Course Information:
Course Prefix/Number: SPC 2608
Course Title: Public Speaking
CRN: 20470
Credit Hours: 3
Semester: Fall 2018, August 20, 2018 – December 8, 2018
Class Days: This is an online course that will meet in a classroom lab Monday through Friday at the Villages High School. Students will be monitored by a classroom proctor for the duration of the semester.
Location: To Be Announced
Time: 1:45-2:35 PM
Course Description: This course introduces students to communication theory and its application to preparing and delivering public speeches. Emphasis is place on improving speaking and listening skills common to all forms of oral communication through a variety of experiences in public speaking.

Instructor Information:
Name: Jeff Melton
E-Mail: meltonj@lssc.edu  E-mail is my preferred method on Contact. I will answer messages with 24 hours of normal business days Monday through Friday (ending at 5 pm). I am not available on Saturday and Sunday.
Office Location: South Lake campus, Building 2, Room 318.
Office Hours: Monday & Wednesday 12 pm – 1:45 pm and 3:30 pm – 4:45 pm; Tuesday & Thursday 3:30 – 5:30 PM on the South Lake Campus. I answer emails and Canvas messages typically Monday through Thursday until 5 pm Eastern time. Fridays I am in meetings or other appointments and usually unavailable to answer messages. I am unavailable during Saturday and Sunday.
Faculty Website: Jeff Melton's Faculty Website.

Vital Communication Information:
For e-mail, please note that all students are required to use Lakehawk Mail for official college e-mail communications. See the college webpage for instructions on activating Lakehawk Mail.
Sending a private message using the MESSAGES tool in Canvas is always the most secure method of contacting your instructor.
Please remember that any phone contact with your instructor should be of a professional nature. Please always leave a clear, concise, but detailed message with your contact and class information. Always follow up a phone call with a written account via Canvas message or email.

Prerequisites/Co-requisites:
Prerequisites: None
Co-requisites: None

Textbook & Other Course Materials:
You are not required to purchase a textbook. You will access the text online:

The Public Speaking Project Virtual Text: The Public Speaking Project

Technology Requirements:
Canvas is a required component of this course. Students unfamiliar with Canvas are expected to complete the Student Orientation course located in Canvas within the first week of classes.

Major writing assignments need to be created and saved in a file format that is compatible with Microsoft Word. If using a word processing program other than Word, it is the student’s responsibility to adhere to all formatting and submission requirements. Please ask for help if you are unsure how to save a file in a Word-compatible format.

Please see the LSSC Lakehawk Page for information on how to obtain Microsoft Office 365 as an LSSC student.

Student Learning Outcomes:
The following outcomes will be assessed in this course. An “outcome” is defined as something students take with them beyond this course. After successful completion of this course, the student will be able to:
- Demonstrate effective verbal delivery.
- Deliver oral message content effectively.
- Demonstrate organization of oral material effectively.

Course Objectives:
Objectives are defined as what the course will do and/or what the students will do as part of the course.

The main goal of this class is help students develop confidence as oral communicators through an experiential learning environment. Emphasis will be on idea organization, information/argument presentation, vocal delivery, and stage presence. This class is about learning how to improve your public speaking skills and requires students to actively engage by practicing speaking in front of groups in a variety of contexts. Please make a note that this course is not a Gordon Rule writing course. If you were taking this course to satisfy the Gordon Rule writing requirement you should consult an Academic Advisor and select an alternate course.

This course includes a Service Learning component. Students may participate in a direct or and indirect service learning activity to complete the course 10 hour requirement.

Institutional Policies & Procedures:

Academic Integrity:
The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. See college catalog for complete statement.
Important Information for Students with Disabilities:
Any student with a documented disability who requires assistance or academic accommodations should contact the Office for Students with Disabilities immediately to discuss eligibility. The Office for Students with Disabilities (OSD) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about the OSD and potential services can be found at Disability Services.

