

# COMM 1: Public Speaking (Asynchronous)



“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.” – *Maya Angelou*

**Instructor:** Thalia Bobadilla

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**Course Time:** Fully online (*All presentations will be held live via Zoom, dates and times detailed in the schedule. Attendance is mandatory for credit on presentations. You are only required to attend class via Zoom 5 total times throughout the 12 week term.*)

**TBA Hour:** Tuesday 11:00 am – 12:00 pm

**Office Hours in F3A:** Mondays from 12:00 pm – 1:40 pm (on **Zoom**), Wednesdays from 12:30 pm – 1:50 pm (on **Campus** in **F3A**)

**Course text:** [The Public Speaking Project](#)

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## Course Overview and Student Learning Outcomes

**Welcome to class!** ☺ Not to brag, but this is arguably one of the greatest courses you can take in your college career. Developing your skills as a speaker is a crucial skillset to have both professionally and personally. This course is designed to introduce you to a variety of perspectives and approaches used to research, analyze, organize, present, and evaluate public presentations. You will also develop your listening skills to foster respectful, reflective, and critical listening appropriate in public presentations. Among other things, you also cultivate and apply effective research techniques.

### Student Learning Outcomes for Public Speaking:

1. Organize, compose, present, and critically analyze information 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.
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## Communication and Office Hours

There is a 48-hour turnaround time (apart from weekends & holidays) for any inquiries you may have. I typically log out of my inboxes on Friday at noon, but please send your inquiries regardless and I will get to them on Monday!



I'm available and happy to help with assignments or other items, but you should bring your assignment questions to me within a practical time frame to ensure you receive the feedback and information you need within a reasonable time frame. Failure to do so may result in not receiving adequate feedback as well as minimal time to apply recommended feedback.

## Student Success

Students need to turn their Canvas notifications on and be vigilant in checking their inboxes and the Canvas site regularly. Students are responsible for remaining current on information shared, failure to do so may result in missing vital information pertaining to the class, which could result in consequential outcomes to your success. I would recommend starting a class discord!



Since our presentation days will require us to meet live face to face on Zoom, a **steady internet connection is required** to participate on presentation days to earn credit for speeches. Cameras must be kept on throughout your entire presentation slot.

## Online Engagements

We will complete engagement activities in class each week. Not only will online engagements correlate to the week's material being covered, but also contribute to your grade. **Failing to manage your time on assignments or thoroughly read through content will affect your success in the class.**



This course will also promote information literacy which could include, but is not limited to, watching lecture, taking quizzes, submitting small assignments, or contributing to a discussion. These engagements may have two parts. The first part will typically be due on Wednesday, while the second would be Friday. Be sure to check the due dates in Canvas.

## Information Pertaining to Speeches

**All 5 presentations are required to be delivered live via Zoom with your peers.**

- Time slots will be made available for speech deliveries. Time slots are first come, first serve, and can be signed up for via Google Docs in Canvas.
- 15 people maximum per time slot.
- Students must be present for one complete time slot per speech.
- If you miss your time slot, 1 day dedicated to the makeup of speeches. Only 1 speech may be made up on that day.
- Cameras must remain on for the entire time slot and you must remain present for the entire slot to earn credit for your presentation. No exceptions.
- During presentations students must be visible from the waist up.
- There is a 5-minute grace period for joining the Zoom. After which students will not be admitted. I recommend preparing your technology 10 minutes in advance.



### Live Zoom Presentations Dates:

- **Myself in a Minute Speech: Week 2**
  - Monday 4/17: 8:00 am – 10:00 am
  - Tuesday 4/18: 6:00 pm – 8:00 pm
- **Expert Speech: Week 5**
  - Monday 5/8: 8:00 am – 10:00 am
  - Tuesday 5/9: 6:00 pm – 8:00 pm
- **Speech to Inform: Week 7**
  - Tuesday 5/23: 8:00 am – 11:00 am, 6:00 pm – 9:00 pm
- **Speech to Persuade: Week 10**
  - Monday 6/12: 8:00 am – 11:00 am
  - Tuesday 6/13: 6:00 pm – 9:00 pm
- **Make-up Speech: Week 11**
  - Thursday 6/22: 8:00 am – 11:00 am, 6:00 pm – 9:00 pm
- **Impromptu Speech: Week 12**
  - Tuesday 6/27: 8:00 am – 10:00 am, 6:00 pm – 8:00 pm

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## Quizzes

Each quiz will be comprised of 5 questions from each chapter covered. You will have 3 opportunities to take each quiz and Canvas will keep the highest score earned. Students must complete quizzes prior to the start of class for the week to cover the week's material efficiently and effectively.



