

**ST. PETERSBURG COLLEGE
SPC 1608: PUBLIC SPEAKING ONLINE
SPRING 2012 EXPRESS COURSE**

ARE YOU READY FOR AN ONLINE COURSE? Please take this Online Readiness Quiz:
<http://www.spcollege.edu/ecampus/cyberadvisor/quiz.htm>

INSTRUCTOR: Dr. Shirley Oakley **OFFICE:** LA 185, Clearwater Campus
EMAIL: *Always communicate with me through ANGEL.*

IMPORTANT DATES

- *First day of the course: 2/6/2012
- *Last day of the course: 5/3/2012
- *Last day to drop, receive refund, and/or change to audit: February 10, 2012.
- *Last day to withdraw with a "W" is February 12, 2012.
- *Spring Break: 3/5-3/9/2012
- *Spring Holiday: 4/6-4/8

TECHNICAL ASSISTANCE: Please call the SPC Help Desk: 727-341-4357 (HELP).

COMMUNICATIONS DEPARTMENT, CLEARWATER CAMPUS

*Program Director: Dr. Martha Campbell, Dean, Communications
Office: LA 187 Office phone: 727-791-2570
Email: campbell.martha@spcollege.edu
*Academic Chair, Dept. of Communications: Dr. Shirley Oakley
Office: LA 185 Office phone: 727-791-5904
Email: oakley.shirley@spcollege.edu

IMPORTANT TIPS <http://www.spcollege.edu/ecampus/help/tips.htm>

EXPLANATION OF THE COURSE

This course is presented through the ANGEL platform in Modules (sections). You will first read the overview of the assignments for the week, then take steps to read the materials and complete the assignment by a specific due date. You will need to meet the computer and audience requirements to be successful in this course, so please read through the requirements below to decide if this is the right course for you.

1. All speech assignments are required. If you complete some of the speeches, but not all of the speeches, you run the risk of not passing the course.
2. All speeches require specific technical and audience factors. You must use the SPOC equipment to upload speeches and you must be able to assemble a required 5-8 member audience in order to earn credit for a speech. Please see additional notes below for further information about these required audience and technical parameters.
3. No late work is accepted for any reason (including speeches). However, I will drop your lowest score and extra credit opportunities are available.

SPECIFIC TECHNICAL AND AUDIENCE REQUIREMENTS

Audience Requirements: You are required to assemble a five to eight member adult audience (people over the age of 18) for your speeches. There are no exceptions to this rule. If this poses a problem for you, please reconsider taking this course. There is a possibility of working with other students to arrange times to deliver your speeches, attend Toastmasters, etc., to find an audience, but it's best to arrange audiences in advance.

Computer and System Requirements: Please click on this link to check your computer requirements. <http://www.spcollege.edu/ecampus/help/technical/index.htm>

SPOC CENTRAL: You must successfully test all technical items required for this course by **Friday at 5 p.m. of the first week of class**. Follow the directions in the SPOC Central-Test Your Settings folder. You will need to contact Tech Support if your computer or equipment is not working properly. You may also use the limited-access soundproof room at the SPC Seminole Campus. On the Clearwater Campus, you may use one of the rooms in the Learning Resource Center (please call ahead to reserve a room).

Web camera: USB 2.0 web camera is recommended for image and color depth. Logitech Quick Cam Models work well. The cost involved is approximately \$30-40. If your internal cam will work that's great, but please check before you submit a speech.

Headset with microphone attached: A separate headset with a microphone will eliminate feedback. To eliminate feedback, please do not use a separate microphone (for example, a microphone that stands on your desk or one for your phone). Logitech makes the best headset. Make sure the one you purchase is a noise-canceling microphone. Cost involved is approximately \$30.

OVERVIEW OF THE COURSE

SPC 1608 (Public Speaking) provides students with performance opportunities and theory-based content to improve public speaking skills. This course may be used to satisfy St. Petersburg College's general education requirements for three semester hours in oral communication.

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. You will learn the principles of speaking and listening using evaluative techniques including rhetorical criticism. The course will also address leadership. Course prerequisite: ENC 0020 or satisfactory score on the SPC Placement Test.