Privacy Policy (FERPA):
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of a student’s education records. In order for your information to be released, a form must be signed and in your records located in the Admissions/Registrar’s Office.

Zero-Tolerance for Violence Statement:
Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

Attendance/Withdrawal Policies:
Institutional Information:
Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

Withdrawal Deadline:
The Withdrawal deadline is October 29 at 4:30 pm.

Instructor Policies:
Each missed class meeting will be marked as an absence; 3 (unexcused) missed classes will result in failure for the course.

Please, let me know as soon as possible if there are extenuating circumstances preventing you from completing assignments and/or from attending classes. You should email me as soon as possible.

Late Work/Extensions:
Completing homework assignments in a timely manner is an important part of the learning process. Students are expected to complete and submit all assignments by the due date and the time listed on the course calendar of the syllabus. Instructors are not required to accept nor grade any assignment submitted late. Extensions are not possible.

There is no make up for quizzes, exams, tests, or speeches/presentations, except under documented circumstances such as a hospital stay, doctor excuses, police report, or military assignment. Students are expected to contact their instructor prior to class if they must be absent for any reason. ALL documentation must be received by the instructor within 3 days of the incident, and it is the student’s responsibility to ensure that the instructor has received the proper documentation within the required 3 days’ time. Each situation will be determined on a case-by-case basis by your instructor. Again, your instructor is not required to accept nor grade any late assignment. ALL late assignments (even with a documented absence) are subjected to a standard 20% additional point deduction, and must be completed within 3 days.
Classroom Etiquette:

- Be a courteous listener and participant. It is important to offer each other our support and attention.
- Don’t talk, read, sleep, text, or walk into class while someone else is speaking.
- If you are late for class and a speech is in progress, please wait until the speaker is finished before entering the room.
- No chewing gum is permitted when presenting a speech.
- No hats should be worn when presenting a speech, as they often block the face of the speaker from the listening audience.
- Electronic devices are not permitted in class unless otherwise specified as these are impossible to monitor (i.e. cell phone, iPod/iPad, tablets, e-readers, laptops etc.) can be serious distractions to students. Please turn all cell phones to silent at the start of class. If there are special, extenuating circumstances that require a cell phone to be on during class, please speak with me ahead of time so that an agreeable resolution can be made.
- If your cell phone rings, or you choose to text during class, you will lose 10 class participation points for the day without further notice or you will be subject to complete an additional assignment.
- Please, use professional language in the classroom and avoid profanity.
- Most importantly, be civil to your fellow classmates. This means that you are free to disagree with one another’s ideas; but you should do so in a way that respects their free speech rights. I will not tolerate hate speech spoken in my class.

Grading Information:

Grading Scale:

- A 90-100%, 900-1000 points
- B 80-89%, 800-899
- C 70-79%, 700-799
- D 60-69%, 600-699
- F 59% and below, 500-599

Methods of Evaluation:

Each project will be graded electronically using a rubric provided when the assignment is given. Your work will be judged against accepted academic standards for writing and documentation.

Assignment Overview & Grade Breakdown:

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<tr>
<th>Category</th>
<th>Description</th>
<th>Points or %</th>
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<tbody>
<tr>
<td>Speeches</td>
<td>Speech of Introduction – 50 Points</td>
<td>450 Points/45%</td>
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<td>Ceremonial Speech – 100 Points</td>
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<td>Informative Speech – 100 Points</td>
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<td>Persuasive Speech – 100 Points</td>
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<td>Partner Debate – 50 Points</td>
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<td>Sales Pitch Speech – 30 Points</td>
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<td>Impromptu Speech Activity – 20 Points</td>
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<tr>
<td>Category</td>
<td>Description</td>
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<tr>
<td>Speech Outlines &amp; Speech Preparation</td>
<td>Ceremonial Speech Outline – 50 Points</td>
<td>200 Points/20%</td>
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<td>Speech Preparation Documents</td>
<td>Informative Speech Outline – 50 Points</td>
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<td>Persuasive Speech Outline – 50 Points</td>
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<td>Partner Debate Preparation – 25 Points</td>
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<td>Speech of Introduction Outline Worksheet – 25 Points</td>
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<tr>
<td>Other Written Assignments &amp; Activities</td>
<td>5 Discussions at 40 points each (Initial Discussion Posts with 2 Replies to Peers) – 200 Points</td>
<td>200 Points/20%</td>
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<tr>
<td>Quizzes</td>
<td>There are 6 quizzes (25 Points each) on the assigned reading.</td>
<td>150 points/15%</td>
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| Total Points                             | 1000 points, 100%                                                                             |             |

