SPC 1608 - Fundamentals of Public Speaking - Online – Spring 2020

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.

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Section A: How to Contact the Professor / Student Engagement Hours

Instructor: Beth Perrell
Office location: West Campus, Building 1, Office 241-B
Office phone: (407) 582-5505
Office Hours: Location – Building 1, Office 241-B
Monday: 8:30 a.m. – 9:45 a.m.
Tuesday: 8:30 a.m. – 12:45 p.m.
Wednesday: 9:15 p.m. - 9:45 a.m.
Thursday: 9:00 a.m. – 11:00 a.m.

Virtual Hours: Mobile phone (407) 592-7487
Friday, 9:30 a.m. – 11:30 p.m.

Email: Send all course related email via Canvas
For non-course related email you can use bperrell@valenciacollege.edu

How and when to contact the instructor: Contact me whenever and however you need, as I am happy to help. I do have specific office and virtual hours listed above but I am fine with you contacting me outside of those hours - though it may take me a little longer to respond. Be advised that I will not respond to text messages other than to call back. You may email anytime, preferably through Canvas.

Expectations for email: Because this is an online course, it is sensible for you to email through Canvas. When you send an email, use capital and lowercase letters, correct punctuation, and good grammar. All email will be answered so if you do not receive a reply within 24 hours – with the exception of Saturdays -- assume that you should resend. (Note: You are welcome to call or come by my office any time you wish.)
Section B: Important Valencia College Dates

NOTE: Dates specific to this course are listed in the Course Calendar, which is posted in the same module as this syllabus.

NOTE: This is NOT a self-paced class. You must ‘attend’ regularly, meet assignment deadlines, and interact with other students through our discussion exercises.

1/13/20 - Drop/Refund Deadline: 1/13/20, 11:59 p.m.

1/20/20 - College is closed for the Dr. MLK Holiday

3/9 – 3/15 – College closed for SPRING BREAK

4/20/20 – Withdrawal Deadline

4/19 - Week 15: The semester ends on Sunday, April 19th (Don’t forget the exam week though!)

Final Exam Week: Your final quiz will assigned during final exam week, (4/20-4/26), and will be due by 4/22/20, 11:59 p.m.
Section C: Course Objectives and Learning Points

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.

Major Topics:

1. Audience and Contextual Analysis
2. Develop, Organize, and Support Verbal Message
3. Ethical Responsibilities and Effective Listening
4. Critical Thinking Skills
5. Extemporaneous Delivery of Informative Speech Using Presentational Aids
6. Extemporaneous Delivery of Persuasive Message
Section D: Materials and Tools


You may purchase a copy of the textbook at the West Campus Bookstore. However, here are some other access options:


Required tools:

**Computer access**: You’ll need reliable access to your course’s Canvas home page because you will need to access the course every week. Many people try to use their phones but they simply don’t seem to be as successful. Remember that you are always welcome to use the computers at a Valencia College library when necessary.

**Recording device**: You will need a reliable method for recording your speaking assignments. If you cannot record your speeches on your own equipment, you can visit the Communications Center on West Campus and record there.

**YouTube Account**: You will need to establish a YouTube account so you can upload your speeches. It is advisable to have an account expressly for this purpose.
Section E: Ethical Scholarship

Honest Expression
The whole point in taking a speech course is to build your ability to express yourself. So pick topics you care about and be willing to share your perspective.

Anti-Plagiarism Statement

Academic Integrity: According to College Policy 6Hx28: (10-18), all forms of academic dishonesty and misconduct are prohibited at Valencia Community College. Discussion posts, assignments, and speeches must be the student's original work. Academic dishonesty includes, but it is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct, and misuse of identification with intent to defraud or deceive. Using inanimate objects (e.g. “dummy”) in place of audience members also represents academic dishonesty. Academic dishonesty will result in a failing grade for the assignment/speech and/or a failing grade for the course.

