

Introduction to Public Speaking, Communications Studies 1
Spring 2023 5 units

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Instructor: Royce M. Cano, Instructor (she/her) **Email:** canoroyce@fhda.edu

Prerequisites: Eligibility for English 1A or ESL 5. **Transferable:** This course meets the Communication Requirement: 5 units of credit

Office hour: Mondays 8:00-9:00am via Zoom. If you can't connect at this time contact me and I can schedule a separate Zoom meeting.

Class Info: Communication Studies 1, Public Speaking Comm D001.54Z CRN 46169

Required Text: Free online textbook [The Public Speaking Project](#)[Links to an external site.](#)

NOTE: To stay in the course you must confirm you are an active student by taking [Week 1 Quiz](#) by Thursday, April 13. Any student who does not submit the quiz by the deadline will be considered inactive and dropped from the course.

ZOOM SPEECH SESSIONS AND SIGNUPS:

There are two Zoom speech session choices during each of the five speech weeks: You will sign up separately for each speech. See signup links below. Please review your schedule carefully and sign up for all of your speech dates by the end of the first week, Friday April 14, 11:59pm.

Both sessions have limited slots so sign up early to get your first choice. If later in the quarter you want to change any dates, contact me. Since that change may not be possible, make your initial choices carefully.

See the [Speech Signup and Presentation Policy](#) in the Orientation Module for more details for on time and makeup speech presentations and for signup links. Any student who does not sign up for the five speeches by the deadline will be randomly assigned to open spots and will be held to those dates.

- Sign up for one session per speech:
 - Tuesday 7:00-9:00 pm OR
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 - Wednesday 8:00-10:00 am
- Personal Narrative Speech: (Share one aspect of yourself-Week 2) [April 18 or 19 Signup](#)[Links to an external site.](#)

- Informative Speech: (Inform us about a specific topic-Week 4) [May 2 or 3 SignupLinks to an external site.](#)
- Demonstration Speech: (Demonstrate a process, task or skill-Week 6) [May 16 or 17 SignupLinks to an external site.](#)
- Persuasive Speech: (Persuade us to agree with your opinion-Week 9) [May 30 or 31 SignupLinks to an external site.](#)
- [Links to an external site.](#) Motivational Speech: (Inspire us to improve ourselves and/or help those around us-Week 11) [June 20 or 21 SignupLinks to an external site.](#)

IMPORTANT DATES: (All dates are enforced by Admissions)

- April 22: Last day to add.
- April 23: Last day to drop a class without a W.
- June 2: Last day to drop

Course Description: Effective public speaking skills are essential for members of a democratic society. In this course, you will develop strategies for designing well-organized, researched, extemporaneous speeches on a variety of topics adapted to a diverse audience. The speeches and online discussions allow you to practice and critique your oral communication skills as well as observe and evaluate those of others. Readings, lectures, written assignments, and quizzes serve as resources for you as you develop your public speaking abilities and become more at ease when addressing an audience.

Course Objectives (CLO's)

The student will:

1. Examine historical and cultural traditions of oral communication in both domestic and global contexts and assess their impact on our views, beliefs, and practices relating to speaking in public.
2. Evaluate how making the decision to respect diversity, speak ethically, and think critically influences communication outcomes.
3. Select, locate, evaluate, and use information technologies and information sources.
4. Apply research, analyze, organize, compose, present, and evaluate informative and persuasive speeches.
5. Develop confidence in delivering speeches extemporaneously in front of a live audience.
6. Develop listening skills to foster respectful, reflective, and critical listening appropriate in public presentation.

Student Learning Outcomes (SLO's)

In addition to the course objectives, there are also specific Student Learning Outcomes (SLO's) associated with COMM 1. Specifically, by the end of this course, students will:

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.

Help and Support beyond this class:

DeAnza offers a variety of services to help you be a successful student.

- You can get academic help like tutoring and nonacademic services like psychological services at [Your Guide to the Quarter](#)[Links to an external site.](#)

POLICIES

Note: You can find a more detailed description of course policies in "[How this course works](#)" in the Orientation Module.

- **STUDENT EXPECTATIONS:**

- **Ethics:**
 - You should submit your own, original work for this course. Here is more information about [academic integrity](#)[Links to an external site.](#) at De Anza.
- **Administrative:**
 - 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.**
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- **Speech presentations:**
 - Be present and ready to deliver your speech extemporaneously in your scheduled Zoom session for each of your five speeches.
 - Fulfill your role as an attentive, respectful audience member when critically evaluating presentations.
- **Online discussions**
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 - Participate actively in all discussions which will help you compose, organize and locate information sources for your speeches as you help others do the same.
 - For each discussion you will need to post your initial response Wednesday and then respond to two of your peers with questions and evaluations by Saturday.
 - Because of the dynamic nature of Online discussions there are no late due dates but I will leave the discussion open until Sunday so replies can be read.
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- **Written Assignments**
 - Follow instructions and submit on time written assignments (speech outlines, quizzes and the Self-evaluation) to maximize the benefit of critically evaluating your completed speeches as well as composing upcoming speeches.
 - Late submissions are deducted 20% off the points possible. There are no excused late assignments. If you don't make the late due date, you receive a zero for that assignment.

