



**WELCOME TO COMM 001--Winter Quarter 2023**

**De Anza College**

**Communication Studies Department**

**COMM 001: Public Speaking 07Y, Section: 35207**

**Requisites: Advisory: English Writing 1A or English as a Second Language 5.**

**Instructor: Anya Iyengar**

**Office Location: Online**

**Office Hours: Online**

**Class Meets: MW 1:30 to 3:20pm MLC 270 (upstairs)**

**E-mail: [iyengaranya@fhda.edu](mailto:iyengaranya@fhda.edu)**

**FINAL EXAM SCHEDULE: Wednesday 3/23 from 1:45 PM to 3:45 PM**

## **Required Texts/Readings:**

Jaffe, C. I. (2016). Public speaking: Concepts and skills for a diverse society (8th Ed.). Boston, MA: Wadsworth Cengage Learning.

## **Other technology requirements / equipment / material**

Presentation Clicker: Available at Best Buy or Amazon: [ClickerLinks to an external site.](#)

## **Course Description**

Theory and techniques of public speaking in a democratic society. An introduction to a variety of perspectives and approaches used to research, organize, deliver, and evaluate public presentations. (From DeAnza Website) Students are taught the skills of creating engaging and technologically sound presentations. Students focus on the

**following basic elements: rhetorical theory, researching, organizing and outlining a topic, analyzing an audience, effective use of language, ethics, effective presentation aids, critical listening, credibility, and physical delivery. In addition to practical application of speech techniques, students will also learn critical theory of speech and the psychology behind both verbal and nonverbal communication and how that translates to effective presentations.**

### **COURSE OBJECTIVES**

- Examine historical and cultural traditions of oral communication in both**
- A. domestic and global contexts and assess their impact on our views, beliefs, and practices relating to speaking in public.**
  - B. Evaluate how making the decision to respect diversity, speak ethically, and think critically influences communication outcomes.**

### **COURSE OBJECTIVES (Cont'd)**

- C. Select, locate, evaluate and use information technologies and information sources.**
- D. Apply research, analyze, organize, compose, present, and evaluate informative and persuasive speeches.**

### **COURSE OBJECTIVES (Cont'd)**

- E. Develop confidence in delivering speeches extemporaneously in front of a live audience.**
- F. Develop listening skills to foster respectful, reflective, and critical listening appropriate in public presentation.**

## **COURSE OBJECTIVES---Student Learning Outcomes**

- **Student Learning Outcome: Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation**
- **Student Learning Outcome: Display increasing confidence in speaking extemporaneously.**
- **Student Learning Outcome: Demonstrate effective listening skills in various public speaking contexts.**
- **Student Learning Outcome: Identify, locate, evaluate and use information technologies and information sources**

## **Course Requirements**

1. **Regularly attend class, on time, with a positive approach to learning.**
2. **Come prepared with assignments properly formatted and suitable for submission.**
3. **Participate actively in class discussions and activities (see ‘Participation’ under Policies)**
4. **Watch links and clips posted on the Canvas site and post thoughts and comments about them.**
5. **Regularly check the class Canvas site at <http://canvas.instructure.com> as well as personal email to be updated on course activities.**

## Campus Resources

### Mental Health Resources:

## Psychological Services

RSS Room 258

- 408.864.8868
- [dapsychservice@deanza.edu](mailto:dapsychservice@deanza.edu)

1-800-273-TALK (8255) [24/7 Hotline]

1-888-628-9454 (Spanish)

1-800-799-4889 (TTY) This hotline is available 24 hours a day

The [Student Success Center](http://www.deanza.edu/studentsuccess) <http://www.deanza.edu/studentsuccess> [Links to an external site.](#)(on the web at ) offers free tutoring for many De Anza classes.

Additional Services are also available:

- [Writing and Reading Center](http://www.deanza.edu/studentsuccess/wrc/) <http://www.deanza.edu/studentsuccess/wrc/> [Links to an external site.](#)(website: ): LC 107 408-864-8485
- [Math, Science and Technology Resource Center](http://www.deanza.edu/studentsuccess/mstrc/) <http://www.deanza.edu/studentsuccess/mstrc/> [Links to an external site.](#)(website: ): S-43 408-864-5422
- [General Subjects Tutoring](http://deanza.edu/studentsuccess/tutorial/GenSubtuteeapp.html) <http://deanza.edu/studentsuccess/tutorial/GenSubtuteeapp.html> [Links to an external site.](#)(website: ): L-47 & S-43 408-864-8585
- [Listening and Speaking Center](http://www.deanza.edu/studentsuccess/lsc/) <http://www.deanza.edu/studentsuccess/lsc/> [Links to an external site.](#)(website: ): L-47 408-864-5385
- [Academic Skills Center](http://deanza.edu/studentsuccess/academicskills/alternativestoselfpaced.html) <http://deanza.edu/studentsuccess/academicskills/alternativestoselfpaced.html> [Links to an external site.](#)(Alternatives to Self-Paced Skills) (website: ): LC 107A 408-864-8485

**Class Topics:** Due to the nature of this course, several controversial and sensitive topics will be covered. Some participants may find some of these topics unsettling.