**Speech 1, Speech of Introduction**

The purpose of this speech is to introduce yourself to your classmates. You are to develop a 2-3 minute speech covering 3 points of interest about yourself. Points will be deducted for running over or under the time requirements of the assignment.

**Speech 2, Sales Pitch Speech**

The purpose of this speech is to try and sell your classmates a product or service that you recommend. Think of this presentation as a live commercial for your chosen product or service. Your pitch must be between 1-2 minutes, include a full speech structure of Introduction, Body, and Conclusion, include at least 1 source (which you must cite aloud/orally during your presentation), include a prop or image of your product or service, and include strong delivery skills such as eye contact, energy & enthusiasm, physical delivery, and vocal variety. You will be graded on all of these criteria.

**Speech 3, Ceremonial Speech**

Select a person who has made a significant accomplishment in their field or industry (such as a humanitarian, human rights activist, historical figure, scientist, sports personality, political figure, musician, etc.) that you want to research and inform your audience about. Requirements: Length of speech is 3-5 minutes. You must cite aloud 2 unique sources. These citations must be very specific and spoken very clearly for the audience to hear during your speech. A full sentence outline with a works cited page that includes the proper MLA format due on Canvas under the Ceremonial Speech Outline Assignment before your speech begins. You will not be permitted to present without an outline and works cited page. Since this is for first major formal speech, a presentation aid is not required. However, for your Informative Speech and Final Persuasive Speech, you will be required to include a presentation aid.

**Speech 4, Informative Speech with a Presentation Aid**

Select a topic that you want to research and inform your audience about; it is not meant to persuade the audience in any way. Requirements: Length of speech is 3-5 minutes. You must cite aloud 3 unique sources. These citations must be very specific and spoken very clearly for the audience to hear during your speech. A full sentence outline with a works cited page that includes the proper
MLA format are due on Canvas under the Ceremonial Speech Outline Assignment before your speech begins. You will not be permitted to present without an outline and works cited page. All work must be typed. A presentation aid is required and will count towards 10% of the grade for this presentation.

**Speech 5, Partner Debate**

Once you select a partner, you will each pick an opposing side of the same topics. Topics will be selected from a list created by your instructor. Each speaker will get 45 seconds to plead their side of the topic to their classmates. Each speaker will then get an additional 30 seconds for a rebuttal. Citing at least one source during your presentation is required.

**Speech 6, Impromptu Speaking Activity**

**Speech 7, Persuasive with a Presentation Aid**

The purpose of this speech is to persuade your audience that a problem exists that must be solved through a specific action. Requirements: Length of speech is 3-5 minutes. You must cite aloud 4 unique sources (All must be current within 5 years and 1 must be from LSSC Database). These citations must be very specific and spoken very clearly for the audience to hear during your speech. A full sentence outline with a works cited page that includes the proper MLA format are due on Canvas under the Ceremonial Speech Outline Assignment before your speech begins. You will not be permitted to present without an outline and works cited page. A presentation aid is also required and will count as 10% of your grade for this presentation. You may include 30-45 seconds of media but you must have at least 3 minutes of spoken speech content or you will lose points for time.

Course Calendar:
The following Student Learning Outcomes will be assessed in this course.

1. To demonstrate and use effective vocal delivery, non-verbal techniques and aids (CO1).
   Competency: Give oral presentations which communicate clearly and engage the audience.