## Presentations and Feedback

Students complete a total of 5 presentations. Opportunities for review from your peers in focused areas will be provided on most presentations. There will also be opportunities provided to students to work on their small group communication skills, providing feedback on work is just one of those instances.



Students will provide feedback to their peers on their presentations in both written and oral format. Feedback should be honest and constructive. I recommend taking notes, so you have thoughtful feedback to post in Canvas later for your peer. This is crucial to any learning experience and will help you develop as speakers *and* listeners!

## Academic Integrity

As a student at De Anza, you join a community of scholars who are committed to excellence in the teaching and learning process. The De Anza Student Handbook specifies that students can be subject to college discipline (including suspension and expulsion) for plagiarism and/or cheating.

The submission of work that is not the product of a **student's personal effort**, or work which in some way circumvents the given rules and regulations, will not be tolerated. Plagiarism is representing the work of someone else as your own. If you need further clarification, please see me as there is no gray area when it comes to this subject. Students may also be tempted to use artificial intelligence (AI) to complete their work for them; do not engage in this practice. You will earn a 0.

## Late Work and Online Presence

We have a tight schedule in place to reach important outcomes during specific points in the term. 12 weeks is a short period of time to accomplish our goals, but with a combined effort we can make it happen. Failure to log into Canvas and complete all items during the first week will result in being dropped from the course. Failure to participate in 2 consecutive weeks' worth of content may also result in being dropped from the course.

Late work is generally not accepted, but each student has the option to **drop one of each of the following**: lowest quiz and lowest online engagement for a total of 2 dropped items. The student is responsible for inboxing me by Monday of week 11 and letting me know which item(s) you would like dropped. Past that assignment drops will no longer be accepted, no exceptions.

Everyone will be allotted **1 pass** to submit **one noncollaborative** assignment 7 days late with no deductions via Canvas inbox except for content due during the week of finals, late work cannot be accepted during the week of finals. For example, if a major assignment is due Wednesday, you would have until 11:59 pm of the following Wednesday to get the work in via Canvas inbox, *no exceptions*. The maximum late window is 1 week because of the mechanics of our schedule. I have either graded the item in question and handed it back to your peers, begun grading the item, or we have moved on from that unit in our schedule altogether. Past that content may not make sense and other areas of your understanding are in danger of suffering as a result. Emergency circumstances outside of this policy will be considered if a student comes to speak with me during office hours in addition to immediately notifying me via written correspondence.

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### A Personal Note

Enrolling in *any* college course is a huge commitment whether you are familiar with the subject matter or not. Different instructors, different due dates, responsibilities outside of class, etc., it can be a lot to take on. Sometimes life happens and our focus gets shifted and suddenly your college trajectory gets unexpectedly interrupted - which is **normal**. If you find yourself overwhelmed or otherwise, know that **your mental and physical health come first**. Please notify me as soon as possible so we can discuss a possible plan of action and avoid further obstacles. More importantly remember that this course will be available the following quarter and every quarter thereafter, so please do not hurt yourself trying to “stay on track.” Sometimes it’s not the right time to take a class and that’s okay.

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### Other Important Dates

- 4/22/23 – Last day to add classes
  - 4/23/23 – Last day to drop without a “W”
  - 5/29/23 – NO classes: Memorial Day
  - 6/2/23 – Last day to drop with a “W”
  - 6/19/23 – NO classes: Juneteenth
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## Assignments and Grading Policies

Assignments	Learning Objectives	Points Earned	Points Possible
Myself in a Minute Speech (1 - 2 min.)	SLO: 1,2,3		20
Expert Speech (2 - 3 min.)	SLO: 1,2,3,4		40
Speech to Inform (5 - 7 min.)	SLO: 1,2,3,4		125
Speech to Persuade (5 - 7 min.)	SLO: 1,2,3,4		150
Impromptu Speech (2 - 3 min.)	SLO: 1,2,3		100
Reviews/Reflections (4 total)	SLO: 1,3,4		40
Speech Topics (2 total @ 2.5 points)	SLO: --		5
Speech Critiques	SLO: 1,3		120
Quizzes (7 total @ 5 points per chapter)	SLO: 3,4		80
Online Engagements	SLO: 1,2,3,4		100
		/	<b>780</b>