**Please remember that this is in the spirit of learning and not intended to be hurtful or offensive. Please also be empathetic and sympathetic towards your peers when choosing topics to discuss.**

## **POLICIES:**

**Attendance Policy:** Students who are repeatedly either a. Absent b. Tardy or c. Leaving class early will not pass the class. Arriving to class 15 minutes or more late or exiting 15 minutes or more early qualifies as an unexcused absence. A minimum of 24 hours notice is required to excuse an absence. Attendance is taken every day and 3 absences, or tardies/early exits will result in your grade dropping one letter grade. Missing 4 classes is grounds for dismissal from the course.

## **Participation:**

**Because this class is an experience-based, skills-focused course, your participation is critical. Your participation grade is based upon your active, and involved presence in the class. Participation includes, but is not limited to, the following:**

- o Active, constructive involvement in discussions, activities, and group work.**
- o On time and thorough completion of your assignments.**
- o Focus on your work and tasks at hand and asking questions.**
- o Fulfill your commitments to your fellow students and me.**
- Turn mobile devices on 'vibrate' to avoid in-class disruption (See 'Cell Phones/Electronics' below)**

## **What would you like to be called?**

**Please let me know the name that you go by and your gender pronoun preference. I respect you as an individual and want to honor who you are. I ask that all students do the same and refer to their peers by their preferred names and pronouns.**

## **Late Assignments:**

**I allow one (1) day Grace period for late submissions. After that, 6 days follow the Grace Day and 1 point is deducted per day late.**

**No late assignments are accepted after this week.**

## Assignments:

Assignments must be completed and submitted on time in order to full receive credit.

|                |                           |    |
|----------------|---------------------------|----|
| Grading Scale: | 691-700 (98.5% to 100)    | A+ |
|                | 690-651 (93% to 98%)      | A  |
|                | 650-630 (90% to 92.8%)    | A- |
|                | 629- 600 (85.7% to 89.8%) | B+ |
|                | 599-581 (83% to 85.5%)    | B  |
|                | 580-560 (80% to 82.8%)    | B- |
|                | 559-526 (79% to 75.14)    | C+ |
|                | 525-510 (72.8% to 75%)    | C  |
|                | 509-490 (70% to 72.7%     | C- |
|                | 489-460 (65.7% to 69.8%)  | D+ |
|                | 459-440 (62.8% to 65.6%)  | D  |
|                | 439-420 (60% to 62.7%)    | D- |
|                | 419 and below             | F  |

|                     |                       |   |                 |   |            |   |      |
|---------------------|-----------------------|---|-----------------|---|------------|---|------|
| Breakdown of Grade: | 3 individual Speeches | = | 100 points each | = | 300 points | = | 43%  |
|                     | 2 Group Speeches      | = | 30 points each  | = | 60 points  | = | 20%  |
|                     | 3 Outlines            | = | 10 points each  | = | 30 points  | = | 4%   |
|                     | 3 Critiques           | = | 20 points each  | = | 60 points  | = | 8 %  |
|                     | Final Exam            | = | 70 points       | = | 70 points  | = | 10 % |

Participation = 180 points = 180 points = 26  
 % (online assignments, in-class  
 activities, pop quizzes)  
 Total = 700 points =  
 100%

Grades of 99% or above will receive an A+

**Accommodations** If you have a disability-related need for reasonable academic accommodations or services in this course, provide me with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five days' notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number TTY:408.864.8748) or EDC advisor (864-8839 EDC main number).

### Academic Integrity

Your own commitment to learning, as evidenced by your enrollment at De Anza College, and the Student Honesty Policy, requires you to be honest in all your academic course work. You should, therefore, submit your own, original work for this course. I will uphold De Anza College's policy on academic honesty. You can find the [Foothill-De Anza Community College District's statement on academic integrity http://www.deanza.edu/studenthandbook/academic-integrity.html](http://www.deanza.edu/studenthandbook/academic-integrity.html) [Links to an external site.](#) at the following link: . Consequently, an instance of academic misconduct (e.g., plagiarism, cheating, taking credit for others' work, submitting work for another course as work for this one, etc.) will likely result in disciplinary action, which may include recommendation for dismissal and a failing course grade.

### Cell Phones/Electronics

Laptops may be used for notetaking or presentations only. Cell phones are not permitted for use during class time, except for research during assignments. At all other times, keep your phones on vibrate and out of sight. If you absolutely must take a call due to a personal emergency or other important circumstance, please excuse yourself from the classroom in a discreet manner and promptly handle your business as necessary.

### Occupational/Vocational Students

**ESL students or those with limited English-language experience will find the class environment welcoming and very conducive to learning and growth. Limited English-language skills are therefore, not a barrier to admission into this course.**