2. Delivers oral message content effectively (CO2).
   Competency: Deliver message content which reflects audience analyses and employs a variety of documented support material.

3. Demonstrates organization of oral material effectively (CO3).
   Competency: Prepare logical, well-organized message content.

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<thead>
<tr>
<th>Week</th>
<th>Begins</th>
<th>Ends</th>
<th>Objectives &amp; Reading Assignments</th>
<th>Items Due</th>
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<tbody>
<tr>
<td>1</td>
<td>8/20</td>
<td>8/26</td>
<td>Course Introduction</td>
<td>Introduction to the course (CO3).</td>
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<td>Speaking in Public</td>
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<td>The Audience-Centered Speechmaking Process</td>
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<td>Required Reading <a href="#">Chapter 1</a></td>
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<td>Required Reading <a href="#">Chapter 3</a> &amp; <a href="#">Chapter 5</a></td>
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| 2    | 8/27   | 9/2   | Delivery Skills – Locate and read Chapter 12 in the textbook.  
Improving your Confidence & Explanation of Extemporaneous Speaking  
Required Reading Chapter 11  
Deliver the Speech of Introduction (CO1, CO3) DUE Wednesday, Aug. 29th. | Delivery (CO2).  
Submit the Speech of Introduction Worksheet to Canvas discussion forum (CO1, CO3) before 11:59 pm on Tuesday.  
**Deliver the Speech of Introduction (CO1, CO3) DUE Wednesday, Aug. 29th.** |
| 3    | 9/3    | 9/9   | Outlining and Editing Your Speech  
Developing an Introduction & Conclusion /Beginning and Ending Your Speech  
Build the Introduction, and Conclusion (CO1, CO3).  
Using Words Well  
Required Reading Chapter 8, Chapter 9 & Chapter 10 | No Class on Monday, Sept. 3rd – Labor Day.  
Discussion 1 – Initial Post due before 11:59 PM on Wednesday night.  
Discussion 1 – Complete 2 response posts to your classmates before the 11:59 PM deadline on Friday. (CO3)  
Complete quiz 1 in Canvas before the 11:59 PM deadline on Friday. (CO1).  
**Deliver the Sales Pitch Speech (CO1, CO3) DUE Wednesday, Sept. 12th.** |
| 4    | 9/10   | 9/16  | Deliver the Sales Pitch Speech (CO1, CO3) DUE Wednesday, Sept. 12th.  
Required Reading Chapter 6 & Chapter 7 | Deliver the Sales Pitch Speech (CO1, CO3) DUE Wednesday, Sept. 12th.  
**Deliver the Ceremonial Speech (CO1, CO3) DUE Wednesday, Sept. 26th.** |
| 5    | 9/17   | 9/23  | Ceremonial Speaking – Locate and read Chapter 17 in the textbook  
Informative Speaking  
Gathering Supportive Materials  
Required Reading Chapter 15 | Discussion 2 – Initial Post due before 11:59 PM on Wednesday night.  
Discussion 2 – Complete 2 response posts to your classmates before the 11:59 PM deadline on Friday. (CO3)  
Complete quiz 2 in Canvas before the 11:59 PM deadline on Friday. (CO1).  
Rehearse the Ceremonial Speech (CO1, CO3).  
**Deliver the Ceremonial Speech (CO1, CO3) DUE Wednesday, Sept. 26th.** |
| 6    | 9/24   | 9/30  | Deliver the Ceremonial Speech (CO1, CO3) DUE Wednesday, Sept. 26th.  
Required Reading Chapter 13 | Ceremonial Speech Outline to Canvas (CO1, CO3) before 11:59 pm on Tuesday.  
**Deliver the Ceremonial Speech (CO1, CO3) DUE Wednesday, Sept. 26th.** |
| 7    | 10/1   | 10/7  | Using Visual Aids  
Required Reading Chapter 13 | Discussion 3 – Initial Post due before 11:59 PM on Wednesday night.  
**Discussion 3 – Initial Post due before 11:59 PM on Wednesday night.** |
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<thead>
<tr>
<th>Week</th>
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<tbody>
<tr>
<td>8</td>
<td>10/8</td>
