



COMM01: Public Speaking

(#35202) COMM-001.-03Y [9:30 a.m. - 11:20 a.m.] MW in L49

(#35205) COMM-001.-05Y [11:30 a.m. - 1:20 p.m.] MW in L49

TBA hours for both sections are asynchronous on Canvas

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Office Hours:

In-person [MW] - 1:30 pm to 2:20 pm

Zoom [TTh] - 4:30 pm to 5:20 pm

TBA: [M - 8:30-9:20 am & W - 8:30-9:20 am]



Hello and welcome to the class,

I am here to help you. If you have outside responsibilities or other potential barriers to completing the work for this course, please come and talk to me *as soon as possible*. Don't wait until it's too late to get help.

If you have any disability, either temporary or permanent, which might affect your ability to participate fully in the course, please let me know right away. We can figure out what accommodations will be necessary to provide equitable participation. Don't be a stranger! I would like to learn a little bit about all of you, including your names, and it would help enormously if you would feel comfortable enough to come up and introduce yourself to me before or after class, remember to state your name when you participate in class and visit me during my office hours.

I believe that every single one of you can do well in this class. In fact, I expect you to try your best, to put as much into this class as you can and get as much out of this class as you can, to ask me for help when you need it, to ask for and offer help to your classmates, and to work with me to ensure your success.

Finally, I want to stress that ALL students are welcome in my class, regardless of national origin, religious affiliation, ethnicity, gender, sexual orientation, age, physical challenge, socioeconomic status, or cultural background. Let us work to make our classroom an environment marked by kindness and mutual respect. It is our differences, even more than our similarities that offer the richest opportunities for learning. — **Shagun Kaur**

COURSE DESCRIPTION:

This skill-learning course covers the theory and techniques of public speaking in a democratic society and is designed to introduce a variety of perspectives and approaches used to research, assess, organize, present, and evaluate public presentations. Students will also develop and apply effective research strategies.

STUDENT LEARNING OUTCOMES:

1. Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
2. Display increasing confidence in speaking extemporaneously.
3. Demonstrate effective listening skills in various public speaking contexts.
4. Identify, locate, evaluate, and use information technologies and information sources.

ASSUMPTIONS OF THE COURSE:

1. We communicate in a meaningful, respectful, and inclusive manner - every day.
2. We can learn real things about the communication environments in which we participate.
3. We are social beings who both shape and are shaped by the social world in which we live.
4. Learning can be fun; in fact, we probably learn best when our minds and bodies are actively engaged in the learning process.

What you need to be Successful in this Course

Textbook & Readings

Required:

FREE BOOK:

[The Public Speaking Project](https://socialsci.libretexts.org/Bookshelves/Communication/Public_Speaking/Public_Speaking_(The_Public_Speaking_Project))

[[https://socialsci.libretexts.org/Bookshelves/Communication/Public_Speaking/Public_Speaking_\(The_Public_Speaking_Project\)](https://socialsci.libretexts.org/Bookshelves/Communication/Public_Speaking/Public_Speaking_(The_Public_Speaking_Project))]

Recommended:

Speaking Up Without Freaking Out: 50 Techniques for Confident, Calm, and Competent Presenting (3rd ed.) by Matt Abrahams.

Supplies:

One package of 3X5-inch index cards.

Access to the Internet:

Access to an active email address that is checked at least

by 11 PM on the night before class; and a current De Anza Library card.

Openness to Participating Fully in Class Activities:

I believe that students learn best when presented with a variety of teaching strategies.

Not everyone will like every strategy; to paraphrase Lincoln, you can't make everybody happy all the time.

As much as possible given the constraints of time and room setup, classroom activities will be organized with a hands-on approach, asking students to engage in discussion, video analysis, and speeches.

This not only creates a fun and engaging learning environment but also helps your practice your communication skills in a low-stakes environment which hopefully helps reduce anxiety.

To facilitate this, you will also be asked to participate in various in and out-of-class activities and discussions. If you are usually a talker, then your challenge will be to listen more and talk less. If you are usually quiet or an observer, your challenge will be to take risks and speak up from time to time.

Students consistently have told me that when they consulted and/or worked with others in the class, their learning, confidence, enjoyment, and skills increased significantly beyond when they worked alone.

