

Lake-Sumter State College

Course Syllabus

Course Prefix & Number: SPC 2608

Course Title: Public Speaking – Fundamentals of Speech

CRN: 10432

Credit Hours: 3

Semester: Fall 2021

Class Days, Location & Time: Fully Online (August 23 – December 11, 2021)

Course Description: This course introduces students to communication theory and its application to preparing and delivering public speeches. Emphasis is placed on improving speaking and listening skills common to all forms of oral communication through a variety of experiences in public speaking.

Instructor Information

Name: Kevin Yurasek

Email: YurasekK@lssc.edu

Phone: (813) 704-0711 (call or text) or (352) 365-3526

Office Location: Leesburg Campus, Student Services Building, Room 201

Office Hours: Thursdays from 4-5pm (on Zoom) or by appointment.

Contact Preference: Please free to ask questions over email or Canvas at any time.

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 using your Lakehawk Mail](#).

Sending a private message using INBOX in Canvas is always the most secure method of contacting your instructor.

Please remember that any contact with your Instructor should be of a professional nature. If you leave a voice mail message be clear, concise, and include your contact and class information. Follow up verbal conversations with a written account via INBOX in Canvas or e-mail.

Prerequisites/Co-requisites:

Prerequisites: None.

Co-requisites: None.

Required Textbook(s) and Other Required Supplies

You are not required to purchase a textbook. You will access the textbook, *The Public Speaking Project*, online at <http://publicspeakingproject.org/psvirtualtext.html> or in the Canvas course.

Technology Requirements

Students will also need the following to be successful in this course:

- A laptop or desktop computer with a webcam, microphone, Microsoft Word and PowerPoint (or equivalent)
- A computer that meets the [minimum system requirements for a Zoom meeting](#)
- A computer that meets the [minimum system requirements for Kaltura](#)
- Internet access

See [the LSSC Student Technology Help Desk web page](#) for more information on how to obtain Microsoft Office 365 as an LSSC student.

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.

Course Student Learning Outcomes

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

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 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.

Because this is a FULLY ONLINE class student should expect to spend a substantial amount of time online working in Canvas and with other Internet sites.

Course Objectives

Course Objective 1 (CO1) - Demonstrates effective verbal delivery.

Course Objective 2 (CO2) - Delivers oral message content effectively.

Course Objective 3 (CO3) - Demonstrates organization of oral material effectively.

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 the [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 Student Accessibility Services immediately to discuss eligibility. The Student Accessibility Services (SAS) 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 SAS and potential services can be found at Student Accessibility 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.

Third-Party Software

Lake-Sumter State College has a firm commitment to protecting the privacy rights of its students. Third-party software privacy policies will be provided at the point of use within the course.

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.

LSSC Safety Statement

Lake-Sumter State College values the safety of all campus community members. If you have an emergency, call 911. Otherwise, to report a concern, suspicious activity, or to request a courtesy escort, call Campus Safety:

Leesburg: (352) 516-3795

South Lake: (352) 536-2143

Sumter: (352) 303-7296

LSSC also has a free safety app, [Lake-Sumter Safe](#) that is available for download. You will receive important emergency alerts and safety messages regarding campus safety via LSSC Alert. You are opted into this system when you become an LSSC student. For more information regarding safety and to view available resources, visit the [Campus Safety web page](#).

Attendance/Withdrawal Policies

Initial Attendance

Initial attendance will be entered at the end of the second week of the semester/mini-mester. A student who has not met initial attendance requirements will be marked as "not-attending" and administratively withdrawn from the class. The withdrawn student is still financially responsible for the class. See the college catalog for more details.

Withdrawal

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 for the Fall 2020 semester is November 2, 2020. Please contact your advisor for additional information.

Syllabus Disclaimer

Changes to this syllabus may be necessary at the discretion of the instructor. Students will be notified in writing of any such changes.

Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can ONLY be used during this term for this class.

Instructor Policies

- **Stay Engaged:** This class follows an online format; you are expected to log on to the course website frequently throughout the week and to keep current on the course schedule and discussion boards. Attendance is determined by participation in weekly activities and will be checked each week. Please, let me know as soon as possible if there are extenuating circumstances preventing you from completing assignments and/or from attending classes.
- **Speech Audiences:** Although you are not required to have an in-person audience due to the global pandemic, you should present your speeches in your assignments as though you are giving the speech to an audience. This means that you should be standing, using note cards, and not reading from a laptop or phone screen.
- **Speech Video Submissions:** Your speeches must be submitted in the individual assignments using the Kaltura platform. You can record your video separately and upload into Kaltura, but you must submit the video using Kaltura. Videos submitted using other platforms may not be accepted.
- **Final Exam Policy:** The Final Exam must be completed by the assigned day and time (see the course summary) unless a student has documented proof of a medical emergency; the medical documentation must be submitted to the instructor by email within 24 hours of the student's medical release.

Late Work/Extensions

Late work will be accepted only if students provide written documentation of an emergency or ongoing medical condition that is submitted to the instructor by email within 24 hours of the student's medical release.