COURSE GOALS

By the end of the course, successful students will be able to:

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 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.

REQUIRED READING MATERIALS

Our online textbook is called *Thinkwell*. You will read materials from this online source, watch related videos, and use the information gathered there to complete course assignments in SPC's ANGEL environment. In order to purchase access to this resource, go to an SPC bookstore or use this link: <http://www.thinkwell.com>. Make sure you have the course number, section number, your instructor's name, and a method of payment. Upon purchase, you will receive an authorization code for access to our course on the *Thinkwell* website. Be sure to register for the correct instructor and the correct section of our course. Do this as soon as you register for the course (and you know that you will be remaining in the course) so you can get the feel for the *Thinkwell* site before class begins.

OVERVIEW OF ASSIGNMENTS

1. Reading and Discussions

This course requires a considerable amount of reading each week from the assigned online textbook *Thinkwell*. In order to demonstrate your reading and understanding of that reading, you will participate in very specific required discussion forums. You must answer all forums thoroughly and thoughtfully for full credit. These forums are your opportunity to participate in class, show that you are attending, and show that you have read the material thoughtfully for comprehension.

2. Speeches, Evaluations and Essays

You will delivery four formal speeches to your audience, and evaluate your own speeches and your classmates' speeches. You will also write essays on a variety of speech-related topics.

3. Exams and Quizzes

We will have two major exams and two quizzes. All of these are timed and online.

4. Daily Communication and Regular Attendance/Participation

Check emails, ask questions, and interact with your classmates daily. Also, SPC requires regular attendance in this course. I am required to report you as "actively participating" or "not actively participating" during Week 2 and again at the 60% mark. If you have not checked in during the first two weeks of class, you will be reported as "not actively participating" and will likely be removed from the course. Likewise, if at the 60% attendance mark you have missed two weeks of attendance/participation/assignments and/or a major speech assignment (all of which are required to pass the course), you will likely be dropped from the course.

EXPLANATION OF COURSE MODULES

Because this is a 12-week course, we will move quickly through the six Modules. Each Module contains the required assignments, explanations, and guidelines (speeches, discussion forums, exams, etc.) Refer to the Schedule of Assignments (under Lessons) for weekly due dates. You'll want to print this Schedule out and refer to it daily to keep track of the due dates. Be sure to read all of the information and requirements for each assignment and clarify with me if you are unsure about what do to.

ASSIGNMENTS POINTS AND GRADES

Make sure that you read through each assignment guideline. There are 1000 total points possible. Grade calculations are: 1000-900=A; 899-800=B; 799-700=C; 699-600=D; 599 and below=F

<u>Assignments</u>	<u>Points</u>
Module 1	
Video Test	10
Week One "I'm Attending Discussion Post	10
Intro to You Discussion Post	10
Syllabus Quiz	10
Week Two "I'm Attending Discussion Post	10
Introductory Speech	100
Module 2	
Introduction Speech Evaluation Forum	50
Barbara Bush Assignment	50
Informative Speech Guidelines Quiz	10
Informative Speech Outline	20
Module 3	
Informative Speech	100
Exam 1	100
Analytical Writing on Ch. 5	30
Ch. 5 Definition & Application	30
Ch. 6 Response & Analysis	50
Persuasive Speech Outline	20
Module 4	
Persuasive Speech	100
Speech Assessment	30
Movie Analysis	50
Module 5	
Speech of Praise Quiz	10
Speech of Praise	100
Module 6	
Final Exam	100
Total possible points	1000

GRADING POLICY

These are the expectations for each letter grade:

A Exceptionally well prepared, thoughtful, and executed completion of assigned work indicating effort, individualized style, and demonstrating a thorough grasp of large portions of the course material.

B Creative, well prepared work, demonstrating unusual effort, talent, or grasp of the material that is distinctly better than “average” effort.

C Satisfactory completion of assigned work at a level of effort and competency normally expected of the majority of students (basic completion, average performance, and reasonable effort).

D Unsatisfactory completion of work indicating mis-perceived objective, or failure to grasp key concepts with reasonable effort.