Percentage Ranges for Final Grade							
100% - 97%	<b>A+</b>	89.99% - 87%	<b>B+</b>	79.99% - 77%	<b>C+</b>	66.99% - 63%	<b>D</b>
96.99% - 93%	<b>A</b>	86.99% - 83%	<b>B</b>	76.99% - 70%	<b>C</b>	62.99% - 60%	<b>D-</b>
92.99% - 90%	<b>A-</b>	82.99% - 80%	<b>B-</b>	69.99% - 67%	<b>D+</b>	59.99% - 0%	<b>F</b>

- A more detailed breakdown of assignments will be shared on Canvas and discussed in class as due dates approach.
- Because extra credit is offered, some items may be dropped, and there are opportunities to retake quizzes for higher scores, grades are *not* rounded.
- Discussion of grades earned must be done during office hours or scheduled via Zoom appointment within a week of getting work back.

## Course Schedule

### Things to remember regarding the schedule and assignments:

- The schedule is tentative, but I will not change it without good reason. If a change does occur, I will make an announcement in class and notify everyone via Canvas.
- All assignments will be submitted via Canvas following the detailed schedule below unless otherwise stated.
- All readings should be *done before* the calendar date first noted for the week.
- There will be 1 day for **makeup** presentations. Only **one** speech may be made up. This is reserved for people who missed delivering a presentation. Often, we





have more than enough time, but availability may be limited depending on how many students sign up. To qualify for the make-up presentation, speech outlines must be sent via Canvas inbox no later than the Wednesday of the prior week by 11:59 pm. **No exceptions.**

Weekly Topic/Activity		Read	Assignment(s) Due:
<b>Week 1</b>	<ul style="list-style-type: none"> <li>○ <i>Origins of Public Speaking</i></li> <li>○ <i>Ethics in Public Speaking</i></li> </ul>	Ch. 2 Ch. 3	<b>Wednesday (4/12)</b>
			<ul style="list-style-type: none"> <li>○ Student Information Survey</li> <li>○ Syllabus Quiz</li> <li>○ Getting to know you <b>Engagement</b></li> </ul>
			<b>Friday (4/14)</b>
			<ul style="list-style-type: none"> <li>○ Quiz #1</li> <li>○ (PRCA-24 Pre-Survey) <b>Engagement</b></li> <li>○ Discuss <b>Myself in a Minute</b> Speech</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>○ <i>Listening Effectively</i></li> <li>○ <i>Audience Analysis</i></li> <li>○ <i>Supporting your Ideas</i></li> </ul>	Ch. 4 Ch. 5 Ch. 7	<b>Monday (4/17)</b>
			<ul style="list-style-type: none"> <li>○ <b>Myself in a Minute</b> Outline</li> <li>○ <b>Myself in a Minute</b> Presentations <b>SLOT 1: 8:00 am – 10:00 am</b></li> </ul>
			<b>Tuesday (4/18)</b>
			<ul style="list-style-type: none"> <li>○ <b>Myself in a Minute</b> Presentations <b>SLOT 2: 6:00 pm – 8:00 pm</b></li> </ul>
			<b>Wednesday (1/19)</b>
			<ul style="list-style-type: none"> <li>○ Quiz #2</li> <li>○ Ethical Guidelines for Speakers &amp; Listeners <b>Engagement</b></li> <li>○ <b>Reflection #1</b></li> <li>○ Discuss <b>Expert</b> Speech</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>○ <i>Organizing and Outlining</i></li> <li>○ <i>Introductions and Conclusions</i></li> <li>○ <i>Using Language Well</i></li> </ul>	Ch. 8 Ch. 9 Ch. 10	<b>Wednesday (4/26)</b>
			<ul style="list-style-type: none"> <li>○ <b>Expert</b> Speech <b>Engagement</b></li> <li>○ Select online group</li> </ul>
			<b>Friday (4/28)</b>
			<ul style="list-style-type: none"> <li>○ Quiz #3</li> <li>○ Outlining <b>Engagement</b></li> </ul>
<b>Week 4</b>	<ul style="list-style-type: none"> <li>○ <i>Speaking with Confidence</i></li> <li>○ <i>Delivering your Speech</i></li> </ul>	Ch. 11 Ch. 12 Ch. 14	<b>Wednesday (5/3)</b>
			<ul style="list-style-type: none"> <li>○ <b>Expert</b> Speech Peer Review</li> <li>○ Discuss Speech to <b>Inform</b></li> </ul>
			<b>Friday (5/5)</b>

