours of absences DO NOT include days in which you are scheduled to give a speech or group presentation (i.e. there are additional penalties for missing assignment due dates, see below).

If a student misses more than **6 'unexcused' hours** during a semester, they will fail the entire course. The Dial Center exempts from this policy **only** those absences involving university-sponsored events, such as athletics and band, and religious holidays. Absences related to university-sponsored events must be discussed with the instructor **prior** to the date that will be missed.

Work is not an acceptable excuse for missing class.

Requirements for class attendance and make-up exams, assignments, and other work in this class are consistent with university policies that can be found at:

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Tardiness: If students are not on Zoom, or present in the classroom (if enrolled in the live section), at the start of class, this disrupts the entire class, and students will be considered late. If a student leaves class early, this will also be considered as a 'tardy.' Three instances of tardiness count as one absence. If a student is only in attendance for under 40 of the 50 minutes of class, the student will be counted as 'absent' and not just 'tardy.' For students enrolled in the live section, signing in on zoom 'on your way' to class is not an acceptable alternative to being in the classroom unless otherwise approved by your instructor.

Makeup Speeches and Exams

No student will have the opportunity to make-up more than one required assignment. However, once the assignment has been completed and graded the following deductions will be assessed: for a 50 point assignment -12 points will be deducted; for a 100 point assignment -24 points will be deducted; for a 150 point assignment -36 points will be deducted; and for a 200 point assignment -48 points will be deducted. There is NO makeup for Exam #2.

Zoom Practices and Policies

All course meetings will take place in real-time, during your course period, on Zoom or live (depending upon the section in which you are registered). This is a skill-based class and differs from a regular class where watching lectures on your own time might be enough to master the material. Your active participation helps add to the learning environment and will shape your own skill development. If you anticipate connection issues due to your location this Spring, you

should discuss this with your instructor during drop/add so you can both determine whether this particular class will work for you.

Please note the following guidelines for a successful classroom:

Participation:

Participation in our class is fundamental since improving oral communication skills is a key objective of the course. Thus, students enrolled in the online, synchronous section of this course are required to have their cameras on from start to finish during our classes on Zoom.

A default setting for our sessions in Zoom is that participants will be muted when they enter, so you will unmute yourself when you comment orally during our whole-group conversations and when you are in small groups. Your instructor may also ask students to reply in the chat box for specific activities. Oral comments on camera and written comments in the chat box are considered activities for participation. If you have technical issues, please immediately consult UF IT Help to resolve them and then contact your instructor.

Zoom sessions on nonspeech days will not be recorded by the instructor and may not be recorded by students. In some cases, an audio recording on a non-speech day might be necessary for an individual with specific DRC accommodations and will then only be shared with that individual. As in all courses, unauthorized recording and unauthorized sharing of recorded material is prohibited.

Physical space: this is a good time to learn about setting up a professional environment when communicating online. While you do not need a formal office, your space should be free from distractions. For instance, you should not be talking to someone off screen. Also, since this is a FERPA protected classroom, other people should not be in the room during class. Avoid distracting Zoom backgrounds. On speech days, think about how you can set up your camera to be at eye level. Your space should be free from pet and/or child interruptions.

Recordings: Speech days will be recorded for speech records. These recordings will be available to students in the class for self-critiques. They might also be made available to the Director of Public Speaking for grade calibrations or grade disputes. Recordings will not be used in future classes unless you donate your speech/approve its use. Your instructor will post speech recordings on canvas. Please do not share links to recordings with anyone who is not registered in your section, including family.

On Speech days, students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the

"chat" feature, which allows students to type questions and comments live. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited. On speech days, the instructor may randomly stop the recording to do a participation check. At this time, students that do not camera on within one minute will acquire a tardy unless they have previously notified the instructor in the chat.

If you have any concerns about Zoom, you should talk with your instructor during drop/add.

