

## ***SPC 2608: Introduction to Public Speaking***

### ***Fall 2023***

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***

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.

- 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 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.

#### ***REQUIRED & RECOMMENDED TEXTS***

##### ***REQUIRED TEXT:***

This class utilizes Open Educational Resources, which are provided to you free of cost. You'll find the e-text on Canvas and can access it using the following links:

Mapes, Meggie, *Speak Out, Call In: Public Speaking as Advocacy*, [Creative Commons Attribution-NonCommercial-ShareAlike license](#)

**Mapes:** <https://ufl.pb.unizin.org/mapes/>

*Stand up, Speak Out: The Practice and Ethics of Public Speaking*

**SUSO:** <https://open.lib.umn.edu/publicspeaking/>

##### ***RECOMMENDED TEXT:***

This textbook is not required but recommended as an additional reference for students who would like more references. Students are not responsible for the information in this text for assessments and assignments.

Engleberg, I.N. & Daley, J.A. *The Norton Field Guide to Speaking*, W. W. Norton & Company Inc., New York, 2022.

### **IMPORTANT SEMESTER DATES AND DEADLINES**

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:

August 23	Classes Begin
August, 29 (11:59pm)	Drop/Add ends
November 20	Deadline to drop a class by college petition
September 4	Labor Day
October 6-7	UF Homecoming
November 10	Veterans Day
November 22-25	Thanksgiving Break

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

### **COURSE ASSIGNMENTS**

As this is a Public Speaking class, most assignments in the class involve making presentations. Students will participate in four speaking assignments in this course that focus on addressing an issue of significance through various lenses.

#### **Assessments (200 points)**

Assessments are comprised of short quizzes, in-class activities and work, and asynchronous assignments. Quizzes cover readings in the text and class material. Point values vary according to

the breadth of material covered in each quiz. It is strongly recommended that you read and take notes on the reading. Taking notes in class is fine, but it is unwise to attempt verbatim note-taking from lectures: Do not neglect the readings.

**Peer Evaluations (50 points)**

For each speech, students will complete evaluations of their peers for the Informative and Persuasive Speech Assignments.

**Participation (100 points)**

Worksheets and one discussion will be assigned that fall under the “Participation” grade. Otherwise, the remainder of the participation grade involves attendance, the policies for which can be read later in this document.

**Speech of Introduction (0 points)**

The speaker will introduce themselves to the class by discussing a broad topic of interest to them that they will elaborate on through the graded speeches.

**Symposium Speech (150 points)**

The speaker will introduce a topic of concern to them and elaborate upon initial research they have completed and information they have found. This speech is conducted with the help of a support-oriented class group, with which the speaker will demonstrate cohesion.

**Informative Speech (200 points)**

The object of this speech is to give the audience a fuller, more functional understanding of a specific topic. Your instructor will require use of visual aids.

**Status Update for Persuasive Speech—Conducted Online (50 points)**

The speaker will meet with the instructor via an online videoconferencing platform. The object of this speech is to give the audience an oral report of the work they have completed for the Persuasive Speech assignment and pose and answer questions with the instructor.

**Persuasive Speech (250 points)**

A speech of advocacy where the speaker confronts neutral and/or opposing listeners, inviting them to change their opinions to match that of their own using a variety of motivational strategies. Your instructor will require use of visual aids.

***COURSE EVALUATIONS***

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

**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

Assessments	200 points
Peer Evaluations	50
Participation	100
Status Update for Persuasive Speech	50
Symposium Speech	150
Informative Speech	200
Persuasive Speech	250
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<b>Total Points</b>	<b>1000</b>

### **GRADE DISPUTES**

If you dispute the grade you receive for an assignment, you may request to have it reassessed by Dr. Dennis McCarty, 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. McCarty ([d.mccarty@ufl.edu](mailto:d.mccarty@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.

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## **ATTENDANCE AND PARTICIPATION**

Instructors are responsible for taking attendance for each class meeting. Students are responsible for signing roll sheets to receive credit for attending class meetings. Instructors will not give credit for attendance the next class period if you forget to sign in.

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 their own speeches. 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. You can use your 3 'unexcused' hours for any reason, but after that, penalties start to accrue. If all your absences are due to documented emergencies and exceed three, you should communicate with your instructor in a timely manner.

For **each** 'unexcused' 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)

Please note: There are additional penalties for missing assignment due dates (see below).

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.

Each instructor is responsible for maintaining the attendance policy in their classroom and may make judgements as they see fit. If you are unsure about an absence from class, please discuss this with your instructor.

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 in their seat at the start of class, this disrupts the entire class, and students will be considered late. Three instances of tardiness count as one absence. If you have a known issue that will require you to be late to class or to leave early, you must discuss this with your instructor **prior** to the date.

### ***Makeup Speeches and Assignments***

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. Quizzes and Assignments will be conducted during class time.

### ***Participation***

Participation grades are determined by the instructor. They can include activities such as attending and evaluating outside speeches, class exercises and discussion, speech outlines, and homework. Participation can be negatively impacted by 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 another student in to class 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.

### ***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.

## ***UF and State Recording Policy***

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code

## Accommodations and Campus Resources

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://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 regarding 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. Dennis McCarty ([d.mccarty@ufl.edu](mailto:d.mccarty@ufl.edu)), Director of the SPC 2608 program, 414 Rolfs Hall, Dial Center for Written & Oral Communication.

### **Additional Resources**

#### 1. Health and Wellness

- *U Matter, We Care*: If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- *Dean of Students Office*: Students who experience a family or personal emergency (death in the family, unplanned hospitalization, etc.) may contact the [Dean of Students Office](#) and request notification letters be sent to their professors. 325-392-1261
- *Counseling and Wellness Center*: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- *Student Health Care Center*: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
- *University Police Department*: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- *UF Health Shands Emergency Room / Trauma Center*: For immediate medical care call 352- 733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

#### 2. Academic Resources

- *E-learning technical support*: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- *Library Support*: Various ways to receive assistance with respect to using the libraries or finding resources.
- *Teaching Center*: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.
- *Writing Studio*: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- *Student Complaints On-Campus*: [Visit the Student Honor Code and Student Conduct Code webpage for more information](#).
- *On-Line Students Complaints*: [View the Distance Learning Student Complaint Process](#).
- *Career Connections Center*: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

## 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.

### ***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.
3. 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.

### 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 Fall. This is a terrific line for your resume or grad school application.

**Public Speaking Lab:** Located on the fifth floor of Rolfs Hall, the Public Speaking Lab offers free assistance to those seeking to develop their speaking skills. During the Spring session, some lab hours will take place in person and some on 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. Dennis McCarty ([d.mccarty@ufl.edu](mailto:d.mccarty@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/](https://catalog.ufl.edu/UGRD/colleges-schools/UGLAS/CMS_UMN/).