	<ul style="list-style-type: none"> <li>○ <i>Speaking to a Global Audience</i></li> </ul>		<ul style="list-style-type: none"> <li>○ Quiz #4</li> <li>○ <b>Check-In Survey #1</b></li> <li>○ Speech to <b>Inform</b> topic, first come, first serve, no repeat topics, topic must be vetted/approved by instructor for approval</li> </ul>
<b>Week 5</b>	<ul style="list-style-type: none"> <li>○ <i>Visual Aids</i></li> <li>○ <i>Informative Speaking</i></li> </ul>	Ch. 13 Ch. 15	<b>Monday (5/8)</b>
			<ul style="list-style-type: none"> <li>○ <b>Expert</b> Speech Outline</li> <li>○ <b>Expert</b> Speech Presentations and Critiques</li> </ul> <b>SLOT 1:</b> 8:00 am – 10:00 am
			<b>Tuesday (5/9)</b>
			<ul style="list-style-type: none"> <li>○ <b>Expert</b> Speech Presentations and Critiques</li> </ul> <b>SLOT 2:</b> 6:00 pm – 8:00 pm
			<b>Wednesday (5/10)</b>
			<ul style="list-style-type: none"> <li>○ Quiz #5</li> <li>○ Speech to <b>Inform Engagement</b></li> <li>○ <b>Reflection #2</b></li> </ul>
<b>Week 6</b>			<b>Wednesday (5/17)</b>
			○ Visual Aid Practice <b>Engagement</b>
<b>Week 7</b>			<b>Tuesday (5/21)</b>
			<ul style="list-style-type: none"> <li>○ <b>Inform</b> Speech Outline</li> <li>○ Speech to <b>Inform</b> Presentations and Critiques</li> </ul> <b>SLOT 1:</b> 8:00 am – 11:00 am <b>SLOT 2:</b> 6:00 pm – 9:00 pm
			<b>Wednesday (5/22)</b>
			○ <b>Reflection #3</b>
<b>Week 8</b>	<ul style="list-style-type: none"> <li>○ <i>Critical Thinking and Reasoning</i></li> </ul>	Ch. 6	<b>Wednesday (5/31)</b>
			<ul style="list-style-type: none"> <li>○ Quiz #6</li> <li>○ Discuss Speech to <b>Persuade</b></li> <li>○ Age of Algorithms <b>Engagement</b></li> </ul>
			<b>Friday (6/2)</b>
			<ul style="list-style-type: none"> <li>○ <b>Check-In Survey #2</b></li> <li>○ Speech to <b>Persuade</b> topic, first come, first serve, no repeat topics</li> </ul>
	<ul style="list-style-type: none"> <li>○ <i>Persuasive Speaking</i></li> </ul>	Ch. 16	<b>Wednesday (6/7)</b>



<b>Week 9</b>			<ul style="list-style-type: none"> <li>○ Quiz #7</li> <li>○ Speech to <b>Persuade Engagement</b></li> <li>○ Discuss <b>Impromptu</b> Speech</li> </ul>
<b>Week 10</b>			<div><b>Monday (6/12)</b></div> <ul style="list-style-type: none"> <li>○ Speech to <b>Persuade</b> Outline</li> <li>○ Speech to <b>Persuade</b> Presentations and Critiques</li> <li>○ <b>SLOT 1:</b> 8:00 am – 11:00 am</li> </ul> <div><b>Tuesday (6/13)</b></div> <ul style="list-style-type: none"> <li>○ Speech to <b>Persuade</b> Presentations and Critiques</li> <li><b>SLOT 2:</b> 6:00 pm – 9:00 pm</li> </ul> <div><b>Wednesday (6/14)</b></div> <ul style="list-style-type: none"> <li>○ <b>Reflection #4</b></li> </ul>
<b>Week 11</b>			<div><b>Wednesday (6/21)</b></div> <ul style="list-style-type: none"> <li>○ <b>Impromptu Speech Engagement</b></li> </ul> <div><b>Thursday (6/22)</b></div> <ul style="list-style-type: none"> <li>○ <b>Make up</b> Speech Day – Make up speech critiques allowed</li> <li><b>SLOT 1:</b> 8:00 am – 11:00 am</li> <li><b>SLOT 2:</b> 6:00 pm – 9:00 pm</li> </ul>
<b>Week 12</b>			<div><b>Tuesday (6/27)</b></div> <ul style="list-style-type: none"> <li>○ <b>Impromptu</b> Speech Presentations and Critiques</li> <li><b>SLOT 1:</b> 8:00 am – 11:00 am</li> <li><b>SLOT 2:</b> 6:00 pm – 9:00 pm</li> <li>○ <b>EXIT SURVEY</b></li> </ul>