

SPC2608-Introduction to Public Speaking
University of Florida
Dial Center for Written & Oral Communication
Spring 2021

The purpose of this multi-sectioned course is to understand and apply (1) the basic principles of effective public speaking, (2) the principles of audience analysis and message preparation, and (3) critical listening skills as they apply to public speaking.

Course Objectives

- A. To increase understanding and integration of the basic principles, practices and techniques of effective public speaking.
 - B. To explore principles of listening and perception in order to enhance speaking abilities.
 - C. To increase confidence and poise when speaking to audiences or groups.
 - D. To examine how public speaking contributes to our role as citizens in our communities.
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Required Text

THE ART of PUBLIC SPEAKING, 2020 by Steven Lucas. Publisher: McGraw-Hill, 13th edition.

This text is available at most bookstores supplying the university, and at <http://shopmcgraw-hill.com>. You might also compare rental prices through textbookrentals.com; however, this is a newer edition.

*This course is participating in the UF ALL ACCESS program for the **Spring 2021** semester. **The ALL ACCESS program will allow you to gain access to the required materials for the course at a significantly discounted price.***

***Please see UF All Access PDF posted in Canvas for directions on how to opt-in and access your course materials.*

Go to <https://bsd.ufl.edu/allaccess> to log into your GatorLink account. You will see a list of classes in which you are enrolled that are participating in UF All Access, with the prices. Click the **Opt-in check box** next to the appropriate class. You may have more than one class that you are taking participating in the program. Students then need to click the button below to authorize the charges.

For digital eBooks: After opting-in, you'll receive an email at your @ufl.edu within 24 hours of opting in, which will provide you with access to your bookshelf

The charge for the materials will be posted directly to your student Bursar account and is eligible to be paid automatically by qualifying financial awards. If you drop the course during the add/drop period, no charges will appear.

The classes that you opted into will continue to be displayed at <https://www.bsd.ufl.edu/AllAccess/OptIn> through January 28th. Be sure to register the access code before this deadline.

Contact your Bookstore on campus with any questions. allaccess@bsd.ufl.edu

Readings: Students are responsible for the entire text as well as other assigned readings from individual instructors.

Online access is necessary for access to your course. Course information will be conveyed via e-learning and Zoom. You can find the login button for Canvas at: lss.at.ufl.edu.

Semester Schedule

Weekly or daily schedule can be found in your instructor's addendum to this syllabus. A schedule listing university holidays, drop deadline and final exam is given below:

January 11	Classes Begin
January 15 11:59pm	Drop/Add ends
January 18	Martin Luther King, Jr. Day (No classes)
January 29	S-U Application Deadline
April 9 11:59pm	Deadline to drop a course by college petition without receiving a WF grade
April 22-23, Thursday-Friday	Examination Reading Days-No Classes

April 24, Saturday, 7:30am – 9:30am Exam #2—via honorlock on your course Canvas site.

There will be NO early exams--plan your schedule accordingly!!

For additional critical dates, consult the University of Florida Registrar's office at:
<http://www.registrar.ufl.edu/>

Course Assignments

Students will be required to present a minimum of four extemporaneous style speeches and one impromptu speech during the semester. Written critiques for each speech will consider, among other things, the effectiveness of the message, delivery and organization. A speech outline and bibliography are to be submitted to the instructor at the time each speech is presented. It is expected that students will prepare and research their speeches using and citing a variety of sources (including, but not limited to, newspapers, magazines, journals, books, websites, etc.). Additionally, speeches will be evaluated, in part, on the student's ability to present within the designated time limits given by your instructor. No material presented after the time limit will count. Instructors will provide a more complete explanation of each speech assignment in advance of its preparation and presentation (the order of speeches may vary in each section). Speaking schedules for the designated days of the individual speech assignments will also be announced in advance; a rotating system of scheduling will be used. Evaluations assigned to the speeches will comprise a major percentage of the final course grade. The remainder of points for the final grade is accumulated from participation and two exams.

Clarifying a Single Point

The speaker will concentrate on a single idea (specific assignment will vary among sections). See individual instructor's addendum re: failure to complete this assignment.

Demonstrative Speech (or Informative Speech at your instructor's discretion) (150 points)

The object of this speech is to give the audience a fuller, more functional understanding of a specific purpose statement. Your instructor will require use of visual aids and/or sources of support.

Impromptu Speech/es (max 50 points) A limited preparation speech designed to assist students in improving their ability to devise a coherent organizational structure and thesis and integrate knowledge into an effective presentation. Topics will vary by classroom, but could include quotations, words, objects, and situations or even, cartoons.

Persuasive Speech (200 points)

A speech of advocacy where the speaker confronts neutral and/or opposing listeners, inviting them to change their opinions to match that of his/her own using a variety of motivational strategies.