F Failure to complete assigned work through lack of reasonable effort, or failure to attain a passing average on speeches, forums, quizzes or assignments.

PERTINENT INFORMATION ABOUT ASSIGNMENTS

1. Read all weekly assignment overviews and guidelines. If you are in doubt or need more clarification about an assignment, send me an email, check the folder marked Frequently Asked Questions, or post your questions in the Discussion area.
2. Complete all forums, discussion boards, and other interactive assignments given.
3. Submit all assignment, including speeches, on time. No late speeches will be accepted, so plan ahead.
4. Check your Angel account emails daily and participate actively. The first two weeks require you to communicate through ANGEL in order for you to be considered “actively participating” in the course. If you do not contribute during these two weeks, you may be dropped from the course. Check in daily, print out any required documents and read over them, and communicate with me through ANGEL when you need help or information. You can also communicate with other classmates.
5. Prepare all work with care, attention, and honesty.
 - Do not plagiarize in writing or speaking assignments. Some assignments may require you to submit your assignment through Turnitin.com. Please use the free Smarthinking feature (located on the Home Page) to check your papers before submitting them.
 - Choose speech topics wisely, with flare, consideration, and tact.
 - No speeches will be accepted on any of the following topics: How to give a speech, how to mix drinks, how to do something illegal/break a law, or any other topic/process of an adult nature. In short, “how to” speeches are generally not a good idea.
 - Choose a mature, enlightening topic that will benefit your audience members. Be sure your topic is appealing and compelling, not potentially offensive or lacking in credibility.
 - Visual aids accompanying speeches must not include nudity or content of an adult nature. Please do not include images of firearms, explosives, illegal drugs, and/or alcohol. If you are giving a speech on one of the campuses, do not bring live animals. Inclusion of any of these items will result in a failing grade for the assignment.

- If you have any doubts as to what to address as a speech topic and/or what to include in your visual aid, just ask and we'll clear it up before potential problems arise.
6. Treat opinions of others with respect. Choose comments appropriately and sensitively for your public audience. Be aware, tolerant, and respectful of individual differences. Realize too that, no matter how comfortable you might become with other members of our class, it is never appropriate to use language of any kind that might in some way be offensive to our class audience. This class is a public context and must be approached as such. Avoid inappropriate, unprofessional language, slang, or otherwise unprofessional or unacceptable jargon.
7. When recording speeches with your webcam and headset, always do the following (unless otherwise noted):
- Use your headset and webcam to videotape your speeches. **Check your speech before you submit it.** Make sure the audio AND video are both acceptable before you hit "submit." This step is extremely important.
 - Scan your audience, notecards to be used, and any visual aid with the webcam first so I can see that both are present. Count the audience members as you slowly scan them so that it is obvious and clear that there are 8 adult members.
 - Be sure that you are the focus of the webcam and that you are facing the webcam (not sideways). The webcam must be focused on you throughout the speech. The camera should be positioned as one member of the audience, so camera and audience must all be looking at you.
 - Never deliver/record a speech sitting down, half-dressed, under water, outside, etc. You should dress formally for all speeches, just as you would in a real life public speaking environment. That means suit jacket with tie and slacks, suit jacket with skirt and dress shirt, or skirt with dress shirt. Consider this a professional business situation and dress accordingly.
 - Never speak on an inappropriate, potentially offensive topic. Know your audience. Topic selections for speeches should be appropriate and interesting for your entire audience, and should reflect an academic level of knowledge. If a speech is given on a topic typically considered cliché, overdone, snooze-worthy for any other reason (e.g., not good for this age, background, education level of your audience, etc.), that speech topic is not considered as point-worthy as more well-chosen, thoughtful, original topics.
 - Make sure your speech fulfills the time requirements. If a speech is more than 30 seconds under or one minute over the required time limit set for that particular speech, points will be deducted. Practicing your speech will help you to stay within the time limits.
 - Be sure to include all pieces of speeches. If, for example, a question and answer session is required and/or a critique session, you must complete, record, and submit these elements of the speech performance in order to earn full credit (20 points can be deducted for missing a piece like this). If you are required to include a handout and/or a visual aid (or two or three visual aids), points will also be deducted for speeches missing these elements.

