**Syllabus for SPC1608:**

**Public Speaking
Class Number: 288**

**Dr. Wendy Mitchell-Mathews
Tuesday 11:00am-1:50pm AND ONLINE – UP156
Summer 2015**

**IMPORTANT DATES**Deadline to drop with refund: 5/22/2015
Deadline to withdraw without refund: 6/18/2015
Final grades posted: 7/10/2015

**REQUIRED COURSE MATERIALS**

***-Public Speaking* by Osborn and Osborn – ISBN=9780205778447**

**INSTRUCTOR INFORMATION
Professor:** Dr. Wendy Mitchell-Mathews
**Office location: TL104D Seminole Campus**
**On-Campus Office Hours: Monday 7:30-9PM/Tuesday 8-11AM and 2-6PM/Wednesday 8AM-4PM (online Monday 9-11AM)**

**Contact information:** email through MyCourses **Secondary email address:** Mitchell.wendy@spcollege.edu
**Phone:** (727) 394-6282

**PREREQUISITES**Basic computer skills (Microsoft Word, Microsoft Excel, internet, etc.),
ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test.

**COURSE DESCRIPTION**

This course offers practical experience in a variety of forms of public speaking, with the focus on development of personal communication skills and personal effectiveness with audiences. The course will evaluate the principles of speaking and listening using techniques including rhetorical criticism and parliamentary procedure. This course partially satisfies the writing requirements as outlined in the General Education Requirements. 47 contact hours.

**COURSE GOALS**

1.  Demonstrate improved ability in the **preparation and organization of various types of public speeches** by composing the messages, providing ideas and information suitable to topic, purpose, and audience.
2.  Demonstrate improved ability in speech **delivery skills** by transmitting the messages using oral and nonverbal delivery skills suitable to the topic, audience purpose, and occasion.
3.  Demonstrate understanding of the principles of **audience analysis and adaptation**.
4.  Develop increasing skill in **rhetorical criticism** by writing critiques of other live and published speeches.
5.  Apply public speaking theory and techniques to develop **leadership skills**.
6.  Demonstrate effective comprehensive and critical **listening skills**.
7.  Demonstrate increased **ability in writing** by planning and writing various outlines for speeches, critiques, essays, and reaction papers about public speakers' performances; and/or by writing essays about communication and public speaking topics.
8.  Demonstrate understanding and increased competence in **library research**, information gathering, retrieval skills, as well as **citing sources in oral speech.**

**ATTENDANCE POLICY**

Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a “WF”.  Students will be able to withdraw themselves at any time during the term.  However, requests submitted after the 60% deadline will result in a “WF”.  Students and instructors will automatically receive an e-mail notification to their SPC email whenever a withdrawal occurs. The deadline for students to withdraw themselves with a grade of “W” is June 18.

 **ACTIVE PARTICIPATION FOR THIS CLASS:**

 Active class participation for this class is defined as attendance every Tuesday and Thursday (Thursday attendance is based on a weekly online discussion). **PENALTY: For each class session missed beyond 2, 20 points will be deducted from the final course grade.**

**IMPORTANT NOTES:**

**1.     Tardiness is not tolerated and will count as an absence!**

**2.     If a student is absent from class on a presentation day, the student will receive an F for the assignment.**

**3.     NO LATE ASSIGNMENTS WILL BE ACCEPTED. IF YOU HAVE A DOCUMENTED EXCUSED ABSENCE, WORK WILL BE ACCEPTED.**

**4.     If you are absent and an extra credit assignment has been announced, you will not have the opportunity to complete that assignment.**

**5.     YOU ARE RESPONSIBLE FOR OBTAINING CLASS NOTES/INFORMATION/NEWS in the event of an absence.**

**6.     Students who leave class early without permission will be marked as an unexcused absence for that day.**

**GRADING**Students enrolled after the withdrawal deadline will receive one of the grades below.

Grading scale:
90+ A
80 – 89 B
70 – 79 C
60 – 69 D
<60 F

**COURSE ASSIGNMENTS**

**Speeches:**

Students will present (3) graded speeches during the semester (impromptu, informative, and persuasive).  Students MUST CONDUCT RESEARCH for the informative and persuasive speech assignments.  Also, typed outlines and bibliographies are required for the informative and persuasive speeches.  They are due the day of the presentation and must be turned in prior to the presentation – NO EXCEPTIONS.  **Late outlines and bibliographies will not be accepted**.  Outlines and bibliographies not typed will result in a 5 pt. deduction (each). **Informative and persuasive speeches are worth 125 points each. The impromptu speech is worth 50 points.**

