

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 and Zoom. You must have consistent audio and a stable connection so that you can give your five graded presentations during five live Zoom sessions.

For student resources related to online instruction including Canvas and Zoom go to the [Student Resource Hub for online instruction](#) [Links to an external site.](#) on the DeAnza website

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.

Class Info:

Communication Studies 10

Comm D010.10Z CRN 24386, Online asynchronous. For Zoom sessions for five graded speeches, see "Speech sessions"

This is an asynchronous course. What does that mean?

- All your class activities and assignments will be online within the Canvas course.
- You will never come to campus for the class.
- You will not have regular Zoom classes each week.
- HOWEVER you MUST attend five live Zoom sessions to present your five graded speeches and to complete your peer speech critiques.
- You MUST have stable audio and video connection for your five live Zoom sessions and the technology to complete the work within your Canvas course.

Announcements

Announcements is the main way I will communicate with the class. Sometimes I will remind you of an upcoming assignment, or point out something that was just published. Or if I might clarify an assignment or correct an error. Or maybe offer encouragement or congrats on 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:

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. Go to Home>Welcome Module>Important links.

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 session presentations, online class activities and assignments and written application assignments including an analysis paper and exams.

Speech sessions:

Zoom time slots for speeches:

For each of the five speeches there will be three time slot options. I will open up signups well before each speech through a link that will appear in modules. First come first served. If you sign up for a time slot that has less than 9 speakers signed up 72 hours before speech day, be prepared to be moved to another group since I am required to have a minimum size for the audience. If you have not signed up 72 hours before the first speech day I will assign you a time slot that has room.

Note: Due to the nature of week 1 this policy does not apply to Speech #1.

Here are the dates and times to choose from:

Time slots during speech weeks will be:

Tuesday 7:00-8:30pm

Wednesday 8:00-9:30am

Thursday 7:00-8:30pm

Speech 1 dates will be Thursday, 9/29, Tuesday 10/4 and Wednesday 10/5. Times remain as listed above. For all other speeches, a speech round will occur within the same week.

Speech 2- week of 10/11

Speech 3-week of 10/18

Speech 4-week of 11/1

Speech 5-week of 11/15

Unlike a face-to-face class makeups are difficult to arrange in an asynchronous class. Plan to give all of your speeches on time. However sometimes circumstances beyond your control keep you from giving a speech on time. While forgetting the date, poor time management or having a heavy course load is NOT a valid excuse, a severe illness or family emergency is. As time allows I will allow makeups in the next speech session (that means you'll be giving two speeches in one class). If in a given speech round 9 or more students need to present makeup speeches I will open up my office hour as an additional time slot.

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.

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. 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 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 the [Resource Module](#). 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.

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 Speech#1 outline 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 Resource 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 Resource 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 Resource Module. Guidelines will also be discussed in class. Makeup speech deducted 20 points.

Makeup speeches:

If you miss your scheduled 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 allow you to makeup the speech in the next speech round. That means you will be presenting two speeches in one Zoom session. If 9 or more students in a given speech round need to makeup speeches, I will open up an office hour as an additional time slot.

You cannot makeup speeches after the next speech presentations are complete. So for instance if you need to makeup speech 2, once speech 3 presentations are done, you

have lost the opportunity to make up speech 2. 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 and/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 take place in the Zoom speech presentation session as well as have a followup written assignment. Because I give you a lot of time to complete these assignments, there is no late due date.

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 to Canvas.

- 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 to Canvas. 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 to Canvas 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 to Canvas. 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. For Engage Assignments go to Modules

- Engage #1: Getting Started (10 points) **Note: No late submissions accepted. You must meet the deadline of this assignment. If you fail to submit this assignment by the due date, you will be dropped from the class.**
- Engage #2: Course overview and public speaking: (55 points-late submission 10 points deducted)
- Engage #3: Information Literacy Video series (55 points-late submission 10 points deducted)
- Engage #4: Interpersonal comm (55 points-late submission 10 points deducted)
- Engage#5: Small group comm (55 points-late submission 10 points deducted)

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 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 class assignments and discussions 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. Late submission 5 points deducted.

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.