COURSE OBJECTIVES
This three credit hour course is designed to help you become a more effective communicator, particularly through the medium of public speaking, with emphasis on the demands peculiar to the technology-related professions. The concerns for clarity in highly technical and information-dense topics will be stressed. Also, the demands of conveying such information to a non-technical audience will be emphasized.

TEXT

COURSE PACK
In addition to the assigned text, you must obtain the course pack for SPC 1016.06/07/08. This pack contains speech and other assignments, grading forms, speech grading criteria, etc., and is available online at http://pegasus.cc.ucf.edu/~dayoung.

GRADING
PowerPoint Assignment = 40 points
Speech Analysis = 20 points
Artifact Speech = 40 points
Definition Speech = 40 points
Persuasive Speech = 80 points
Midterm Exam = 60 points
Final Exam = 100 points
Participation = 20 points
TOTAL POSSIBLE = 400 points

FINAL GRADE SCALE

<table>
<thead>
<tr>
<th>POINTS Earned</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>372 to 400</td>
<td>A</td>
</tr>
<tr>
<td>360 to 371</td>
<td>A-</td>
</tr>
<tr>
<td>348 to 359</td>
<td>B+</td>
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<tr>
<td>332 to 347</td>
<td>B</td>
</tr>
<tr>
<td>320 to 331</td>
<td>B-</td>
</tr>
<tr>
<td>308 to 319</td>
<td>C+</td>
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<tr>
<td>292 to 307</td>
<td>C</td>
</tr>
<tr>
<td>280 to 291</td>
<td>C-</td>
</tr>
<tr>
<td>268 to 279</td>
<td>D+</td>
</tr>
<tr>
<td>252 to 267</td>
<td>D</td>
</tr>
<tr>
<td>240 to 251</td>
<td>D-</td>
</tr>
<tr>
<td>0 to 239</td>
<td>F</td>
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</tbody>
</table>
COURSE POLICIES

Academic Honesty: Using the ideas of another person—whether the author of a book or a friend—without giving proper credit for every specific use of that source constitutes academic dishonesty and will be punished severely. Themes and papers and speeches the student has prepared for other courses should not be used to fulfill the requirements for this course. Since original work is required, unless otherwise specified by the instructor, no speeches given in this class should consist primarily of a summary of a single source's information or arguments (even if credit is given). Students are encouraged to consult with the instructor if they have questions on this policy.

Violations of student academic behavior standards are outlined in The Golden Rule, the University of Central Florida's Student Handbook. See http://www.goldenrule.sdes.ucf.edu/ for details.

Attendance: You can't give speeches without an audience! Because of that, attendance is crucial, not only on "speech days," but on other days. In-class activities may include short impromptu speeches, as well as group workshops, so you should plan now to attend every class. Therefore, missing 25% of the course (more than 12 classes) for any reason will result in a failing grade. If circumstances beyond your control cause you to miss more than 12 classes, you are advised to withdraw.

Attendance will affect your participation grade. Two absences are allowed with no point deduction. After the second absence, each subsequent absence will result in a 2-point deduction from your participation score. For example, if you have 3 absences, your maximum participation score will be 18 points. If you have 12 absences, your participation score will be 0 (zero) points.

Arriving late or leaving early by 5-15 minutes will count as 1/2 of an absence. Arriving late or leaving early by more than 15 minutes will count as one absence. Please remember that late arrivals and early departures distract other students (not to mention your instructor), and hinder your progress in the course.

Incompletes: A grade of incomplete will not be given in this class (except under truly extraordinary conditions). If you cannot complete the work due to circumstances beyond your control, you are advised to withdraw.

Speech Grading Forms: You must provide the instructor with the appropriate speech grading form from the course pack on the day you give your speech. No exceptions, non-negotiable—you are considered unprepared to give a speech without the appropriate form.

Late Speeches: You must be prepared to give your speech (complete with your bibliography, any visual aids, the appropriate grading form, etc.) on the day you are assigned by the lottery. If you cannot give your speech on the assigned day, you will be placed on the bottom of the list. If time allows on the final day for that particular speech assignment, you may deliver your speech; it will incur a 10 point penalty. If time does not allow, you will receive a 0 for the assignment.

EXCEPTION: If a genuine emergency (illness, car trouble, etc.) prevents you from giving your speech on your assigned day, and proper documentation is produced (doctor's note, tow truck receipt, etc.), you will be placed at the bottom of the list but the 10 point penalty will not apply. (Note—the absence will still count.) If time runs out on the final day for that particular speech assignment, you will be allowed to deliver your speech on “Loose Ends Day” (Monday, April 27th).

Only speakers with proper documentation for missing a speech will be allowed to speak on Loose Ends Day—this policy is non-negotiable and final.

Speaking Notes: For every graded speech, you are allowed to take to the podium no more than six 3x5 index cards OR one 8 1/2 x 11 sheet of paper (both sides used) OR two 8 1/2 x 11 sheets of paper (one side used). All speaking notes must be turned in immediately after the speech.

This is a course in extemporaneous speaking, not manuscript reading. Taking a manuscript to the podium will be considered prima facie evidence of reading and will result in a 0 for the speech.
Speech Times: A properly prepared and practiced speech should have no trouble fitting within a two-minute window. As such, the following penalties will apply to speeches falling outside the assigned times:

SHORT: Speeches 60 seconds or less undertime will incur a penalty of 1 point for every 15 seconds undertime. Speeches between 61 and 120 seconds undertime will incur a flat penalty of 10 points. Speeches more than 120 seconds undertime will incur a flat penalty of 20 points.

LONG: Speeches 60 seconds or less overtime will incur a penalty of 1 point for every 15 seconds overtime. Speeches more than 60 seconds overtime may be stopped by the instructor and will incur a flat 10 point penalty.

Paper Format: All work that is turned in (e.g., PowerPoint assignment) must be typed or computer-processed. This does not apply to speaking notes or in-class assignments.

Visual Aids: No more than ten visual aids are allowed for any speech. (Every PowerPoint slide or overhead transparency will count as one visual aid. One handout will count as one visual aid no matter how many copies are distributed.) A 1 point penalty will be assessed for every visual aid over ten used in any speech.

Disability Access: Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor. The student must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TDD only phone (407) 823-2116 before requesting accommodations from the professor.

Research Participation: Your SPC section may require you to participate in a departmental research project. If such participation is required, failure to fulfill this requirement may result in the loss of up to 5 participation points.