So communicate with your class peers outside the confines of this room and time. Don't wait!! Approach them! Exchange emails/ phone numbers. Who knows; you might make new friends.

Have Fun!!

Expectation Agreement

As a student in COMM01, you are expected to...

- Keep up with the assigned readings, videos, and handouts for this class by following the class schedule.
- Read and/or re-read the assignments before coming to class. Your success in this class is dependent on reading and digesting the assignment.
- Check Canvas and your class schedule regularly.
- Stay focused and ready to participate in class.
- Participate in **civil & respectful** class discussions.
- Be an active, engaged, and respectful listener.
- Turn in assignments, speeches, and quizzes on time.
- Check your class site and emails regularly and respond to classmates in a timely manner.

Speeches, Quizzes & Discussions

All measurable assignments will be given a point value listed below. Your final grade is based on a percentage and the grade scale corresponding to each percentage is given in the table below.

Attendance & Participation [In Class (30) + Online (30)]	60 Points
Plagiarism certificate	20 Points
Internet Search Project	20 Points
Exercises	20 Points
Syllabus Quiz	10 Points
Quizzes (8 @ 20 points each)	160 Points
Peer Responses (3 @10 Points each)	30 Points
Response Paper (3 @ 30 Points each)	90 Points
Practice Speeches	70 points
Performance Speech	30 Points
AHA Speech	70 Points
Persuasive Speech	100 Points
TOTAL POSSIBLE POINTS	680 Points

Your final score is calculated as a percentage and the corresponding grade breakdown is given below.

100% - A+	89%-88% - B+	79%-78% - C+	69%-68% - D+	59% or below – F
99%-93% - A	87%-83% - B	77%-70% - C	67%-63% - D	
92%-90% - A-	82%-80% - B-		62%-60% - D-	

EXERCISES: These low stake assignments are designed to both assess and reduce your communication apprehension and help you before the speeches. **They are part of the weekly TBA hour requirement** and include:

- Communication Goals [5 pts]
- Anxiety Management Plan [5 pts]
- PRCA Pre and Post Survey [10 pts]

PRACTICE SPEECHES: These are low stake speeches presented informally either individually or in a group setting and are designed to both reduce your communication apprehension and help you practice before the major speeches. These include:

- Introductions speech [participation pts.]
- 2 Truths/1 Lie **1 minute** [10 pts]
- Who's Story **3-4 minute** [10 pts.]
- Change Story/Name speech **2-3 minutes** [20 pts.]
- Impromptu Speech **2-3 minutes** [30 pts.]

SPEECHES AND OUTLINES: Your major graded speaking assignments will be as follows:

- Performance **3-4 minutes** [30 pts.] (requires write-up submission)
- Artifact Hack App [AHA] speech - **4-5 minutes** [70 pts.] (requires preliminary research, audience analysis & multiple outline submission)
- Persuasive speech - **6-7 minutes** [100 pts.] (requires multiple outline submissions)

QUIZZES: You will be required to do **eight** online quizzes worth 20 points each. Each quiz has 20 multiple-choice/true-false questions based on the week's assigned chapters/handouts/videos etc. You will have unlimited attempts for each quiz and the highest score from all attempts will be used. All quizzes will open at 12:00 a.m. on Wednesday of that week and will be due by 9:00 a.m. the following Monday **as part of your weekly TBA Hour**.

Note about participation.

- In Class

1. Participation is an important part of this course. We cannot do collaboration without a group or public speaking without a public. In addition, regular participation ensures you learn the skills and gain the confidence needed to tackle the big presentations. Participation means coming prepared with the readings and assignments, active listening, discussion, group conversation, and contribution to in-class activities.
2. Please know that lack of participation will result in a loss of points from your final grade up to the maximum of **30 participation points** for in-class participation. Having said that I know there are unique circumstances that might become a barrier to achieving this goal. Please reach out to the instructor and communicate and we will figure it out.
3. **Please do not disrupt a speech in progress if you are late.** Wait outside till the speaker has finished the speech and then enter the class. The same rule applies to electronic devices.

