

Course Syllabus

Edit

Fundamentals of Oral Communication, Communications Studies 10

Fall 2022 5 units

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Office hours: Mondays and Thursdays 8:00-9:00am via Zoom.

Required Text: Free online textbook: [Survey of Human Communication](#) [Links to an external site.](#)

Technology requirements: Student must have internet access and able to navigate Canvas for the course material and assignments and Zoom for office hours. For training on Canvas or Zoom go to the [Student Resource Hub for Online instruction](#) [Links to an external site.](#)

Note: For those concerned about performance anxiety, a great resource is the book “**Speaking Up without Freaking Out**” by Abrahams. The first module has a short video with tips from the author.

Instructions for assignments and additional guidelines, templates and worksheets to help you with your assignment can all be found in Modules which can be found in the Navigation Bar in Canvas.

Class Info:

Communication Studies 10

Comm D010.08Y CRN 24384, Tuesdays and Thursdays 1:30-3:20pm

I want to be sure you understand that you have signed up for an on campus face-to-face class. What does that mean?

- You will have classes twice/week on campus which will be used for lecture and class activities. (see your schedule for day, time and location)
- The on-campus class time will also be the only place to complete in class assignments such as peer speech critiques and presentations of the five graded speeches.

- You will still have a Canvas course that will have modules with resources, online activities, quizzes and assignments. So you must have the technology to be able to access Canvas for resources and to complete your assignments.
- You can contact me through my Zoom office hours, via email, the portal or ask me a question when you come to class.

Announcements

Announcements is the way I communicate with the class between class meetings. Sometimes I will remind you of an upcoming assignment or point out something that was just published. Or I might clarify an assignment or correct an error. Or maybe offer encouragement or congrats for a job well done! As you can see, it's important to check announcements. I will be publishing announcements every Friday giving an overview of the next week. But for all the reasons I just mentioned I might send out additional announcements. So I recommend checking Canvas announcements and notifications daily. It only takes a few minutes and can save you hours of work or even missing an important deadline.

COMM 10 Student Learning Outcome Statements (SLO)

- Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.
- Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback.
- Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
- Identify, locate, evaluate and use information technologies and information sources.

IMPORTANT DATES: CHANGE

Note: All dates are enforced by Admissions

October 8: Last day to add.

October 9: Last day to drop a class without a W.

November 18: Last day to drop

DeAnza College policies and resources:

Academic Integrity

I assume that you will not be cheating in this class. However, you should be aware of the college Academic Integrity Policy and its consequences for students.

Disruptive Behavior

The college will enforce all policies and procedures set forth in the *Standards of Student Conduct* (see catalog). Any student disrupting the class may be asked to leave that class. Administrative follow-up may result.

Extra Help and Support

See your Canvas homepage for academic and nonacademic services to help you be a successful student at DeAnza.

Course description:

This is a survey course focusing on three areas of communication: public speaking, interpersonal and small group. You will learn and apply communication concepts and skills in each of these areas through Zoom class activities, presentations, and written application assignments including an analysis paper and exams.

For each of the five speeches there will be two classes set aside for speech presentations. I will open up signups well before each speech. First come first served.

Speech 1, 2 and 3: These first three speeches will be in the public speaking unit. This material will help you learn how to give an effective informative and persuasive speech.

Speech 4: Your fourth speech will cover the material you read, experience and write about in the interpersonal communication unit. This material will help you better understand yourself and others.

Speech 5: Your final speech will explore the concepts you learn in the small group communication unit. This material will help you become an effective group leader and member.

All graded speeches will be prepared and presented individually. There are no graded group speeches.

Plan to give all of your speeches on time. However sometimes circumstances beyond your control keep you from giving a speech on time. I allow students to present makeup speeches in class between speech days as time allows to avoid earning a zero. However, if you're in that situation, you won't know what day you will be able to present so you need to be ready each class and you will have points deducted. And you will eventually run out of time to makeup a speech. As you can see, it's much better to present on time. For details on the makeup policy, see "Makeup speeches" section in this syllabus. You can also find that information after the description of the speech assignments

For those nervous about giving speeches- you're not alone. Be assured that we will start small and gradually build from there. There will be lots of tools and resources in the course to help you with performance anxiety and to prepare and present a solid speech. And I'll be available too. There will be workshop time in class to work on speeches, I will check my email regularly during the week and my virtual office door on Zoom will be open twice a week for a live session. I look forward to getting to know each of you through in class activities, written assignments and all the great speeches I know we are going to be watching this quarter.

Requirements:

Your grade is determined by your performance in five areas.