STUDENT SURVEY OF INSTRUCTION

The student survey of instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement. Watch for specific dates that you are allowed to take this survey.

DISABILITY RESOURCES

Disability Resources at SPC wants to help you succeed. If you have a documented disability or think that you may have learning or other disability and would like to request accommodations, please make an appointment with the Learning Specialist on your campus. If you will need assistance during an emergency classroom evacuation, please contact your campus learning specialist immediately about arrangements for your safety. Disability Resources staff can be reached at 791-2628 or 791-2710 (CL and EPI), 341-4316 (SP/G), 394-6289 (SE), 712-5789 (TS), 341-3721 (HEC), 341-4532 (AC), or 341-7965 (DT). If you would like more information, you can learn more about Disability Resources on our website: <http://www.spcollege.edu/dr/>

ANGEL MAINTENANCE

Angel Maintenance Schedule

Spring 2012: Mar 5 – Mar 6 and May 7 – May 8

Summer 2012: Aug 6 – Aug 12

SYLLABUS ADDENDUM

Please take the time to read through the College Addendum for important information.

<http://www.spcollege.edu/central/asa/addendum.htm>

IMPORTANT COLLEGE POLICY REGARDING COURSE DROP/ ADD PERIOD AND AUDIT INFORMATION

Students **CANNOT** add a course following the 1st day the class meets prior to the second class meeting. Students **CAN** drop a course through Friday of the first week of classes and be eligible for a refund. Except by appeal to an associate provost, students may not change from credit to audit status after the end of the first week of classes. Online classes may be added through the standard drop/add period for that course.

GRADING AND REPEAT COURSE POLICIES

State policy specifies that students may not repeat courses for which a grade of “C” or higher has been earned except by appeal to an associate provost. Students may repeat a course one time without penalty. On the third attempt, students will pay the full cost of instruction. In addition to any required lab or special fees, the full cost of instruction rate for 2011-2012 is \$352.29 per credit hour. In addition, on the third attempt students may NOT receive a grade of “I,” “W,” or “X,” but must receive the letter grade earned. The grade on the final last attempt with the exception of a “W” grade will be the grade that will be calculated into the overall grade point average. (Developmental courses do not average into the grade point average).

ATTENDANCE/ACTIVE PARTICIPATION /WITHDRAWAL POLICIES

http://www.spcollege.edu/webcentral/catalog/current/class_attendance.htm

Faculty will publish their own participation/attendance policies in their syllabi. Instructors will verify that students are in attendance during the first two weeks of class. Students classified as “No Show” for both of the first two weeks will be administratively withdrawn from any class which they are not attending. The student’s financial aid will be adjusted based on their updated enrollment

status. If a student is administratively withdrawn from a class because they were a “No-Show” during the first two weeks of class, financial aid will not pay for the class and the student will be responsible for paying for that class.

Students who are not actively participating in class as defined in an instructor's syllabus will be reported to the Administration during the week following the last date to withdraw with a “W” (as posted in the academic calendar on the college’s web site). A grade of “WF” will be assigned to students who are not actively participating during the week following the last day to withdraw with a W grade.

Students will be able to withdraw themselves at any time during the term. However, requests submitted after the last date to withdraw with a “W” (see academic calendar) will result in a “WF.” Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs.

Withdrawing after the “Last Date to Withdraw with a Grade of ‘W’” can have serious consequences. If the student withdraws from a class after the deadline posted in the academic calendar, the student will receive a final grade of ‘WF,’ which has the same impact on the student's GPA as a final grade of “F.” A “WF” grade also could impact the student's financial aid, requiring repayment of financial assistance. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.

FEDERAL GUIDELINES RELATED TO FINANCIAL AID AND TOTAL WITHDRAWAL FROM THE COLLEGE

The U.S. Department of Education requires students who completely withdraw prior to the 60% point of the term and who receive Federal financial aid i.e., Federal Pell Grant, Federal Academic Competitiveness Grant (ACG), Federal Stafford Loan, and/or Federal Supplemental Educational Opportunity Grant SEOG--to repay a portion of their financial aid.

