

# Fundamentals of Oral Communication

In-Person Fall Quarter 2023

Sec. 11Y CRN: 24390

5 units

## Contents:

- Course Description
- Course Requirements
- Student Learning Outcomes
- Course Outcomes
- Course Materials
- Campus Resources
- Class Topics
- Policies
- Assignments/Grading Scale
- Mental Health Resources

## General Course Information:

**Instructor:** Anya Iyengar

**E-mail:** [iyengaranya@fhda.edu](mailto:iyengaranya@fhda.edu)

**Prerequisites:** (Not open to students with credit in COMM 10H.)

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

**Transferable:** This Course meets the Communication Requirement: 5 units of credit

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

**Office Hours:** [OnlineLinks to an external site.](#)—Office Hours: TTh-- 9am to 11am, or by appointment.

**Class Meets:** T/Th 3:30pm to 5:20pm in Room L-45

**FINAL EXAM SCHEDULE:** Tuesday, 12/12 from 4pm to 6pm

**Course Description**[Links to an external site.](#) (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.

### **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.

### **Student Learning Outcomes (SLO's)**

1.
  1. Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.
  2. Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback.
  3. Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
  4. Identify, locate, evaluate and use information technologies and information sources.

### **Course Outcomes**

1. Examine the principles of human communication in order to communicate effectively in interpersonal, group, and public speaking contexts.
2. Apply principles of interpersonal communication in multiple contexts.
3. Analyze the similarities and diversities among group members and develop skills to work together effectively.
4. Organize, compose, present, and critically evaluate speeches appropriate in content and style to the audience and situation.
5. Select, locate, evaluate and use information technologies and information sources.

### **Course Materials**

- Internet Access

- Devito, Joseph (2016). The Interpersonal Communication Book (14<sup>th</sup> edition) MA: Pearson
- One package of 4 X 6 inch index cards. (Phones are not permitted for use as notecards during speeches)

## Campus Resources

[Links to an external site.](#)[The Student Success Center Links to an external site.](#) offers free tutoring for many De Anza classes. Additional Services are also available:

- [Writing and Reading Center Links to an external site.](#) LC 107 (408) 864-8485
- [Math, Science and Technology Resource Center Links to an external site.](#)S-43 (408) 864-5422
- [General Subjects Tutoring Links to an external site.](#)L-47 & S-43 (408) 864-8585
- [Listening and Speaking Center Links to an external site.](#) L-47 (408) 864-5385
- [Academic Skills Center Links to an external site.](#) (Alternatives to Self-Paced Skills) (website: ): LC 107A (408) 864-8485

**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:

**First Week of Classes:** If a student misses the first two classes of the term, their name will be removed from the roster to make room for a wait-listed. 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 may have difficulty passing the class, as a lot of material is covering during 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.

Exceptions are:

- Covid or Illness (Medical proof is required for Covid)
- Passing of a Loved one

### Late Assignments:

I allow one (1) day Grace period for late submissions. After that, you have up to 6 days to submit your assignment with 1 point deduction per day late. No late assignments are accepted after this week. Assignments must be completed and submitted on time in order to full receive credit.

**Missed Speeches:** If a speech is missed without 24 hours notice, it may be made up for a 10 percent deduction within the first week of it's original due date. After this, there will be minimum of 20% deduction.

Speeches may not be made up after one week has passed from the original due date of the speech.

Ex: Speech due on May 5 is worth 100 points. It is made up on May 7 with a maximum of 90 points earned. After that 80 points possible to be earned.

**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:

- Active, constructive involvement in discussions, activities, and group work in the classroom.
- On time and thorough completion of your assignments.
- Focus on your work and tasks at hand and asking questions.
- 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

<b>Class Assignments</b>	15 Activities	237 points/28%
<b>Online Activities</b>	8 Activities	40 points/5 %
<b>Presentations</b>	4 Group (including Final)	145 points/17 %
	2 Pairs	95 points/11%
	2 Individual	80 points/10%
<b>Outlines/Structure Check-Ins</b>	5	150 points/18%
<b>Critiques</b>	4	30 points/Credit/No Credit/4%
<b>Self Reflections</b>	4	60 points/7%
	<b>Total Points:</b>	<b>837 Points</b>

**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).

Grading Scale

597-607	(98.5% to 100)	A+
564-596	(93% to 98%)	A
546-563	(90% to 92.8%)	A-
515-545	(84.8% to 89.8%)	B+
503-514	(83% to 84.6%)	B
485-502	(80% to 82%)	B-
461-484	(76 to 79.7%)	C+
443-460	(72% to 75.7%)	C
424-442	(69.8% to 72.8%)	C-

Grading Scale

394.5-423	(65% to 69.6%)	D+
376-393	(62% to 64.7%)	D
364-375	(60% to 61.7%)	D-

Grading Scale

363 and below	59%	F
---------------	-----	---

**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