Online Etiquette and Virtual “Classroom” Rules

- **Participate:** You are required to read the materials provided in Canvas including weekly assigned readings, content provided in "Modules" and the weekly announcements. This content posted weekly as an announcement often contains important information including due dates, class changes and alterations, and important meetings and assignments. It is YOUR responsibility to read these and to contact me if you have any questions.
- **Remember the person:** Don't forget that there is a person on the other end of your online communication. Converse in a polite manner. Also, don't assume that everyone is the same as you – be open-minded to the different perspectives of the group.
- **Think twice before sending:** What you say in cyberspace is possibly a forever record of your thoughts. Make sure that what you say is deserving of that record.
- **Spelling and Grammar always count:** Anytime you communicate in an academic setting, you should practice proper spelling and grammar. If you aren't sure, look it up, type in a Word document first, or use the "Enable HTML Creator" link to help you catch any spelling errors. Never use "text" lingo in the online classroom. This includes assignments, discussion postings and emails.
- **Be mindful:** Remember that your classmates depend on you to develop thoughtful posts so that they can enter into a conversation with you.
- **Share tips, thoughts and questions:** This is especially true in discussions. Remember, your job is to help move a conversation forward – an "I agree" statement halts a discussion. Make sure that you post in a timely manner so that your classmates can respond.

Important Dates

Date/Deadline Item	Date
First Day of Class	August 23, 2021
Drop/Refund Deadline	August 29, 2021
Withdrawal Deadline for a "W"	November 1, 2021
Final Exam	December 8, 2021
Last Day of Class	December 8, 2021

Grading Information

Grading Scale

All grades will be posted in Canvas gradebook, which will show you your current score in the course.

100% - 90% = A

89.9% - 80% = B

79.9% - 70% = C

69.9% - 60% = D

59.9% and lower = F

Assignment Overview

Assignment Category	Description	Percentage of Total
Speeches	This includes the delivery of all your speeches in the class.	50%
Written Assignments & Quizzes	This includes reflections, draft outlines, formal outlines, self-evaluations, quizzes, etc.	35%
Participation	Attendance and participation on a weekly basis	15%
TOTAL	Combined total of all assignment categories	100

Course Schedule

This schedule is subject to change with notification from your professor. Additional assignments and topics may be announced in class. Assignment details will be given in class and in Canvas.

Week	Class Week of Date	Topic(s)	Items Due
1	8/23	Welcome to the class! Topics: Public Speaking Overview, Extemporaneous Delivery Overview of Public Speaking (Ch. 1) Delivering Your Speech (Ch. 12)	Read Ch. 1, 12 Syllabus Quiz Introductory Speech & replies
2	8/30	Topics: Improving Your Confidence, Public Speaking Anxiety Speaking with Confidence (Ch. 11)	Read Ch. 11 Complete Why Fear Public Speaking Assessment (WFPS) Essay reflection on WFPS
3	9/6	Topics: Ethics in Public Speaking, Audience Analysis Ethics in Public Speaking (Ch. 3) Audience Analysis (Ch. 5)	Read Ch. 3, 5 Audience Analysis Assignment
4	9/13	Topics: Building an Outline, Informative Speaking Organizing and Outlining (Ch. 8) Informative Speaking (Ch. 15)	Read Ch. 8, 15 Informative Speech Topic Approval

5	9/20	<p>Topics: Developing Your Speech, Gather Supporting Material, Supporting Your Speech</p> <p>Critical Thinking & Reasoning (Ch. 6) Supporting Your Ideas (Ch. 7)</p>	<p>Read Ch. 6, 7</p> <p>Conduct research for your Informative Speech</p> <p>Submit draft outline with citations</p>
6	9/27	<p>Topics: Outlining Your Speech, Developing an Introduction & Conclusion</p> <p>Introductions & Conclusions (Ch. 9) Peer Review of Informative Speech Outlines</p>	<p>Read Ch. 9</p> <p>Peer review another outline</p>
7	10/4	<p>Topics: Using Visual Aids</p> <p>Visual Aids (Ch. 13)</p>	<p>Read Ch. 13</p> <p>Complete sample visual aid assignment</p>
8	10/11	<p>Informative Speeches</p>	<p>Deliver Informative Speech</p> <p>Submit Outline and Speech</p> <p>Submit self-evaluation</p>
9	10/18	<p>Topics: Speaking to Persuade, Persuasive Strategies</p> <p>Persuasive Speaking (Ch. 16)</p>	<p>Read Ch. 16</p> <p>Research persuasive speech topics</p> <p>Persuasive Speech Topic Approval</p>

10	10/25	Topics: Building an Argument, Persuasive Strategies	Research persuasive speech material Essay reflection on persuasion assignment
11	11/1	Topics: Using Language Well, Special Occasion Speaking Using Language Well (Ch. 10) Special Occasion Speaking (Ch. 17)	Read Ch. 10, 17 Prepare for ceremonial speech Submit ceremonial speech topic approval
12	11/8	Ceremonial Speeches	Deliver ceremonial speech Submit self-evaluation
13	11/15	Persuasive Speech: Outline & Persuasive Strategy Review	Submit full draft outline of persuasive speech by 11/17 at 11:59 pm. Peer review another outline by 11/22 at 11:59pm.
14	11/22	Deliver Persuasive Speeches	Deliver Persuasive Speech Submit self-evaluation

15	11/29	Topics: Speaking in Professional Settings	Re-complete Why Fear Public Speaking Assessment (WFPS) Essay reflection on WFPS
Finals	12/8	Final Exam: Elevator Pitch Speech	Final Exam due by 12/8 at 11:59pm

Basic Needs Statement

Any student who faces challenges securing basic needs such as food or housing and believes this may affect their performance in the course is encouraged to contact the Dean of Students at deanofstudents@lssc.edu. The deans will then be able to share any resources at their disposal.

Syllabus Disclaimer

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to students. 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 with notification to students.