Covid and Hyflex Policies

If you are enrolled in the live section of this course, we will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

1. You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
2. This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
3. Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
4. Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
5. If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms.](#)
 - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies.](#)

*if you are not enrolled in the live section of this course, you may not attend the live section in the classroom. If you are enrolled in the live section of this course, you may not attend class by zoom unless you have a documented excuse approved by the instructor, or you have been instructed by UF Health to quarantine.

UF ACADEMIC EXPECTATIONS/REGULATIONS

Plagiarism: All submitted work during the course, written or oral, will be the student's personal, original work, with credit given to sources used. [Further, all documentation of absences will be honest representations.] If a student violates this understanding, evaluations of work must be affected accordingly and if necessary, adjudication will be processed by procedures approved by the University of Florida Honor Court. Please note the full UF Honor Code and conduct policies here: <https://catalog.ufl.edu/ugrad/1617/advising/info/student-honor-code.aspx>. More detail is attached at the end of this document.

Accommodations:

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodations. Students with disabilities should follow this procedure as early as possible in the semester in order to allow us to provide the most effective support.

Students with any accommodations should arrange a meeting with the instructor during the first week of class (and ideally before the end of drop/add) to discuss how we can work together to meet the students' needs and still adhere to the essential elements/functions of the course in regards to attendance and class participation.

Plagiarism. A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

Unauthorized Use of Materials or Resources ("Cheating"). A student shall not use unauthorized materials or resources in an academic activity. Unauthorized materials or resources shall include:

1. Any paper or project authored by the student and presented by the student for the satisfaction of any academic requirement if the student previously submitted or simultaneously submits substantially the same paper or project to satisfy another academic requirement and did not receive express authorization to resubmit or simultaneously submit the paper or project.
2. Any materials or resources prepared by another student and used without the other student's express consent or without proper attribution to the other student.

3. Any materials or resources which the faculty member has notified the student or the class are prohibited.
4. Use of a cheat sheet when not authorized to do so or use of any other resources or materials during an examination, quiz, or other academic activity without the express permission of the faculty member, whether access to such resource or materials is through a cell phone, PDA, other electronic device, or any other means.

Prohibited Collaboration or Consultation. A student shall not collaborate or consult with another person on any academic activity unless the student has the express authorization from the faculty member.

1. Prohibited collaboration or consultation shall include but is not limited to:
 - a. Collaborating when not authorized to do so on an examination, take-home test, writing project, assignment, or course work.
 - b. Collaborating or consulting in any other academic or co-curricular activity after receiving notice that such conduct is prohibited.
 - c. Looking at another student's examination or quiz during the time an examination or quiz is given. Communication by any means during that time, including but not limited to communication through text messaging, telephone, e-mail, other writing or verbally, is prohibited unless expressly authorized.
2. It is the responsibility of the student to seek clarification on whether or not use of materials or collaboration or consultation with another person is authorized prior to engaging in any act of such use, collaboration or consultation. If a faculty member has authorized a student to use materials or to collaborate or consult with another person in limited circumstances, the student shall not exceed that authority. If the student wishes to use any materials or collaborate or consult with another person in circumstances to which the authority does not plainly extend, the student shall first ascertain with the faculty member whether the use of materials, collaboration or consultation is authorized.

DR. MARTINELLI'S CLASSROOM EXPECTATIONS

Email Etiquette: Questions and concerns can be addressed in person during my office hours listed above. I would also be happy to respond to questions and concerns through email – *within reason*. Please include the course title (COM 4930) within the subject line of your email. I expect an appropriate personal address to begin your email, as well as an appropriate signature with your complete name at the end. Please proofread and punctuate your emails to

represent the professionalism that is expected through all written correspondence. I will try my best to respond to emails with the above criteria completed in an appropriate time frame. Finally, I find that most questions inquired through email can be sufficiently answered by referencing the syllabus. Please consult your syllabus prior to inquiring through email. I reserve the right to respond to such inquiries with the appropriate page and line number as referenced on the syllabus.