#1

Presentations: (410 points)

You will do five presentations:

Requirements for all speeches:

- Speeches must be the result of your original work.
- Extemporaneous delivery (see description below)
- Outline (template will be provided)
- Follow guidelines (see below)
- Get topic and proposition approved

For guidelines, templates and samples go to Modules>Assignment . Modules are found in the Navigation Bar which on a phone is the first screen you see once you are in Canvas. On a larger device the Navigation Bar is on the left of your screen. We will also discuss these guidelines in our Zoom class meetings.

Extemporaneous delivery is required for all speeches. An extemporaneous delivery is where the speaker uses notes, but merely refers to the notes for the next item to discuss. The speaker does not read the notes word for word. Though probably more stress producing, you will see that a practiced extemporaneous delivery makes a speech more interesting and engaging for the audience. And with practice and experience you can give a fluid delivery and enjoy the satisfaction of seeing your audience interested in what you have to say.

All speeches require a sentence outline for full points and the use of one of the approved note methods included in the course and discussed in the class.

- **Speech #1: Introductory speech: (10 points)**
 - 1 minute speech introducing one specific aspect of yourself.. Delivered extemporaneously. For guidelines go to Week 1 Module for the assignment. **You** will find additional documents to help you in the Resource Module. Guidelines will also be discussed in class. Makeup speech deducted 3 points.

- **Speech #2: Informative speech: (50 points)**
 - A 4 minute speech to inform the audience. Delivered extemporaneously. Topic student choice. Instructor approval required.
 - For guidelines go to the assignment in Modules. You will find additional documents to help you in the Resource Module. Guidelines will also be discussed in class. Typed outline required. Must cite at least one outside source in the speech and list at the end of the outline. Makeup speech deducted 10 points.

- **Speech #3: Persuasive speech: (100 points)**
 - A 5 minute speech to persuade the audience to agree with the proposition. Delivered extemporaneously. Topic student choice. Instructor approval required.
 - For guidelines go to the assignment in Modules. You will find additional documents to help you in the same module. Guidelines will also be discussed in class. Typed outline required. Must cite at least two outside sources in the speech and list at the end of the outline. Makeup speech deducted 15 points.

- **Speech #4: Interpersonal communication: (125 points)**

- A 5 minute speech to persuade the audience to agree with the proposition. Delivered extemporaneously. Instructor approval of proposition required.
 - Based on analysis of interpersonal communication. For guidelines go to the assignment in Modules. You will find additional documents to help you in the same module. Guidelines will also be discussed in class. Makeup speech deducted 20 points.
- **Speech #5: Small Group Communication: (125 points)**
 - A 5 minute speech that focuses on small group communication delivered extemporaneously. Instructor approval of proposition required.
 - For guidelines go to the assignment in Modules. You will find additional documents to help you in the same module. Guidelines will also be discussed in class. Makeup speech deducted 20 points.

Makeup speeches:

If you miss your speech due date on Zoom, you need to makeup that speech to avoid a zero on that assignment. While I do not guaranteed a makeup, if you contact me promptly and I see that you are putting in time and effort into scheduling a makeup with me, I will do what I can to fit your makeup in. You will not be guaranteed what day you can makeup a speech so you need to be ready in each class. You can makeup a speech until the next speech round is completed. After that you have lost your opportunity to makeup that speech.

Ex: If you need to makeup speech 2, once speech 3 scheduled presentations are done, you can no longer makeup speech 2.

If you have unusual circumstances beyond your control such as a severe illness or family emergency I will allow a makeup past the end of speech presentations for the next speech. Documentation may be required.

Whenever possible, makeup your speech in the next class that has time for you to present. Point deduction varies depending on assignment. See description in syllabus or assignment for details.

#2

Quizzes: (40 points)

There will be two timed quizzes. The quizzes are based on your textbook. You will take the quiz through Canvas Quizzes. I will give you a large window in which to choose

your quiz time. Once you begin the quiz you cannot stop. So carefully choose the location and time to take your quiz. The quiz time allotted is based on a test taker who has read the material already. Because I give you several days in which to choose your quiz time I do not offer makeups past the late submission deadline. If you can provide documentation that you were not able to take the quiz during that time I will consider an exception. Late submissions will be deducted 5 points.

Quiz #1 (20 pts)

Quiz #2 (20 pts)

#3

Lessons Learned Paper: (50 points)

You will write a 50-60 line essay discussing at least 6 lessons learned about communications that you will apply to your academics, career and/or personal life. Use real or hypothetical examples but personalize the examples to you.

I do not want just a summary of the textbook. This should clearly be personal application, either present or future. Be sure that at least 2 lessons focus on public speaking, at least 2 on interpersonal communication and at least 2 on small group communication. Be sure to include an introduction and conclusion.. Use normal 12 pt font and normal margins. Include at least one term per lesson. **Bold term whenever used.** For guidelines see assignment in Modules.