Managing Context

Part of managing context is being appropriate to the situation and respectful of the audience; This means being appropriate to the specific assignment and making choices that are honest and supportive of audience safety and security. It is also ethical to adhere to the guidelines for recording your speeches.

Listening to and Learning from Others

We listen to speeches more than we give them. In fact, listening to presentations is how we acquire the information and opportunities that help us to move forward in life. Speakers have taken the time to prepare a speech, so listeners should invest the effort to process those messages. And if one does listen to speeches, one learns techniques and strategies to use in one’s own speeches. Besides, it’s also polite – and being polite is ethical.
Section F: **Assessment and Grade calculation**

**Grading Scale**

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

**How can I know my grade?** You can contact the professor in her office, by phone, or by email to discuss your grades.

It is important for you to keep track of your grades. Keep in mind that all of your grades together add up to 100 points for the semester. So, if you fail to do a 3 point homework assignment, your semester average is 100-3=97. You can track your grades on the grade section of Canvas. You will receive feedback, including a score, for all assignments so you can track your grade. Note that there are ‘extra credit’ points built into the course to accommodate illness or just ‘having a bad day.’ Do all of the work on time and you’ll wind up with these points. Do not pay too much attention to Canvas averaging because it is often wrong and doesn’t include extra credit or make-up work. The instructor keeps a separate, **accurate** accounting of your assignments, so if you’re concerned just ask her.

**Important Note:** Regardless of scores on individual assignments, you must complete at least three of the four major speech assignments to receive a semester grade of ‘C’ or above.

**List of assignment percentages**

**Meeting Objectives:**

1. Activities including practice speeches/ Evaluations/ Homework Assignments: 25%
2. Quizzes: 35%
3. Four speeches: 40%

**Important Note:** Regardless of scores on individual assignments, you must complete at least three of the four major speech assignments to receive a grade of C or above.

**Monitoring grades**

**Grades:** The most important information for you to track is your understanding of concepts. So, read and use the feedback because if you do, your grades will take care of themselves.

**The Weekly Overview**

Each week's module will be made available early Tuesday morning. Each week, you will have some combination of reading assignments, homework, activities, and quizzes. Pay close attention to due dates. You do have a Course Calendar that lists the due dates for speeches and quizzes. Other assignment due dates will be listed on the Weekly Overview.
How to schedule yourself:
The materials and work for each week will be made available through a MODULE folder. When you look at your Canvas screen, you’ll see the menu on the left. Proceed down to ‘Modules.’ When you click on ‘Modules’ you’ll see a folder for the week. Open up the Weekly Overview and follow the instructions.

Directions: Here’s how to use the weekly folder:
1. Go to the 'Modules' section.
2. Open the module for the week.
3. Read and follow the Weekly Overview. Follow the instructions, opening files in the order established on the Weekly Overview. Note that you can just click on the blue highlighting to open each file.
4. Turn in assignments as applicable via the link provided or as applicable, attached to a Canvas email.

Mondays* 11:59 p.m. will be the end of our ‘week.’ So at your convenience, you’ll be able to find the week’s work in a content folder on Tuesday mornings.
*Week 15 will end on Sunday, April 19th.

Professional work
1. Put your first and last name on every assignment.
2. Always focus on doing your best: Check your spelling, grammar, and appropriateness before sending your work or posting in discussion. Also, if you need help with your writing, seek assistance at the West Campus Communications Center in Building 5, 155.
3. Turning in assignments: Most, if not all, of your assignments will be uploaded through a grade link via Canvas. When you follow along in a Weekly Overview, you’ll see these links. When necessary, such as for late work, you can attach the work to a Canvas email.
When something is emailed, I will immediately let you know that I have received your work, so that you can rest easy. Therefore, if you do not receive a confirmation within 24 hours, assume I did not receive it and resend. After the due date/time has been reached, the work will be considered late so allow yourself some 'wiggle room.'
4. All assignments are to be TYPED in a legible font. Please, no ‘fancy’ font styles unless it is appropriate to the project.
5. Whenever possible, please send your work as a .doc file rather than a .pdf. Doing so makes it easier for me to provide feedback. Google .docs will NOT BE ACCEPTED.