- **INSTRUCTOR EXPECTATIONS:**

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- - I will send out weekly overviews through Canvas announcements every Monday at 8am.
 - I will check my email and Canvas messages Monday-Friday during the day and will respond within 24 hours.
 - I typically grade assignments within a week.
 - I will grade and comment on late submissions but while you will get points (with a 20% deduction) you may not get feedback in time to use for your upcoming assignment.
 - I will allow you to present a makeup speech with a 20% point deduction **if time allows**. Because makeup speeches are not guaranteed, plan to present all your speeches on time. Recorded speeches are available for makeup speeches if the speaker meets the requirements. For more details see [Speech Signup and Presentation Policy](#)
 - My number one goal as an instructor is to help you successfully complete this course. If you need help, please contact me at canoroyce@fhda.edu or click on the inbox icon to the left of the Course Navigation to access [Canvas messaging](#). I encourage you to contact me promptly to maximize your options.

COURSE REQUIREMENTS

Technology requirements and resources:

- Internet access, stable connection and able to navigate Canvas and Zoom for speeches, written assignments and resources.
- To access Canvas go to canvas.deanza.edu[Links to an external site.](#)
- To access Zoom click on "[Zoom](#)" in the Navigation Bar.
- Student resources related to online instruction including Canvas and Zoom go to the [Online Student Learning Resource Hub](#)[Links to an external site.](#)

Your grade is determined by your performance in three areas.

#1 Speeches: (630 points)

- Assignments
 - Rough draft outline (not required for the first speech)
 - Final outline
 - Presentation of the speech on Zoom during one of two scheduled sessions.
 - Speaker presents the speech using [an extemporaneous delivery](#)
- - - Audience members are attentive, respectful and have videos on when student speakers are presenting.
 - Written self-evaluation

All assignments and assignment resources are in [Modules](#).

#2 Quizzes: (130 points)

There will be weekly 10 point quizzes from the course content and from your free online textbook [The Public Speaking Project](#). [Links to an external site.](#)

#3 Online discussion assignments: (240 points)

There will be graded class online discussion assignments throughout the course that will help you prepare for upcoming speeches and self-reflect about your speech and share feedback with fellow speakers.

TOTAL POINTS FOR THE COURSE: 1,000 points

Optional:

Extra Credit Online discussion assignment (20 points)

Grade breakdown by percentage and points

percentage and point breakdown by grade

Percentage	Points	Letter Grade
97.5-100%	975-1,000	A+
92.5-97.4%	925-974	A
89.5-92.4%	895-924	A-
85.5-89.4%	855-894	B+
82.5-85.4%	825-854	B
79.5-82.4%	795-824	B-
75.5-79.4%	755-794	C+
69.5-75.4%	695-754	C
65.5-69.4%	655-694	D+
59.5-65.4%	595-654	D-
59.4% and below	594 and below	F

WEEKS PREPARING FOR A SPEECH

WEEKS PRESENTING A SPEECH

Schedule of Assignment due dates

Assignment	Due Date	Assignment	Due Date
Discussion Post	Wednesday 11:59pm	Speech Presentation on Zoom	Tuesday 7-9pm or Wednesday 8-10am

Rough Speech Outline	Thursday 11:59pm	Discussion Post	Wednesday 11:59pm
Quiz	Friday 11:59pm	Quiz	Friday 11:59pm
Discussion Replies	Saturday 11:59pm	Discussion Replies	Saturday 11:59pm
Final Speech Outline	Sunday 11:59pm	Written Self-Evaluation	Sunday 11:59pm

(Chart does not reflect late due dates)

weekly schedule of activities and assignments

<p style="text-align: center;">TENTATIVE COURSE CALENDAR</p> <p style="text-align: center;">Any changes to the course schedule will be sent via Canvas announcements.</p> <p style="text-align: center;">Assignments in bold font.</p> <p style="text-align: center;">ZOOM ASSIGNMENTS IN ALL CAPS</p>				
Date	Topic	Textbk	Assignment(s) due	SLO
Week 1 4/10	<ul style="list-style-type: none"> Introduction to the course Preparing for the Personal Narrative Speech 	Ch 1 Ch 2	<ul style="list-style-type: none"> Online discussion: Preparing for the Personal Narrative Speech (20pts) Week 1 Quiz (10 pts) Outline: Personal Narrative Speech (10 pts) 	SLO 1