Late submission deducted 10 points.

#4

Critiques and Questions In class based assignments: (120 points)

These assignments are based on in-class activities and speeches. Because I give you a lot of time to complete these assignments, there is no late due date.

Following the speech presentations there will be an online discussion addressing "lessons learned" through your own speech preparation and presentation and your observations as an audience member. Your posts will be included in the written assignment and worth 10 points. Details in the assignment.

Note: There is no Critiques and Questions assignment for Speech #1.

- Informative Speaking : (30 points)

For Speech #2 you will critique in class speeches and direct questions to the speaker. You will then write up your critiques and questions per guidelines, include posts from the

online discussion and submit in Canvas by the due date. Go to the assignment in Modules.

- Persuasive Speaking: (30 points)

For Speech #3 you will critique in class speeches and direct questions to the speaker. You will then write up your critiques and questions per guidelines, include posts from the online discussion and submit in Canvas by the due date. Go to the assignment in Modules.

- Interpersonal Comm unit: (30 points)

For Speech #4 you will critique in class speeches and direct questions to the speaker. You will then write up your critiques and questions per guidelines, include posts from the online discussion and submit in Canvas by the due date. Go to the assignment in Modules.

- Small Group Comm unit: (30 points)

For Speech #5 you will critique in class speeches and direct questions to the speaker. You will then write up your critiques and questions per guidelines, include posts from the online discussion and submit in Canvas by the due date. Go to the assignment in Modules.

#5

Engage assignments: (230 points)

The Engage assignments are designed to enhance and broaden the learning experience begun in class. 10 points off for late submission. For Engage Assignments go to Modules

- Engage #1: Getting Started (10 points-5 points off for late submission)
- Engage #2: Course overview and public speaking: (55 points)
- Engage #3: Information Literacy Video series (55 points)
- Engage #4: Interpersonal comm (55 points)
- Engage#5: Small group comm (55 points)

Online discussion assignments:

There will be weekly online discussion assignments that will address lessons learned from various sources- preparing and presenting speeches, observations as an audience

member, reading assignments and written assignments. The posts from these weekly online discussion assignments will be included in various written assignments and will be worth 10 points of the assignment total. How your posts are integrated will be covered in each assignment instructions.

Reading Assignments:

Reading assignments are directly applicable to speech assignments and in class activities and will improve your understanding of the concepts and your performance. Reading

assignments will be from your free online textbook [Survey of Human Communication](#) [Links to an external site.](#)

Note: Neglecting to read the material until just before the quizzes could negatively affect your speech performance, will make completing Engage assignments more time consuming and will cause your in class activities to be stressful and confusing rather than fun and enlightening.

TOTAL POINTS FOR THE COURSE: 850 points

Optional:

Extra Credit assignment: **(20 points)**

Write an essay exploring the impact that technology has had on interpersonal communication. For specific guidelines see Interpersonal Comm Module>Extra Credit Assignment. Points will only be added to points possible, not points earned so that the positive impact on your grade is greater. (5 points off for late submission)

The final course grade is determined by the percentage of the total points earned compared to the total points possible in the course.

POINT BREAKDOWN

Percentage breakdown by letter grade

PERCENTAGE

GRADE

98-100%	A+
93-97%	A
90-92%	A-
86-89%	B+
83-85%	B
80-82%	B-
76-79%	C+
73-75%	C
70-72%	C-
66-69%	D+
63-65%	D
60-62%	D-
59% and below	F

What should I do if I need help?

You should assess early in the course if you have the time and energy to complete the class successfully. If you find yourself in a situation that is keeping you from participating and completing assignments, I recommend that you consider your options early in the quarter. You are welcome to discuss those options with me at any time. Remember the earlier we talk, the more options you will have. And use the resources available. For academic and non-academic resources go to the Introduction to . . . Fundamentals of Oral Communication module

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When and how do you connect with me?

See at the top of the syllabus my Zoom office hours, and my email address. You can also message me through Canvas.

If despite your best efforts you find you must drop the class, please let me know and then you need to process your drop promptly. Do not depend on being automatically dropped. If I think you plan to stay in the course and you are not dropped by the deadline, **DeAnza policy requires that I give you a grade which will reflect your grades up to that point and the remaining missing assignments.**

Other options:

If you are concerned about missing assignments and/or your overall grade, the first step is to contact me asap. Much of the time I can help you figure out how to pass the class successfully.

Occasionally a student is eligible for an incomplete. An incomplete is for a student who at the end of the class has only one or two assignments left to complete and extreme circumstances out of the student's control make it impossible to complete the class. Documentation of student circumstances are required. Approval of an incomplete is at the instructor's discretion.