Uploading assignments
To upload your work, click on the assignment submission link provided in your Weekly Overview. Once you click on the link, you’ll see a tab in the upper right hand side of the screen that will allow you to choose and attach your file. Attach the file and click on submit.
Uploading speeches

First, you’ll need to upload your video to YouTube. Set that to ‘public’ but you don’t have to list it. Copy the web address and paste it into your outline, right at the top next to your name. Then upload your outline to the assignment submission link provided on your Weekly Overview. Once you click on the link, you’ll see a tab in the upper right hand side of the screen that will allow you to choose and attach your file. Attach the file and click on submit.

Section G: Important Class Policies

Policy for late assignments

- Homework
  Written evaluations and homework assignments will only be accepted up to seven days late. Please note that any late assignment is subject to a 30% penalty. You must submit late assignments as an attachment to a Canvas email rather than as an upload to the assignment link.

- Quizzes
  There is no opportunity to make up a missed quiz.
  
  Alternative quiz: For ONE missed quiz, you have the option of substituting a 400 word essay on the subject of the instructor’s choosing. You will only have seven days after the day the quiz was given to complete this assignment. So contact the instructor right away via Canvas email when you’ve missed the deadline and let her know that you want to write the essay.

  Expectations for quizzes: Quizzes are scheduled and listed on the Course Calendar. You will also see them listed in the week's Weekly Overview (available in the module that week.) You’ll want to study your class lecture notes, handouts, and assignments related to the quiz topics.

  1. There are no make ups for missed quizzes. This includes technology issues. If there is a technology issue related to the quiz and you alert me WITHIN 24 hours of the quiz deadline, I can arrange for you to take a quiz in the Testing Center on West Campus. However, this can only be done once. (Accidentally hitting ‘submit’ before you are done is not a technology issue.)

  2. Quizzes are timed and must be completed within 20 minutes.
  3. Please always read the directions provided on the quiz.
  4. Don’t Google search answers – it’s insanely ridiculous because the answers are always off-topic. When someone cuts an answer into the essay space, I can always tell because the answer makes no sense. Just answer the questions yourself.

- Speeches
  Only one speech may be delivered late and is subject to a 25% penalty, unless you have professional documentation related to a medical issue, court-related activity, or other legitimate
issue. The make-up speech must be received no later than 4/6/20, 11:59 p.m. You must submit the make-up speech as an attachment to a Canvas email. **There are no make ups for speech four.**

**BE ADVISED:** Speeches must NOT be edited. Speeches that have been edited will not be graded.

**BE ADVISED:** Your four major speeches must be recorded in front of an audience of **at least 5 live human adults** who are in the room with you and visible in the recording. If the audience is not visible, the speech will not be graded. **THIS IS NOT NEGOTIABLE.**

**Live Audience Requirement**

A live, in-person audience of 5 adult listeners (18 or older) is required. This course satisfies the general education requirement for a speech class; therefore, students are required to record in front of a live audience of at least five adults. The live 5-adults audience requirement is a Valencia College policy for all students taking online speech classes at the college on all campuses. Meet the following guidelines to satisfy the audience requirements:

a. When you are looking for audience members, remember the **audience members must be filmed.** If they are not comfortable with that, then a different audience member must be selected.

b. When you begin recording, but before you start your actual speech, **ask your audience members to wave to the camera.** Failing to meet this requirement is the same as not having an audience – you’ll receive a zero.

c. The audience has to be in the **recording frame for the entire speech.** FOR ONE SPEECH ONLY, you will incur a penalty of 20% for each missing audience member (or underage audience member). A speech with no visible audience will result in a “zero.” After it happens once, you will simply receive a zero for any speeches that show fewer than five adult audience members.

d. The speaker should be in the center of the frame so their whole person can be recorded, and allowed enough space for purposeful movement. Ensure no member of your audience is obstructing the video camera from filming the speaker. Make sure to record the speech at an angle wide enough to show you facing the audience. I need to be able to see you so that I may evaluate your interaction with the audience (eye contact, facial expressions, etc.). A recording that fails to show the speaker will receive a "0" grade.