B. Online

1. All assignments will be turned in/ presented on the due date indicated in the schedule. **I do not accept late assignments unless you have negotiated with me in advance or there are extreme circumstances.** Makeup is decided on a case-by-case basis and only partial credit is given for late work. It is also your responsibility to keep track of your absences and scores.
2. Online participation includes but is not limited to timely and meaningful participation in all discussions; timely submission of all assignments; responsible and active participation in group activities; courteous and responsive communication with all members of the class. Failure to follow these guidelines will result in a loss of participation points from your final grade for a maximum of **30 participation points** for online participation.

Additional Information

These are some suggestions to make this course **FUN** and **STRESS-FREE** for all of us:

1. **ALWAYS** keep a copy of your outlines, speeches, and assignments as backup, in case the one submitted is somehow lost. I will expect you to show me your backup copy as proof of completion before I can give you credit for any work lost. Please keep all graded assignments till the final grade is received, as a safeguard measure.
2. When sending an email to the instructor, write COMM01 (class time) in all caps in the subject line, along with the subject. That way you won't be confused with Spam. Schedule your time appropriately; I may take up to 2 working days to respond to queries and longer on weekends. **If I don't reply after 2 days, please nag me about it. Preferably use the inbox in Canvas to send me emails because as students your emails will have priority.**
3. Don't procrastinate and start work early in the week. Sometimes the Internet may be down later in the week, or you may have some other emergency at the eleventh hour. Plan, especially for your major speeches which are lengthy and require exhaustive research.

Plagiarism

Don't cheat. It is unethical and, frankly, disappointing. When you cheat, you cheapen what we are doing here in class; you deprive yourself of learning and growth; you sell yourself short, and you betray the time and effort I devote to teaching the class. I understand that many of you do not fully understand what plagiarism is or how to cite reference materials properly. I am happy to go over this with you.

In short, if you use someone else's ideas without giving them credit, or if you introduce information you learned from a specific source without giving it credit, that is plagiarism. If you didn't make it up from your own mind, you need to provide an in-text citation. *The De Anza Student Handbook specifies that students can be subject to college discipline (including suspension and expulsion) for plagiarism and cheating.*

Important College Dates

April 22	Last day to add classes
April 23	Last day to drop classes without a W
May 27-29	Memorial Day – no classes; offices closed
June 2	Last day to drop with a W
June 19	Juneteenth Holiday – no classes; offices closed
June 26-30	Final Exams

Our COMM01 class is now published on Canvas, De Anza's course management system. You can access this course by logging in with your **MyPortal** credentials

1. Go to <https://deanza.instructure.com> (Link to Canvas is also available in **MyPortal** under your Student Tab)
2. Use your **MyPortal** credentials to log in.
3. You will be taken to the Canvas dashboard where you should see our course.

As a hybrid course, many components of our class (assignment submissions, quizzes, accessing guidelines and other materials) are conducted via Canvas. I will do my best to ease the transition for you and act quickly in resolving issues that I have control over. **If you experience technical issues with Canvas, contact their technical support at 1-844-592-2207.**

The tentative schedule below details everything you need to know to stay on top of this class. I use the word “tentative” because this schedule might change; however, you will be informed of any changes in the schedule. Check the schedule before you come to every class to be prepared.

Course Calendar

All chapters are located on Canvas in the weeks assigned and can also be found on the Public Speaking Project Book website. All Handouts are also located in the weeks assigned on the class website on Canvas

