

Welcome to COMM 10 Spring Quarter 2023

De Anza College

Communication Studies Department

COMM 010: Fundamentals of Public Speaking, Sec. 18Y CRN: 45537

Requisites: (Not open to students with credit in COMM 10H.

Advisory: EWRT 1A or EWRT 1AH or ESL 5.

Instructor: Anya Iyengar

Office Location: Online

Office Hours: TTh-- 12pm to 2 pm, except on speech days

Class Meets: T/Th 3:30pm to 5:20pm in Room MLC 113 (ground floor)

Instructor: Professor Anya Iyengar

E-mail: iyengaranya@fhda.edu

FINAL EXAM SCHEDULE: 6/27 from 4pm--6pm

Course Materials:

Internet Access

Textbook:

1. Devito, Joseph (2016). The Interpersonal Communication Book (14th edition)
MA: Pearson

1 package of 4 x 6 index cards

Presentation Aid: Wireless remote presenter (clicker) *

[Wireless Presenter ClickerLinks to an external site.](#)

Mental Health Resources:

Psychological Services

RSS Room 258

- 408.864.8868
- 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

Course Description (From DeAnza website)

An introduction to the basic principles and methods of oral communication with emphasis on improving speaking and listening skills in the multicultural contexts of interpersonal, small group, and public communication. Students will develop and apply effective research strategies.

WELCOME

TO COMM

10

• **Student Learning Outcome:** Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.

• **Student Learning Outcome:** Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback.

• **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:** Identify, locate, evaluate and use information technologies and information sources.

Course Objectives

Objectives of this Course:

- A. Examine the principles of human communication in order to communicate effectively in interpersonal, group, and public speaking contexts.
- B. Apply principles of interpersonal communication in multiple contexts.

Course Objectives

Course Objectives

- C. Analyze the similarities and diversities among group members and develop skills to work together effectively.
- D. Organize, compose, present, and critically evaluate speeches appropriate in content and style to the audience and situation.

Course Objectives

Course Objectives

Course Objectives

- E. Select, locate, evaluate and use information technologies and information sources.

Essential Student Materials

Essential Student Materials

Essential Student Materials

Internet access

Essential College Facilities

Facilities

Classroom equipped with lectern, video equipment, and flexible seating suitable for presentations and small group activities.

Expanded Description Content and Form

Course Description Details

- A. Examine the principles of human communication in order to communicate effectively in interpersonal, group, and public speaking contexts.
- 1. Compare similarities and differences between the fields of Interpersonal Communication, Small Group Communication, and Public Speaking.

From Catalog

Course Description Details

- 2. Analyze communication models that illustrate the relationships between speaker, listener and message in a variety of contexts.
- 3. Develop reflective, empathetic and critical listening skills that encourage respectful and inclusive communication.

Continued

Expanded Description Content and Form

4. Assess how bias, privilege, and choice of language impact perception and our ability to be understood.
5. Question how and why some individuals or groups of individuals are marginalized and learn to create safe spaces where silenced voices can speak freely and honestly.

Continued

Expanded Description Content and Form

Assess the impact of nonverbal communication in various types of situations and cultural contexts and utilize nonverbal skills to empower participation and engagement.

7. Compare how the communication process changes given context, culture, participants, comfort level, message intent, and prior interactions.

Continued

Expanded Description Content and Form

8. Evaluate the positive and negative effects of using social media platforms to communicate.
- B. Apply principles of interpersonal communication in multiple contexts.

Continued

Expanded Description Content and Form

1. Practice interpersonal communication skills that foster positive relationships appropriate in context and style to diverse audiences and situations.
2. Use appropriate listening behaviors that foster respectful and inclusive communication.

Continued

Expanded Description Content and Form

3. Examine the connection between taking risks and the benefits to appropriate self-disclosure and creating trust in relationships with people in our own and other cultures in order to increase competence as a communicator.
4. Develop skills for productively managing conflict in interpersonal situations.

Continued

Expanded Description Content and Form

5. Assess the influence of factors such as self concept, age, culture, and gender on perception.
6. Compare behaviors that create supportive versus defensive communication outcomes and practice appropriate communication to build supportive relationships.

Continued

Expanded Description Content and Form

- C. Analyze the similarities and diversities among group members and develop skills to work together effectively.

Examine and practice the various roles effective group members assume to achieve

1. group goals such as questioning, leading, giving ideas, recording, sharing opinions, and initiating.

Continued

Expanded Description Content and Form

2. Develop skills to assist groups in meeting goals such as task completion, consensus decision-making and problem solving.

Apply critical thinking skills such as analyzing and assessing information, critically

3. listening, judging and evaluating conclusions, and examining ideas reflectively, to various types of group work.

Continued

Expanded Description Content and Form

Examine and apply various methods for managing conflict such as listening critically,

4. collaborating, compromising, and negotiating in order to maintain the collegial nature of the group.

- D. Organize, compose, present, and critically evaluate speeches appropriate in content and style to the audience and situation.

Continued

Expanded Description Content and Form

1. Demonstrate skills in analyzing diverse audiences and creating presentations appropriate to those audiences.
2. Understand speaker purpose and objective.

Continued

Expanded Description Content and Form

3. Apply ethical standards to all aspects of speaking and listening in public settings.
4. Demonstrate skill in researching topics and integrating and citing sources.

Continued

Expanded Description Content and Form

5. Develop main ideas with research, reasoning, and a variety of forms of supporting materials appropriate in content and style to the audience and situation.

6. Utilize appropriate organizational patterns to arrange messages for the greatest possibility of being understood clearly and accurately.