Attendance. I treat each student as a responsible adult. Part of being a responsible adult is that you attend class, on time, every time. Documentation is required for all excused absences. Excused absences include (a) personal illness or injury (b) a death in the family (c) a university sanctioned activity (with appropriate accompanying documentation *prior* to your absence). Documentation is required in all cases, regardless of reason.

Cell Phones, Sleeping, Etc. Please respect your classmates and their learning experience (and yourself and your learning experience!). Turn off the ringer on your cell phone, stay focused on and engaged in the class discussion, and do not disrespect the contributions of your classmates by sleeping, texting, Facebooking, Pinteresting, etc. Failure to provide these and similar courtesies may result in your being asked to leave class. Additionally, if you are “checked out” of class, your instructor reserves the right to mark you as absent for the day. This may happen without you being verbally informed of your recorded “absence”.

Participation. You are expected to participate actively in the course. In order to do so, you should prepare yourself by reading assignments before class and thinking critically about the material. You are encouraged to challenge ideas, and when you do so, you must show respect for people who share differing viewpoints in support of a climate that encourages deliberation and constructive conversation. In this class, we won’t shy away from topics that will vary in degree of difficulty and discomfort—as such, we will take great care to construct our own expectations for decorum in the classroom. Participation means that you are actively engaged, listening, and above all *respectful* to your classmates and your instructor. Dominating the conversation and class discussion can be distracting. Remaining silent during class discussion, however, does not represent an active public speaking engagement in the course and course concepts. Be respectful, be engaged, and be mindful of your contribution in relation to that of your classmates.

Deadlines. Meeting deadlines is very important and a mark of professionalism and respect in a community. Late assignments will be docked 20% of the total points possible for every calendar day they are late, beginning the minute after the assignment date and time. Several assignments will be turned into Canvas and will have a posted time an assignment is due. Course assignments turned in during class will be due at the beginning of class time. Those assignments not turned in with the collection of assignments at the beginning of class will be counted late and result in a grade deduction. Assignments will not be accepted more than four calendar days past the due date. In the event of a missed speech, you will not be able to make up the speech except in the case of verified illnesses, funerals, or university-supported

activities and I have been contacted before the beginning of class the day of the scheduled speech.

Written Work. The work you turn in should reflect your professionalism. All written assignments must be typed and proofread for errors. Handwritten work will not be accepted. All written work must be double spaced and typed in size 12 Times New Roman font. Documents with more than 1-inch margins will result in a grade deduction. All work must include your full name, course name (COM 4930), and assignment title in the one-inch header of a document. Page lengths are expected to be complete pages.

Hint: Check your margins, and make sure that your spacing after paragraphs is not providing additional spaces.

24/7 Rule. In the event that you receive a grade that you would like to discuss, please wait 24 hours to raise your concerns. This time is provided for you to carefully review all comments that I made and develop your thinking before we talk. After 24 hours but within seven days of receiving your grade, please make an appointment with me or visit my office hours to discuss your concerns and ways to help improve your work on future assignments. An appeal for any grade assigned in the course must be submitted in writing no later than seven days after receiving your grade. After seven days, all grades are final.

ASSIGNMENTS

Three Speech Analyses 100 points each

- In class, we will watch a speech or group of speeches and students will create a submit an analysis using guidelines provided in class. Speech Analyses cannot be made up.

Presentation One: Focus on Delivery and Empathy—Telling Someone Else’s Story 150 points

- You will identify a story that resonates with you in some way, and deliver it in class using a manuscript (ie—not memorized).
- Stories should be 8-10 minutes long; they can be fiction or non-fiction.
- You will write and deliver a short introduction (30 seconds to 1 minute 30 seconds) that will explain the reasoning behind your delivering this story.