<td>10/14</td>
<td><strong>Deliver the Informative Speech (CO1, CO3) DUE Wednesday, Oct. 10th.</strong>&lt;br&gt;Building an Argument &amp; Persuasive Patterns of Arrangement&lt;br&gt;Speaking to Persuade&lt;br&gt;Groups formed for presentations/Group Presentation topics selected and finalized.&lt;br&gt;Required Reading <a href="#">Chapter 16</a></td>
<td>Submit the Informative Speech Outline to Canvas (CO1, CO3) before 11:59 pm on Tuesday.&lt;br&gt;&lt;strong&gt;Deliver the Informative Speech (CO1, CO3) DUE Wednesday, Oct. 10th.&lt;/strong&gt;</td>
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<td>9</td>
<td>10/15</td>
<td>10/21</td>
<td><strong>Topics:</strong>&lt;br&gt;Optional Reading <a href="#">Chapter 18</a></td>
<td>Discussion 4 – Initial Post due before 11:59 PM on Wednesday night.&lt;br&gt;Discussion 4 – Complete 2 response posts to your classmates before the 11:59 PM deadline on Friday. (CO3)</td>
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<td>10</td>
<td>10/22</td>
<td>10/28</td>
<td><strong>Impromptu Speech Activities on Monday &amp; Tuesday (CO1, CO3).</strong></td>
<td><strong>Impromptu Speech Activities on Monday &amp; Tuesday (CO1, CO3).</strong></td>
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<td>11</td>
<td>10/29</td>
<td>11/4</td>
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<td>Discussion 5 – Initial Post due before 11:59 PM on Wednesday night.&lt;br&gt;Discussion 5 – Complete 2 response posts to your classmates before the 11:59 PM deadline on Friday. (CO3)&lt;br&gt;Complete quiz 5 in Canvas before the 11:59 PM deadline on Friday. (CO1).&lt;br&gt;Prepare for Partner Debates (CO1, CO3).</td>
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<td>12</td>
<td>11/5</td>
<td>11/11</td>
<td><strong>Deliver the Partner Debates (CO1, CO3) DUE Tuesday, Nov. 6th.</strong></td>
<td>Submit the Partner Debate Worksheet to Canvas (CO1, CO3) before 11:59 pm on Monday.&lt;br&gt;&lt;strong&gt;Deliver the Partner Debates (CO1, CO3) DUE Tuesday, Nov. 6th.&lt;/strong&gt;&lt;br&gt;Rehearse the Final Speech (CO1, CO3).</td>
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<td>Week</td>
<td>Begins</td>
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<td>Objectives &amp; Reading Assignments</td>
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<td>13</td>
<td>11/12</td>
<td>11/18</td>
<td>Deliver the Final Speech (CO1, CO3)</td>
<td>Submit the Final Speech Outline to Canvas (CO1, CO3) before 11:59 pm on Tuesday.</td>
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<td>DUE Wednesday, Nov 13th.</td>
<td>Complete quiz 6 in Canvas before the 11:59 PM deadline on Friday. (CO1).</td>
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<td>14</td>
<td>11/19</td>
<td>11/25</td>
<td>Fall Break</td>
<td>Fall Break</td>
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<tr>
<td>15</td>
<td>11/26</td>
<td>12/3</td>
<td>No late assignments can be accepted</td>
<td>No late assignments can be accepted under any circumstances during the final week of the course.</td>
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<td>under any circumstances during the final</td>
<td>Complete quiz 6 in Canvas before the 11:59 PM deadline on Wednesday (NOT Friday) this week. (CO1).</td>
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<td>week of the course.</td>
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<td>Class meets Monday through Friday except for school holidays &amp; Fall Break.</td>
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</table>

**Syllabus Disclaimer:**

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to the student. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques without prior notice or obligation to the student.