Students considering a withdrawal from all classes before the published withdrawal date should consult a financial assistance counselor to understand their options and the consequences of the total withdrawal. For further information regarding this policy and other financial assistance policies we encourage you to visit our website at: www.spcollege.edu/getfunds

DUAL ENROLLMENT, EARLY ADMISSIONS, & EARLY COLLEGE STUDENTS

A Dual Enrollment, Early Admissions, or Early College student may not withdraw from any college course without permission from the Early College/Dual Enrollment office. Withdrawal from a course may jeopardize the student's graduation from high school. The Dual Enrollment office can be reached at 727 712-5281 (TS), 727 791-5970 (CL) or 727 394-6000 (SE).

www.spcollege.edu/central/de/index.htm

ACADEMIC HONESTY

It is your responsibility to be familiar with St. Petersburg College’s Academic Honesty policies and the consequences of violations. There is no tolerance for any form of academic dishonesty.

Discipline can range from a zero on a specific assignment to expulsion from the class with a grade of “F” and the possibility of expulsion from the college. Note that copying/pasting published information without citing your sources, whether the information is from your textbook or the Internet is plagiarism and violates this policy. Even if you slightly change the words from an outside source, the ideas are someone else's so you still have to cite your sources. Cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are defined in Board Rule 6Hx23-4.461. Student Affairs: Academic Honesty Guidelines, Classroom Behavior.

www.spcollege.edu/webcentral/catalog/current/stu_affairs_honesty.htm

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit <http://www.copyright.gov>.

STUDENT EXPECTATIONS

All electronic devices including computers, cell phones, beepers, pagers, and related devices are to be silenced and/or turned off unless they are required for academic purposes. Any use of these devices (including texting) for non-academic purposes is a violation of College Policy and subject to disciplinary action.

Students may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates via chat rooms and other mechanisms. Due to the potential piracy of students' materials, the College is not responsible for student work posted on the Internet (outside of the college's Learning Management System, currently ANGEL).

Each student's behavior in the classroom or online is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chatroom or Web page sites.

The instructor has the authority to ask a disruptive student to leave a classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or take disciplinary action if disruptive behavior continues.

ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES

The practices of courtesy and respect that apply in the on-campus classroom also apply online. Any discriminatory, derogatory, or inappropriate comments are unacceptable and subject to the same disciplinary action applied in courses offered on campus.

EMERGENCY PREPAREDNESS

The college website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll free number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee.

In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college Web site for an announcement of the College's plan to resume operations.

Students should familiarize themselves with the emergency procedures and evacuation routes located in the buildings they use frequently.

Located in each classroom is an Emergency Response Guide (flip-chart) that contains information for proper actions in response to emergencies. Students should be prepared to assess situations quickly and use good judgment in determining a course of action. Students should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by college faculty or staff or emergency services personnel. Students may access additional emergency information by going to <http://www.spcollege.edu/central/campussecurity/>. In face to face courses your instructor will review the specific campus plans for emergency events.

CAMPUS SAFETY AND SECURITY

For information on campus safety and security policies please contact **727-791-2560**. If there are questions or concerns regarding personal safety, please contact the Provost, Associate Provost, Campus Security Officer, or Site Administrator on your campus.

<http://www.spcollege.edu/central/campussecurity/>

SEXUAL PREDATOR INFORMATION

Federal and State law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the local law enforcement agency where the registrant resides, attends, or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at

<http://offender.fdle.state.fl.us/offender/homepage.do>

COLLEGE CALENDAR

www.spcollege.edu/calendar/

M.M. BENNETT LIBRARIES

www.spcollege.edu/central/libonline/

CAREER DEVELOPMENT SERVICES

www.spcollege.edu/Central/Career/OCDS/index.shtm

INTERNATIONAL STUDENT SERVICES

<http://www.spcollege.edu/internationalstudents/>

LEARNING SUPPORT COMMONS (Tutorial Services)

www.spcollege.edu/tutoring/

SPC VETERAN AFFAIRS

<http://www.spcollege.edu/veterans/>