

# COURSE SYLLABUS

De Anza College

Public Speaking Syllabus

COMMD001.50Z CRN: 45498

Spring 2023

**Instructor:** Cherakah Cunningham

**Email:** cunninghamcherakah@fhda.edu

**Classroom:** Online/Canvas (scheduled zoom)

**Online Hour of Instruction:** Monday 12:30-1:30pm

**Office Hours:** Virtual Wednesday 12:30-1:30pm

***\*\*both are via zoom and by appointment***

## Required Text

- Abrahams, Matt Speaking Up Without Freaking Out. ISBN: 978-0-7575-7979-0

**\*\*Any edition\*\***

- Beebe, Steven A. & Beebe, Susan J. (2012) A Concise Public Speaking Handbook 3<sup>rd</sup> ed.

ISBN-13: 978-0-205-75370-3 ISBN 10: 0-205-75370-1

**\*\*3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> edition\*\***

## **Student Learning Outcomes**

Our goals this quarter are to:

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.

## **My Philosophy**

It is a known fact that effective communication skills can lead to great success! The better you are able to communicate what you know, believe, value, and desire, the more likely you are to succeed in your personal, social, and professional life. By taking this course you are offering yourself the opportunity to examine and develop your own unique voice.

You may find this class to be personally challenging at times, however, the potential benefits are unlimited! I will do everything I can to ensure that you succeed in this course. I will provide timely feedback on all assignments and speeches, clarify concepts and assignments, and suggest additional resources when needed.

It is important for you to know that the responsibility of your success is not completely in my hands. I hold each and every one of you accountable for the grade you earn and the knowledge and experience you take with you from our semester together. If we work together as a team I know we will all walk away with a memorable experience!

## **Class Climate, Attendance, & Participation**

Our goal this quarter is to create an open and warm climate in our classroom. I encourage all of you to share your opinions and experiences and also ask you to be respectful of the opinions and experiences of others. We are a collective of individuals from different backgrounds, cultures, and education. Learning from one another will only add to our experience and knowledge.

While this course is asynchronous and online, your active participation is key in building a community within our class and getting the most out of the assignments. It is a good idea to get in the habit of checking Canvas on Monday/Tuesday to see what is scheduled for the week and continue to check in throughout the week to participate in discussions, assignments, and check for weekly announcements.

## **Online Work**

Working online has its challenges and benefits. It will be very important for you to check weekly announcements I send out

and check the posted modules to make sure you are on top of your work and do not miss any assignments, discussions, etc.

This is an online course, so you will use the Canvas Course Management Software to participate in video lectures (when

offered), discussions, activities, receiving and submitting assignments, and receiving feedback from your instructor and

classmates. In addition to the online Canvas component, I will periodically hold zoom meetings to go over bigger assignments. These meetings will be recorded and

attendance will not be required, but will be strongly encouraged!! We will also have

some scheduled zoom meetings for you to sign up for speech presentations for some of the assignments.

This course, being asynchronous, provides you some flexibility on when you complete certain aspects, so it will be a great

opportunity for you to demonstrate your self-motivation and time management to complete all of the readings, activities,

discussions and video lectures (when offered). In addition, there is an expectation for you to be involved in all online

discussions. Involvement includes posting multiple times in discussions, a visual presence on multiple days during the week,

and an engagement with your classmates and instructor via feedback, questions, analysis and application of course concepts.

Thus, it is important to have regular access to a computer and internet service.

## **Late Work Policy**

It is expected that all work be submitted on time and with thought and quality. I take late work on a case-by-case basis and some assignments are not able to be made up while

others I might have more flexibility. If you miss an assignment, I encourage you to communicate with me to discuss what options might be available to you.

## **Speeches**

You will be required to present four formal speeches and a handful of informal speeches over the course of the quarter. The speech assignments will be discussed in detail as

they come up throughout the quarter. You will also be required to write several self-evaluations and reflections and peer edit 3 speeches (criteria and directions for both will

be discussed along with speech assignments) You may use the following as a guide for speech expectations.

# Criteria for Speech Grades

## Adapted from National Communication Association guidelines.

Make sure to pay attention to time. A ½ letter grade drop for every 30 seconds over time frame. A perfect “A” speech can become an “F” if you don’t practice, practice, practice.

The **average I** speech meets the following criteria:

1. Conforms to the assignment description;
2. Is ready for presentation on the assigned date and time;
3. Is delivered within the time limit (i.e., 30 seconds either way);
4. Has a clear thesis, and identifiable introduction, body, conclusion;
5. Shows evidence of practice through reasonably competent delivery.

The **above average (B)** speech meets the above criteria, plus:

1. Interests the audience in the topic;
2. Fulfills all the major functions of a speech introduction, body, and conclusion;
3. Displays clear organization and supports main points with evidence;
4. Uses transitions and sign-posting to assist flow and recall value;
5. Is delivered relatively free from notes and achieves good audience contact;

The **superior (A)** speech meets the above criteria, plus:

1. Makes a genuine contribution to the audience members’ knowledge or beliefs;
2. Develops a high degree of ethos, logos, and / or pathos to create sincere interest and involvement among audience members;
3. Has a solid preview and summary;
4. Uses vivid language and is delivered in a polished manner.

### Academic Honesty

Cheating on exams and plagiarism are serious academic offenses. If you are having a difficult time with the readings or assignments, please contact me

immediately. Together we will find a way for you to manage the coursework without resorting to dishonest tactics. Many acts of plagiarism are unintentional and stem from a lack of knowledge on how to properly give credit where it is due. An aim of this course is to educate on this.

*Plagiarism occurs when a student misrepresents the work of another as his or her own. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another without appropriate acknowledgement, but it also includes employing or allowing another person to write or substantially alter work that a student then submits as his or her own. Any assignment found to be plagiarized will be given an "F" grade. All instances of plagiarism will be reported to the Dean of the College*

**\*Note to Students with Disabilities:** 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 day 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](tel:408.864.8748)) or EDC advisor (864-8839 EDC main number).\*

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**\*\*This course is based on Cumulative Points Earned. See the rubric below for a guide on how many points you need to earn for each letter grade.**

**\*\*Late work will be discussed on a case by case basis. If you find yourself in this situation please communicate with me and we will discuss options.**

# Grading

## Total Semester Points/Grade Earned

- A 930-1000
- A- 929-890
- B+ 889-865
- B 864-830
- B- 829-790
- C+ 789-775
- C 774-725
- C- 724-680
  
- D+ 679-665
- D 664-660
- D- 659-580
- F 579 and below

There is no reason why everyone in this class cannot earn an "A" for the semester! I encourage those of you who want an "A" to:

- attend every class,
- keep up with the readings and assignments,
- engage in class discussions and activities,
- provide constructive peer feedback, and
- ***practice*** before every speech

I encourage you to keep track of your grade throughout the semester to be aware of your class standing. Please don't wait until the end of the semester because I can only help you during it!

\*\*To view specific assignments and course schedule, view Modules in Canvas.