On	What's due [points]	What's happening in class	Read & Watch this BEFORE coming to class	Online Hour /TBA Hour [TBAH] + Homework
WEEK 1				
4/10	Syllabus [extra credit]	Orientation to the class	The syllabus	1. Complete Goals Sheet [TBAH] 2. Prep Introduction Speech 3. Watch videos 1& 2
4/12	Goals sheet (online) [5 pts.]	Defining communication	Chapter 1 of PSP	
WEEK 2				
4/17	PRCA Pre Survey [5 pts.]	Perception	Chapter 3 of PSP Watch video 3	1. Do Quiz 1 [TBAH] 2. Start Response Paper 1 3. Do Change Story Write up. 4. Get plagiarism cert [TBAH]
4/19	Introductions speech [participation pts.]	Listening	Chapter 4 of PSP Watch video 4	
WEEK 3				
4/24	Quiz 1 (online) [20pts.] Plagiarism Cert (online) [20 pts.]	Information Literacy	Chapter 7 of PSP Watch videos 5 & 6	1. Do Quiz 2 [TBAH] 2. Prep Truth/Lie speech. 3. Practice Change Story speech 4. Work on Internet Search Project.
4/26	Response Paper 1 (online) [30 pts.] 2 Truths One Lie [10 pts.]	Speech Anxiety discussion	Chapter 11 of PSP	
WEEK 4				
5/01	Quiz 2 (online) [20 pts.] Change Story write-up (online) [10 pts.] Change Story speech [10pts.]	Speeches		1. Do Quiz 3 [TBAH] 2. Prep Who's Story speech. 3. Do Performance speech Write up
5/03	Who's Story [10 pts.]	Delivery + Performance speech discussion	Chap 12 of PSP Watch videos 7 & 8	
WEEK 5				
5/08	Quiz 3 (online) [20 pts.] Performance write up (online) [10 points]	AV Aids + Practice	Chap 13 of PSP Watch video 9	1. Do Quiz 4 [TBAH] 2. Read AHA speech instructions. 3. Write Topic Proposal for AHA speech. 4. Submit Peer Responses#1 online and to speakers.
5/10	Internet Search project [20 pts.] Performance – Round 1[20 pts.]			
WEEK 6				
5/15	Quiz 4 (online) [20 pts.] Performance – Round 2 [20 pts.] AHA speech topic proposal (online) [5 pts.]	Speeches		1. Design and print 10 Surveys – AHA Speech 2. Do Quiz 5 [TBAH] 3. Do Response Paper 2
5/17	Surveys (20 copies) [10 pts.] Peer Response #1 [10 pts.]	Survey + Analysis	Chapter 5 of PSP Watch video 10	

On	What's due [points]	What's happening in class	Read & Watch this BEFORE coming to class	Online Hour + Homework
WEEK 7				
5/22	Quiz 5 (online) [20 pts.] AHA Analysis (online) [15 pts.]	Organization	Chapters 8 and 9 of PSP	1. Write AHA survey analysis 2. Do Quiz 6 [TBAH] 3. Start working on AHA Prelim Outline
5/24	Response Paper 2 (online) [30 pts.] AHA Prelim Outline (3 copies) [10 pts.]	Information	Chapter 15 of PSP	
WEEK 8				
5/29	Memorial Day Holiday; no classes			1. Write AHA speech final outline. 2. Read Persuasive speech instructions. 3. Do Quiz 7 [TBAH]
5/31	Quiz 6 (online) [20 pts.] AHA speech – Round 1 [20 pts.]	Persuasion	Chapter 16 of PSP	
WEEK 9				
6/05	Quiz 7 (online) [20 pts.] AHA speech – Round 2 [20 pts.]			1. Write Persuasive speech prelim outline. 2. Submit Peer Responses#2 online and to speakers. 3. Start Response Paper 3 4. Do Quiz 8 [TBAH]
6/07	Persuasive Prelim Outline (3 copies) [20 pts] Peer Response #2 [10 pts.]	Peer review + Fallacies	Chapter 16 of PSP	
WEEK 10				
6/12	Quiz 8 (online) [20 pts.] Persuasive speech – Round 1 [80 pts.]			1. Finish the extra credit 2. Prepare for your Persuasive final outline and speech. 3. PRCA Post Survey [TBAH]
6/14	Response Paper 3 (online) [30 pts.] Persuasive speech – Round 2 PRCA-24 Post-Test (online) [5 pts.]			
WEEK 11				
6/19	Juneteenth Holiday; no classes			1. P Submit Peer Responses#3 online and to speakers.
6/21	Persuasive speech – Round 3 Extra credit (online)		Watch ONE of the assigned videos for this week	
WEEK 12: Peer Response #3 [10 pts.] Impromptu Speeches [30 pts.]				
If your regular class starts at 09:30 a.m. MW – Finals are on Monday, June 26th from 9:15 a.m. to 11:15 a.m. If your regular class starts 11:30 a.m. MW – Finals are on Monday, June 26th from 11:30 a.m. to 1:30 p.m.				