

## Introduction to Public Speaking, Communications Studies 1

Fall 2023 5 units

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### General Course Information:

**Instructor:** Royce M. Cano, Instructor (she/her)      **Email:** [canoroyce@fhda.edu](mailto:canoroyce@fhda.edu)

**Prerequisites:** Eligibility for English 1A or ESL 5.      **Transferable:** This course meets the Communication Requirement: 5 units of credit

**Office hour:** [Mondays 2-3pm](#) and [Tuesdays 2-3:30pm](#) via [Zoom](#). If you can't connect at this time contact me and I can schedule a separate Zoom meeting.

### