University of South Florida Sarasota-Manatee Course Syllabus
SPC 2608
Section: 591
3 credit hours
Public Speaking Blended
Fall 2014
Building SMC, Room B224
R 6:00-8:50

Much education today is monumentally ineffective. All too often we are giving young people cut flowers when we should be teaching them to grow their own plants ~ John W. Gardner

You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do ~ Eleanor Roosevelt

Make sure your worst enemy doesn’t live between your own two ears ~ Laird Hamilton

Instructor: Jennifer Bieselin
E-Mail: whatwouldsocratesdo@yahoo.com
Office: Adjunct Offices
Office Hours: By appointment

PREREQUISITES: None

COURSE DESCRIPTION: The nature and basic principles of human communication; emphasis on improving speaking and listening skills common to all forms of oral communication through a variety of experiences in public discourse.

COURSE OBJECTIVES and STUDENT LEARNING OUTCOMES:

Students will be able to:
1. Demonstrate the ability to listen with comprehension and critical evaluation.
2. Identify barriers to effective listening.
3. Apply strategies for listening more effectively.
4. Demonstrate the ability to interact respectfully with a group context.
5. Develop ideas using appropriate research methods.
7. Organize ideas in a cohesive sequence.
8. Formulate and present cogent arguments in support of a given proposition.
9. Demonstrate the ability to use language accurately, expressively and appropriately.
10. Demonstrate effective vocal quality with emphasis upon rate, pitch, volume, enunciation, and general expressiveness.
11. Implement strategies for managing communication apprehension.
12. Demonstrate the ability to implement motivational appeals in order to achieve an audience response in keeping with the speaker’s intent.
13. Distinguish between strictly informative and persuasive appeals, statements of fact and statements of opinion.
14. Demonstrate effective written communication skills through the organized analysis of written speeches.
15. Create visual aids through the use of technology.
TEXT AND MATERIALS:
- SD Card
- 5x8 note cards
- Power Point or similar software

CANVAS USE:
The class syllabus is posted in CANVAS, an online course management system. In this class CANVAS will be used for (add specific information to your course).

Information on how to use CANVAS is available at:
http://www.usfsm.edu/infocommons/students.php

Canvas Support is available through USFSM E-Learning staff from 9am to 5pm Monday through Friday. Please call or email Stephanie Fuhr at 941-359-4295 (or sfuhr@sar.usf.edu) or Dale Drees at 941-359-4215 djdrees@sar.usf.edu.

The USF Tampa IT Helpdesk provides 24 hour support for CANVAS. Please call 813-974-1222 or email: help@usf.edu if you need assistance outside of USFSM’s E-Learning hours.

Additionally, CANVAS tutorials can be found in the Student Quickstart Guide at http://guides.instructure.com/m/8470.

COMPUTER LAPTOP USE
- Laptops are permitted in class; be respectful, and use it only for speech when in speech class...

STATEMENT OF PLAGIARISM: Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer – professional or student- without proper credit. Expulsion, suspension, or and lesser penalty may be imposed for plagiarism. Recycled school work will not be accepted.

You must submit all of your speeches to turnitin via Canvas.

PLAGIARISM SOFTWARE
"Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site."

COURSE STRUCTURE AND MANDATORY CLASS MEETINGS ON CAMPUS: 50 % of our class will be completed online and the other 50% we will meet on campus. Please see the following dates for all on campus class meetings: 8/28, 9/11, 9/25, 10/9, 10/30, 11/6, 11/20, 12/4. All exams, some assignments and discussion posts will be completed online through Canvas.

Written Work (Discussion Forum Posts and all other Assignments): Given that the primary way you'll interact with me and your classmates is in writing, the quality of your written work is of utmost importance. All written work should be an example of good writing. You must pay close attention to the following:
**Discussion Forum Posts:** Each discussion post will focus on various chapters from our textbook and/or online speeches/speakers. In order to receive maximum credit per posting you must do the following:

1. Respond thoughtfully to the question/topic—with depth, not just, “I agree, or I disagree, or I haven’t thought much about it...”. **Your response should indicate that you have completed the weekly reading, using concepts from the text to support your posting.**
2. You must answer the question/topic and stay on track—don’t digress.
3. Points will be deducted for each spelling and grammar error.
4. You must meet each weekly deadline.
5. Originality
6. You must respond to at least two other postings per discussion board/forum unless you are assigned an individual discussion post.

I highly recommend that you proofread all of your written work several times before submitting it. The quality of your writing will affect your grade, so please pay close attention to it.

**Discussion Posting Etiquette:** The discussion forum or class discussions will be a significant part of our course; it’s the primary way that we will interact with one another. RESPECTING yourself and your peers is of the utmost importance when participating in online discussions. This means that you allow them to freely express their thoughts and ideas. I do not expect you to agree with everything your classmates say; but I do expect you to “listen” to and respect them. Remember that reasonable people can and do disagree.

**Weekly Lesson Plans:** This course will be divided into weekly modules. The module for each specific week (week 1, week 2, etc.) will be opened at the beginning of each week. Within each folder you will receive a weekly lesson plan, which will provide you with full instructions for that week. In addition, all discussion forum assignments will be contained within your weekly folders.

**This is not a self-paced course:** You must regularly login to the course website in order to complete activities and actively participate in the discussion. Since you may access the class at any time from any computer with access to the internet, there is no excuse for falling behind. The purpose of online is to allow students with hectic schedules to take classes. Thus, having a “busy week” or other demanding situation is not a valid excuse for not completing coursework. If you should have a serious medical or family emergency please let me know; I am willing to try working with you with proper documentation.

**ATTENDANCE POLICIES, GRADING, AND EVALUATION:**

**Attendance Policy:** **Attendance is mandatory.** You cannot speak without an audience.

1. You are allowed **one free absence.** This should be used for a sick day only.
2. If you **miss a second class ten points will be deducted from your attendance/participation grade** (even if you’re sick—use your free day for a sick day).
3. If you **miss a third class you WILL be WITHDRAWN from the course.**
4. Three tardies constitute one absence; six tardies constitute a second absence, and so on.

**Grading:**

Grades are based on the percentage of total points possible acquired by you at the end of the semester. You can earn a maximum of 800 points.
Grading Scale:

- 100-97 A+  89-87 B+  79-77 C+  69-67 D+  59-0 F
- 96-93 A  86-83 B  76-73 C  66-63 D
- 92-90 A-  82-80 B-  72-70 C-  62-60 D-

Non-speaking Assignments:

- Exam 1  ____  50pts.
- Exam 2  ____  50pts.
- Exam 3  ____  50pts.
- Exam 4  ____  50pts

(The Lowest Exam Grade is dropped).

- Class work/participation/attendance  ____  50pts

Informative Speech Reference Page  ____  20 points
Persuasive Speech Reference Page  ____  20 points

- Informative Outline  ____  20 Points
- Persuasive Outline  ____  20 Points

Self-Critique/Personal Improvement Plan  ____  20pts.
Peer Critique  ____  10pts.
Speech Analysis  ____  20pts.
Discussion Post  ____  20pts.

In Class Speaking Assignments:

- Self-Introductory Speech  ____  30pts.
- Informative Speech  ____  100pts.
- Group Presentation  ____  100pts. (80% group, 20% peer evaluation)
- Impromptu Speech  ____  20 pts
- Persuasive Speech  ____  150pts.

Total Points Possible  ____  750
CLASS POLICIES

My Respect Rule: You are not to use your cell phone in any way in this class -that includes talking and texting -unless requested by your instructor for the purpose of an assignment. If you have an emergency and need your phone on you must notify me prior to class. We all need to be considerate and sensitive to others. Please help me to make our classroom a safe and supportive environment, so everyone can feel free to contribute and learn.

Missed Speeches:
Missed speeches will only be excused in the most extreme cases. If such an extreme case does arise, you must contact me immediately.

If you do miss your speech you will lose 20% of your total earned grade. Each day thereafter you miss your speech you must come prepared to present, if time permits you will be allowed to present if it doesn’t you’ll have to wait. For each additional day you are unprepared to present your speech you will lose an additional 20%. If we run out of time, especially at the end of the semester you will not be permitted to make up your speech. You cannot present your speech to me alone; it must be in front of a speech class audience.

Speech Presentations:
All speeches will be given in-class. A formal outline is due to me at the beginning of the class in which you are scheduled to speak. Follow the appropriate formal outline form as presented in your text (Chapter 11). All outlines must be typed; handwritten outlines will not be accepted. If you do not have an outline you will not be permitted to speak and you will lose 20% of your total speech grade. In order to pass the class -all speeches must be given.

Your informative and persuasive speeches must be presented extemporaneously (Not written or memorized).

Exams and Missed Work: All exams will be taken online. You will have 60 minutes to complete each exam; which will consist of 50 questions (T/F and multiple choice). There will be a total of four exams in this class. I will drop the lowest exam grade. There is no make-up for any missed exam, therefore if you miss one that will be the one that you drop. If you miss class-work you will not be able to make it up. If you do not submit out of class assignments on the day they are due, in class, you will lose 20% of your total points possible for that assignment, per missed class.

USFSM AND USF SYSTEM POLICIES

A. Academic Dishonesty: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university's policy in the catalog, USFSM Undergraduate Catalog or USFSM Graduate Catalog, the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

B. Academic Disruption: The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog: USFSM Undergraduate Catalog or USFSM Graduate Catalog, USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

C. Contingency Plans: In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: CANVAS, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor CANVAS site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Safety Preparedness Website for further information.

D. Disabilities Accommodation: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://www.usfsm.edu/students/disability/

E. Fire Alarm Instructions: At the beginning of each semester please note the emergency exit maps posted...
in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See [Emergency Evacuation Procedures](#).

F. **Religious Observances:** USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. **Web Portal Information:** Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and CANVAS course information via that address.

H. **Instructor Copyright:** Students may not sell notes or other course materials.

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**COURSE SCHEDULE:**

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**Fall 2014 Course Schedule**

**Note:** Assignments may be added, deleted, or rearranged by the instructor at any time to meet more effectively the needs of the individual class. The changes will be announced via Canvas mail. All instructions directing you to daily/weekly assignments will be announced via Canvas mail. If you do not check Canvas mail daily please have it forwarded to the email account you use most often.

All assignments, exams due no later than 11:55 pm.

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<tr>
<th>Date</th>
<th>Assignments</th>
<th>Due</th>
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**Week One**

Aug. 28/R

- **Meet on Campus**
- Review syllabus
- Ice breaker activity

**Week Two**

- **Do Not Meet on Campus**
  - Read Intro to Public Speaking/Speaking with Confidence Ch. 1, 2
  - Speechmaking Process Ch. 3
  - Developing & Gathering support Ch. 6-7
  - Using Supporting Material

Sept. 07/Sun

DP 1
Week Three  Meet on Campus

11/R  Introductory Speeches
Bring the following items:
Printed Introductory Evaluation Form
Printed Final Preparation Outline
SD card or Smart Phone
2 5 X 8 note cards (no speaking outlines)

Week Four  Do Not Meet on Campus

Begin Working on Group Presentation

21/Sun  Exam ONE (Chapters 1 – 3, 6-7)

Week Five  Meet on campus

25/R  Read: Organizing and Outlining your Speech Ch. 8, 11
Introductions and Conclusions Ch. 9-10

Week Six  Do Not Meet on Campus
Oct. 05/Sun  EXAM TWO  (Chapters: 8-11)

Week Seven  Meet on campus

09/R  Group Presentations:
Delivery Ch. 13
Designing Presentation Aids Ch. 14
Speaking to Inform & Listening Ch. 15, Ch. 4

Discuss Informative Speech

Week Eight  Do NOT Meet on Campus

Work on Informative Speech

19/Sun  EXAM THREE (Chapters: 4, 13 - 15)

Week Nine  Do Not Meet on Campus

Watch Presentation and continue working on Informative Speech

26/Sun  Speech Analysis
Week Ten  Meet on campus
30/R  Informative Speeches
Bring the following items:
Printed Informative Evaluation Form
Printed Final Preparation Outline
Submit outline and reference page as a single attachment to turnitin drop box in Lessons (print receipt confirmation and staple it to your work)
SD card or Smart Phone
2 5 X 8 note cards (no speaking outlines)

Discuss Persuasive Speeches

Week Eleven  Meet on campus
Nov.
06  Read:
Analyzing Audiences  Ch. 5
Persuasion  Chs. 16-17

Week Twelve  Do Not Meet on Campus
Nov.
16/Sun  EXAM FOUR (Chapters: 5, 16 - 17)

Week Thirteen  Meet on Campus
20/R  Persuasive Speeches
Bring the following items:
Printed Persuasive Evaluation Form
Printed Final Preparation Outline
Submit outline and reference page as a single attachment to turnitin (print receipt confirmation and staple it to your work)
SD Card or Smart Phone
2 5 X 8 note cards (no speaking outlines)

Week Fourteen  Do Not Meet on Campus
27/R  Happy Thanksgiving

Week Fifteen  Meet on Campus
Dec.
04/R  Make up Speeches

Week Sixteen: Finals Week TBA