**In-Class Assignments/Participation**

Most of your in-class lectures/discussions will be accompanied by in-class assignments or activities.  If you do not attend class, you are not permitted to make-up or receive credit for the assignments. You are also required to participate in a weekly discussion.  **In-class assignments/participation/discussions are worth 200 points of your final grade.  [12.5 points for each Tuesday session and 12.5 points for online discussion postings (initial discussion posts are due by Thursday at midnight AND at least 1 follow-up post is due by Sunday at midnight)]**

**Assignments/Home-Work Essays/Quizzes**

Many concepts studied in public speaking are applicable in situations outside the classroom.  Such assignments also fulfill the online requirement for the course. All assignments will be submitted in the online dropbox. A**ssignments are worth 130 points of your final grade.**

**Live Speaker Critique (Final Exam)**

Your Live Speaker Critique (final exam) is **worth 50 points**. Over the course of the semester, you are required to attend a live presentation. Print out the critique form under the lessons tab in ANGEL…and take it with you to the event you choose. More instructions are outlined in the FINAL EXAM folder. You can finish this right away if you wish…but, the deadline for submission is JULY 7 at Noon.

**TOTAL POSSIBLE CLASS POINTS = 680**

 **IMPORTANT ADMINISTRATIVE INFORMATION – REVIEW ALL INFORMATION IN THE LINK BELOW:**

<http://www.spcollege.edu/webcentral/policies.htm>

**Tentative Schedule**

**MODULE 1 – FOUNDATIONS AND THE FEAR**

Week 1

5/19 - Tuesday                        Review Syllabus/Class Introductions

                                                Readings: Chapter 1

            Online                         Discussion (Initial post due 5/21)

                                                Assignment (due 5/24) **– 15 POINTS**

Week 2

5/26 – Tuesday                     SPEECH 1: Impromptu Speeches (2-3 Minutes)

Readings: Chapters 2 and 3

            Online                         Discussion (Initial post due 5/28)

                                                Assignment (due 5/31) **– 15 POINTS**

**MODULE 2 – LISTENING AND YOUR LISTENERS**

Week 3

6/2 – Tuesday           Listening Exercises/Audience Analysis

Readings: Chapters 4 and 5

Online             Discussion (Initial post due 6/4)

                                    Assignment (due 6/7) **– 15 POINTS**

**MODULE 3 – FIND A TOPIC AND RESEARCH**

Week 4

6/9  –Tuesday            Readings: Chapters 6, 7, 8, 13, 14, and 15

            Online             Discussion (Initial post due 6/11)

                                    Assignment (due 6/14) – **15 POINTS**

                                    QUIZ on CHAPTERS 13, 14 and 15 (due 6/14)  - **40 POINTS**

**MODULE 4 – ORGANIZING AND FINE TUNING A SPEECH**

Week 5

6/16 – Tuesday            Readings: Chapters 9, 10, 11, and 12

 Preparation for the Informative Speech

Online             Discussion (Initial post due 6/18)

                        Assignment (due 6/23) **– 15 POINTS**

**MODULE 5 – THE SPEECHES**

Week 6

6/23 – Tuesday      SPEECH 2: Informative Speeches (6-8 Minutes)

Online     Discussion (Initial post due 6/25)

 Assignment (due 6/28) **– 15 POINTS**

Week 7

6/30 – Tuesday     SPEECH 3: Persuasive Speeches (6-8 minutes)

Online             Discussion (Initial post due 7/2)

Week 8

7/7 – Tuesday            Final Exam Due at Noon

Online             Discussion (Say goodbye to your classmates by 7/7 at midnight)

FINAL EXAM DUE on July 7 (Tuesday) at Noon

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COURSE CONTRACT VERIFICATION**

 I have read the entire syllabus.

I understand that it is my responsibility to complete all assignments in a timely manner and that my grade will suffer should my assignments not be completed by the deadlines. I will not expect time extensions for late assignments.

I promise that all work performed and submitted in this class will be my own. I understand that if any submitted assignment is determined not to be of my own work or if I am suspected of using prohibited resources while completing an assignment, then I will be subject to disciplinary measures as stated in the syllabus and the college catalog, including failing the class.

I understand that disrespectful behavior is not tolerated. I will communicate with others in a respectful, appropriate and polite manner. I also realize that failure to do so can result in my being withdrawn from the course.

 I understand that excessive, unexcused absences will result in a withdrawal from the course.