**NOTE:** I will supply guidelines of how to properly set up the audience for the speech recording session.
BE ADVISED: There will be opportunities made to record your speeches on West campus with other students so you can serve as each other’s audience members. This is optional, of course, but is a way to save yourself the trouble of scrambling to find an audience.

BE ADVISED: Your speech files must be delivered to the instructor on time so plan ahead. 'Technical difficulties' will not be excused. So make sure you have access to good equipment and internet access. Rest assured that there is PLENTY of assistance available to help you with technical issues but if you don’t manage your schedule, you won’t have time to access the help. Optional (but recommended) – USB disc for speech work.

Expectations for speeches:
1. Speeches are due when they are due (see the calendar.) Once you supply the instructor with the file or the link, it will may then be loaded onto the Canvas page for the other students to view. If you fail to do this on time, the other students will not have the benefit of viewing your speech.

2. Special scheduling: Whether it is a speech or a quiz, if you know at least **two weeks** ahead of time that you will be unable to ‘be in class’ for an acceptable reason (jury duty, etc.) then we can ‘reschedule.’ This is simply normal professional practice. However, the final quiz will not be rescheduled.

3. One speech make up: You may make up ONE missed speech. (see calendar.) This will result in a 25-point reduction on the speech grade unless you have acceptable documentation that clearly indicates you were unable to deliver the speech at the scheduled time. The make-up speech must be submitted by 4/6/20, 11:59 p.m.

4. The final speech of the semester must be delivered on time or you will receive a zero (no make-ups!)

The **Speech Video Room (5-155D)** is located within the Communications Center, West Campus, in Building 5, Room 155. Our recording studio is a sound-insulated, quiet room, equipped with tools to help you. We offer a state-of-the-art video and audio studio, practice space, and knowledgeable staff. We can help with recording your speech assignments, editing a PowerPoint, timing, and improving your overall presentation skills.

Active Valencia students, staff, and faculty may book the room by visiting our website and clicking on Speech Video Room, which is located on the top right of our page online at [https://valenciacollege.edu/students/learning-support/west/communications/](https://valenciacollege.edu/students/learning-support/west/communications/)

**Attendance and Withdrawal Policy**
**Student Canvas Responsibility ('Attendance'):** Since this is an online course, you need to 'check in' regularly. The instructor must receive some contact from you every week, so an attendance email will be sent to each of you. If you respond, you’ll receive ‘extra credit’ on your final grade. If you fail to respond to the email two weeks in a row, you'll be contacted via Canvas email just to check on you. However, the instructor will NOT drop you from the course; the decision to drop remains your own. So understand that if you stop attending but fail to withdraw yourself, you will probably receive an “F.”

The **withdrawal deadline** is 3/20/20. You may withdraw yourself from the course until that date. After that date, you may contact the instructor to withdraw you. However, consider speaking to the instructor about your options before withdrawing.

**Behavior in Classroom**
Although our classroom is virtual, your classmates and professor are real people who deserve to be treated with respect. Please use respectful language in your posts and email. Recognize that we do not bully each other or fail to hold up our end of the work. We learn by hearing differing perspectives and by recognizing the difference between facts and opinions. When you come to the Communications Center on West Campus to record your speech, recognize that you are also the audience for your classmates. Therefore, plan to stay the whole time.

**Ethical Scholarship: Having An Audience of Five**
You read above that online students are required to have an audience of five live, adult audience members IN THE SAME ROOM (no face time) with the speaker. Therefore, doing what you can to assemble that audience is ethical.
Section F: Important Valencia College Policies and Services

No Show Policy: It is assumed that a student who has not contacted the instructor during the first week is a ‘no show’ and will be dropped from the roll.

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).”

Counseling Services for Students:
Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.