Week 2 4/17	<ul style="list-style-type: none"> Presenting the Personal Narrative Speech Self and peer evaluation on speeches 	Ch 11 Ch 12	<ul style="list-style-type: none"> PERSONAL NARRATIVE PRESENTATIONS (20 pts) Online discussion: Self-reflection and peer reviews for personal narrative speech (20 pts) Week 2 Quiz (10 pts) Written self-evaluation: Personal Narrative Speech (10 pts) 	SLO 1,2,3
Week 3 4/24	<ul style="list-style-type: none"> Preparing for the Informative Speech 	Ch 8 Ch 15	<ul style="list-style-type: none"> Online discussion: Preparing for the Informative Speech (20 pts) Rough Outline: Informative Speech (10 pts) Week 3 Quiz (10 pts) Final Outline: Informative Speech (10 pts) 	SLO 1,4
Week 4 5/1	<ul style="list-style-type: none"> Presenting the Informative Speech Self and peer evaluation on speeches 	Ch 5 Ch 9	<ul style="list-style-type: none"> INFORMATIVE PRESENTATIONS (70 pts) Online discussion: Self-reflection and peer reviews for Informative speech (20 pts) Week 4 Quiz (10 pts) Written self-evaluation: Informative Speech (10 pts) 	SLO 1,2,3
Week 5 5/8	<ul style="list-style-type: none"> Preparing for the Demonstration Speech 	Ch 5 Ch 13	<ul style="list-style-type: none"> Online discussion: Preparing for the Demonstration Speech (20 pts) Rough Outline: Demonstration Speech (10 pts) Week 5 Quiz (10 pts) Final Outline: Demonstration Speech (10 pts) 	SLO 1,4
Week 6 5/15	<ul style="list-style-type: none"> Presenting the Demonstration Speech 	Ch 3 Ch 7	<ul style="list-style-type: none"> DEMONSTRATION PRESENTATIONS (100 pts) Online discussion: Self-reflection and peer reviews for Demonstration speech (20 pts) Week 6 Quiz (10 pts) Written self-evaluation: Demonstration Speech (10 pts) 	SLO 1,2,3

	<ul style="list-style-type: none"> Self and peer evaluation on speeches 			
Week 7 5/22	<ul style="list-style-type: none"> Preparing for the Persuasive Speech 	Ch 6 Ch 16	<ul style="list-style-type: none"> Online discussion: Preparing for the Persuasive Speech (20 pts) Week 7 Textbook Quiz (10 pts) Week 7 Library orientation quiz (10 pts) 	SLO 1,4
Week 8 5/29	<ul style="list-style-type: none"> Preparing for the Persuasive Speech 	Ch 14	<ul style="list-style-type: none"> Online discussion: Preparing for the Persuasive Speech (20 pts) Rough Outline: Persuasive Speech (10 pts) Week 8 Quiz (10 pts) Final Outline: Persuasive Speech (10 pts) 	SLO 1,4
Week 9 6/5	<ul style="list-style-type: none"> Presenting the Persuasive Speech Self and peer evaluation on speeches 	Ch 17	<ul style="list-style-type: none"> PERSUASIVE PRESENTATIONS (150 pts) Online discussion: Self-reflection and peer reviews for Persuasive speech (20 pts) Week 9 Quiz (10 pts) Written self-evaluation: Persuasive Speech (10 pts) 	SLO 1,2,3
Week 10 6/12	<ul style="list-style-type: none"> Preparing for the Motivational Speech 	Ch 18	<ul style="list-style-type: none"> Online discussion: Preparing for the Motivational Speech (20 pts) Rough Outline: Motivational Speech (10 pts) Week 10 Quiz (10 pts) Final Outline: Motivational Speech (10 pts) 	SLO 1,4
Week 11 6/19	<ul style="list-style-type: none"> Presenting the Motivational Speech Self and peer evaluation on speeches 	Ch 10	<ul style="list-style-type: none"> MOTIVATIONAL PRESENTATIONS (150 pts) Online discussion: Self-reflection and peer reviews for Motivational speech (20 pts) Week 11 Quiz (10 pts) Written self-evaluation: Motivational Speech (10 pts) Online discussion: Extra Credit (20 pts) 	SLO 1,2,3
Week 12 6/26	<ul style="list-style-type: none"> Self-Reflection 		<ul style="list-style-type: none"> Online discussion: Lessons Learned (20 pts) Week 12 Quiz (10 pts) 	SLO 1