

# Course Syllabus

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Welcome to COMM 10---ONLINE Spring Quarter 2023

De Anza College

Communication Studies Department

COMM 010: Fundamentals of Oral Communication, Sec. 50Z CRN: 45523

## Course Requisites

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

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

Instructor: Anya Iyengar

Office Location: F31-L/**ONLINE**

**Office Hours: Online—MW--4pm to 5:15pm, or by appointment/ except on speech days**

**Class Meets: Online asynchronously, except for Speeches Days which are on one week, on a combination of Monday, Tuesday, Wednesday and/or Thursday of each month.** Students choose ONE of those days to present. On these days, students are required to remain present for the duration of speeches.

Instructor: Professor Anya Iyengar

E-mail: iyengaranya@fhda.edu

**FINAL EXAM SCHEDULE:** Finals will be open to submit online from Monday June 26 at 12am until Tuesday June 27 at 11:59pm

**Course Materials:**

**Internet Access**

**Textbook:**

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

**1 package of 4 x 6 index cards**

### **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

### **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

- **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:

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

### Course Objectives

#### Course Objectives

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

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**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.

## Course Requirements

1. Be present during designated synchronous class meetings 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 (14<sup>th</sup> edition)  
MA: Pearson
3. 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, controversial and sensitive topics may rise at times. 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. Our goal is to grow and progress together in our journey toward clear speaking.

## POLICIES:

**Attendance Policy:** We are online, therefore attendance is not mandated. However, your attendance is required **for the entirety of the day for which you have signed up to deliver your speech.** We will function as a synchronous class on speech days.

## 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.

## 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:

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

**Assignments:**

Class Assignments	16 Activities	192 points
Online Activities:	9 Activities	19 points
Presentations	2 mini	95 points
	3 regular	185 points
	1 Video	50 points
Outlines	2	50 points
Critiques	2	Credit/No Credit
Self Reflections	3	45 points

**Total Points: 621 Points**

**Assignments:**

Assignments must be completed and submitted on time in order to receive credit. Late assignments will not be accepted, unless you have documentation for the delay (hospitalization, illness etc).

<b>Grading Scale:</b>	<b>610--621 (98.5% to 100)</b>	<b>A+</b>
	<b>577-609 (93% to 98%)</b>	<b>A</b>
	<b>558-576 (90% to 92.8%)</b>	<b>A-</b>
	<b>533- 557 (85.8% to 89.8%)</b>	<b>B+</b>
	<b>515-532 (83% to 85.7%)</b>	<b>B</b>
	<b>496-514 (79.8% to 82.7%)</b>	<b>B-</b>
	<b>465-495 (74.8 to 79.7%)</b>	<b>C+</b>

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