Course Evaluations

Evaluations for individual assignments and components of the course will be determined on the basis of the following point system:

Single Point Speech	worth 0 points
Informative/Demonstration Speech	150 points
Persuasive Speech	200
Impromptu Speech	50
Participation* & Attendance	100
Exam #1	150
Exam #2	150
Total Points	800
*(quizzes, exercises, discussions, homework...)	

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

Grade Disputes: If you dispute the grade you receive for an assignment, you may request to have it re-graded by Dr. Webster, Director of Public Speaking. First though, you should meet with your section instructor to discuss the grade you received and watch your video to be sure you understand the rationale for your grade. Following that meeting, if you still wish to dispute the grade, you may email Dr. Webster (swebster@ufl.edu) to request that your assignment be re-graded. If you request this re-grade, the second grade will stand, regardless of whether it is higher or lower than the original score. You may request re-grading up to one week after an assignment has been returned. We will not consider requests after this time.

Attendance

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.

Participation:

Participation grades are determined by the instructor. They can include activities such as quizzes, attending and evaluating outside speeches, class exercises and discussion, speech outlines, and homework. Participation can be negatively impacted by having one’s camera off (unless approved by instructor), not responding to a direct question on Zoom by instructor when camera is off, texting in class, reading the paper, sleeping, or arriving late/leaving early.

Students are expected to behave according to the UF student code of conduct in their classes. This means treating their instructors and fellow classmates with respect. Public Speaking can be a stressful course and it can be a positive experience. To ensure a positive learning environment, students should not: make complaints publicly (in front of other students); attack the instructor verbally, physically, or in written form; or express reactions in the classroom that would bring harm to other students. Failure to meet the UF code of conduct can impact a student's class participation grade or result in referral to the UF judicial office. Signing in for another student also violates the UF code of conduct. Class atmosphere can be made or broken by the approach that students take to the challenges of the course. Students that support others, show good humor in the face of obstacles, show dedication in the face of setbacks, and show grace when others are not doing as well will help to create a positive communication climate.

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.

Dress Appropriately: Be sure to dress appropriately for class. In other words, treat Zoom as if it was a live class on campus. On speech days, you will need Business Casual dress unless your instructor requires business professional.

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.

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. Accommodations cannot be applied retroactively, so please be sure to connect with your instructor early.

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 your needs and still adhere to the essential elements/functions of the course in regards to attendance and class participation.

Other policies regarding assignments, penalties, classroom rules and regulations, will be dealt with by the individual instructors of this course. Please refer to your instructor's individual addendum to this syllabus for those policies.

Any questions regarding the planning, administering and teaching of SPC2608 should be discussed with individual instructors. As needed, questions can be discussed further with Dr. Stephanie Webster (swebster@ufl.edu), Director of the SPC 2608 program, 402 Rolfs Hall, Dial Center for Written & Oral Communication.

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, the penalty will be a failing grade in the course, and 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.

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.

More Public Speaking/Communication Resources

Public Speaking Students Forum: A speaking competition sponsored by the Dial Center for Written & Oral Communication will be held in March. Students who have completed SPC2608 in past semesters will be selected to compete for cash prizes. See your instructor about the possibility of receiving extra credit for attending this event. Please let your instructor know if you would be interested in auditioning for next Spring. This is a terrific line for your resume or grad school application.

Public Speaking Lab: Usually located in 201 Rolfs Hall, the Public Speaking Lab offers free assistance to those seeking to develop their speaking skills. During the Spring session and physical distancing, the lab hours will take place by Zoom. Your instructors will post lab Zoom links on their canvas sites.

Staffed by Public Speaking instructors and trained undergraduate peer consultants, the lab welcomes walk-ins during the hours posted at: <http://cwoc.ufl.edu/programs/public-speaking-lab/hours/>. For optimal success, and to ensure available assistance, please plan speeches well in advance.

Students can choose to have their speeches recorded, get feedback on outlines, ask questions about supporting their points, and get ideas about handling speech anxiety. We also offer assistance in preparing for interviews, preparing speeches for other courses, or preparing to speak in special occasions. Please note that students currently enrolled in SPC2608 are responsible for taking the guidance offered by consultants in the lab and making sure they still meet all requirements of their own instructor. Copies of intake forms will be shared with Public Speaking instructors to ensure open communication.

If you have questions about a visit with the lab, please feel free to contact Dr. Stephanie Webster at swebster@ufl.edu.

Communication Studies Minor:

The Dial Center offers a minor in Communication Studies (CMS). Our CMS minor is consistently one of the largest minors within the College of Liberal Arts and Sciences. Employers increasingly want to see oral communication skills, and students find the minor pairs well with any major or even fulfills their requirement for an outside concentration. The total minor is just 18 credit hours. Your Public Speaking course counts as one of the core courses for the minor. You can find more information at https://catalog.ufl.edu/UGRD/colleges-schools/UGLAS/CMS_UMN/.

Further Detail on 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.