Continued

Expanded Description Content and Form

7. Develop a progressively accomplished extemporaneous and confident presentation style.
8. Prepare visual aids that clearly support the message and use them effectively during presentations.

Continued

Expanded Description Content and Form

9. Analyze one's own and other presentations.
- E. Select, locate, evaluate and use information technologies and information sources.

Continued

Expanded Description Content and Form

1. Determine what information is needed by focusing topic.

- Develop effective research strategies by selecting appropriate search tools (e.g. databases, online catalog) and using effective search techniques (e.g. key words, subject headings, Boolean operators).
- 2.

Continued

Expanded Description Content and Form

3. Locate and obtain information sources relevant for the assignment.
4. Critically evaluate information and information sources using such criteria as relevancy, credibility/authority, accuracy, perspective/bias, and timeliness/currency.

Continued

Expanded Description Content and Form

5. Question traditional notions of granting authority and recognize the value of diverse ideas and worldviews.

- Effectively communicate and document information by synthesizing information,
6. and developing outlines and presentations that give credit to the original ideas of others through proper attribution and citation (e.g. MLA or APA).

Continued

Expanded Description Content and Form

7. Apply legal and ethical principles related to information and its use.

1. **Assignments**

Speaking in Class

Activities

A. Speaking

1. Interviews, dialogues, discussions, and/or role playing to display and experience forms of interpersonal communication

In Class Speaking

Speaking

2. Small group discussions and/or problem solving experiences in both formal and informal contexts
3. Research, rehearse and extemporaneously deliver informative and persuasive presentations in front of a live audience

Format of Speaking Activities

Speaking

4. Provide peer feedback

B. Listening

In Class Listening

Listening

1. Structured experiences designed to heighten awareness of the importance of listening in communication situations
2. Apply listening skills to in-class interpersonal, small group and public presentations and sample videotaped examples

Writing

Writing Projects

C. Writing

1. Journals, reflections, narratives, essays

Writing

Writing

2. Formal outlines and/or speech plans with proper source documentation
3. Critique or feedback of personal or peer presentations

Reading Activities

Reading

4. Analyses of readings, films, group discussions, presentations or speeches with a worldview perspective

D. Reading

Continued

Reading

1. Assigned text or supporting reference materials
2. Researched materials in support of personal preparation for group or public presentations

Continued

Reading

3. Drafts created by classmates in order to give feedback and suggestions

E. Research

Continued

Research

1. Appropriately focused topic and research proposal.
2. Strategic search using electronic and print resources to obtain information relevant to the assignment.

Continued

Research

3. Critical analysis and evaluation of information and sources.
4. Speech outlines and presentations with proper citations and documentation.

Projects

Methods of Instruction

Discussion of assigned reading
Discussion and problem solving performed in class
Collaborative learning
Interpersonal/dyadic and small group exercises
Homework and extended projects
Presentations in front of a live audience
Speech critiques
Role playing
Lecture and visual aids
Quiz and examination review performed in class
In-class exploration of Internet sites

Methods of Evaluating Objectives

Criteria

- A. A minimum of five oral presentations, including but not restricted to interviews, dialogues, group presentations, informative and persuasive speeches delivered to a live audience; research, evaluate, synthesize, and document relevant information; structure and deliver the presentation.
- B. Written full-sentence speech outlines and/or speech plans to organize and logically structure the points and arguments of the presentation.

Rubric

Methods of Evaluating Objectives

- C. Written assignments including but not limited to essays, journals, reports, or outlines that demonstrate critical thinking, information literacy, and appropriate audience focused reasoning.
- D. Quizzes or midterm exams to evaluate comprehension, mastery, and application of relevant course information.

Continued

Methods of Evaluating Objectives

- E. Final exam or project to evaluate comprehension, mastery, and application of key communication concepts.

1. **Texts and Supporting References**

2.

4.

Access to Resources

Information Access

Information Access

6. Information access through De Anza College Library and other digital resources.

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> [Links to an external site.](#) as well as personal email to be updated on course activities.

Campus Resources

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

Course Materials

1. Internet Access
2. Devito, Joseph (2016). The Interpersonal Communication Book (14th edition) MA: Pearson
3. Wireless remote presenter (clicker) *
4. <https://tinyurl.com/lwwa9sb>
5. One package of 4 X 6 inch index cards. (Phones are not permitted for use as notecards during speeches)

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:

First Week of Classes: If a student misses the first two classes of the term, they will be dropped from the course, to allow room for a waitlisted student. The exceptions would be for: international students who are traveling, or students who are ill or Covid positive (proof of illness is required.)

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

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:

Class Assignments	14 Activities	192 points
Online Activities:	9 Activities	19 points
Presentations	4mini	95 points
	3 regular	185 points
	1 Video	50 points
Outlines	2	50 points
Critiques	2	Credit/No Credit

Self Reflections

2

30 points

Total Points: 621 Points

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

Grading Scale:	610--621 (98.5% to 100)	A+
	577-609 (93% to 98%)	A
	558-576 (90% to 92.8%)	A-
	533- 557 (85.8% to 89.8%)	B+
	515-532 (83% to 85.7%)	B
	496-514 (79.8% to 82.7%)	B-
	465-495 (74.8 to 79.7%)	C+
	452-464 (72.7% to 74.7%)	C
	434-451 (69.8% to 72.6%	C-
	409-433 (65.8% to 69.7%)	D+
	389-408 (62.6% to 65.7%)	D
	372-388 (60% to 62.4%)	D-
	371 and below	F