Presentation Two: Telling Your Own Story 150 points

- You will workshop and craft your own story that you will tell live in class. You can model your storytelling in the style of true stories told live on shows like “The Moth,” and the local versions “The Conch,” “Guts & Glory,” and “Self Narrate.”
- Stories should be 8-10 minutes long; they must be true stories from your life.
- Stories should be delivered with notes—but highly delivered. If you would like to memorize, please discuss this with Dr. Martinelli

Final Presentation: Bringing together Storytelling and Persuasive/Informative Speaking 300 points

- Using both storytelling and traditional methods of public speaking, you will create a TED Style Presentation that conveys an idea or inspires the audience to change.
- This presentation will require exceptional and compelling use of visual aids.
- Presentations should be 10-15 minutes long.
- Presentations may use notes or memorized delivery; if you would like to memorize, please speak with Dr. Martinelli

Participation 100 Points

GRADING

Scale for Final Grades:

A	93-100%	930-1000 points
A-	90-92%	900-929
B+	87-89%	870-899
B	83-86%	830-869
B-	80-82%	800-829
C+	77-79%	770-799
C	73-76%	730-769
C-	70-72%	700-729
D+	67-69%	670-699
D	63-66%	630-669
D-	60-62%	600-629
E	0-59%	0-599

TENTATIVE SCHEDULE*

Date	Course Material	Assignments/Exams Due
Tuesday, January 12	Introduction to class policies and materials	
Thursday, January 14	No Reading	Getting to Know You Activity
Tuesday, January 19	Reading: Bitzer, L (1968). <i>The Rhetorical Situation</i> , Philosophy and Rhetoric 1(1), 1-14. (PDF Available on Canvas)	
Thursday, January 21	Storytelling and Empathy: Watch Video in Class: This is Life with Lisa Ling: Prison & Prep School (season 7, episode 1, November 29, 2020).	We will watch this in class together and discuss.
Tuesday, January 26	Lecture: Delivery Skills and Styles Reading: Menzel, K.E. & Carrell, L.J. (1994). <i>The Relationship Between Preparation and Performance in Public Speaking</i> , Communication Education, 43, 18-26 (PDF Available on Canvas)	
Thursday, January 28		Speech Analysis 1: Focus on Delivery—Done in class
Tuesday, February 2	Practice Day: Use today to practice your first assignment. Dr. Martinelli is available.	
Thursday, February 4		Telling Someone Else’s Story Assignment Due
Tuesday, February 9		Telling Someone Else’s Story Assignment Due
Thursday, February 11		Telling Someone Else’s Story Due
Tuesday, February 16	Lecture: The Science of Storytelling—The Sacred Bundle	
Thursday, February 18	Lecture: The Science of Storytelling—Seven Basic Plots	
Tuesday, February 23	No Reading	Speech Analysis 2: Focus on Plot and Story Type—Done in Class

Thursday, February 25	Spring Recharge Day No Class	
Tuesday, March 2	Practice Day: Dr. Martinelli will be available.	
Thursday, March 4		Telling Your Own Story Assignment Due
Tuesday, March 9		Telling Your Own Story Assignment Due
Thursday, March 11		Telling Your Own Story Assignment Due
Tuesday, March 16	Lecture: What's so Great about TED Talks?	
Thursday, March 18	Lecture and Activity: Creating Presentation Visuals that Pop!	
Tuesday, March 23		Speech Analysis 3: Bringing it All Together
Thursday, March 25	Practice Day: Dr. Martinelli will be available.	
Tuesday, March 30	No Reading	Final Presentations
Thursday, April 1	Dr. Martinelli Out of Class for National Tournament	
Tuesday, April 6	No Reading	Final Presentations
Thursday, April 8	No Reading	Final Presentations
Tuesday, April 13	No Reading	Final Presentations
Thursday, April 15	No Reading	Final Presentations
Tuesday April 20	Last Day of Class	Final Presentations
Friday, April 30	Final exam: 10:00AM-12:00PM	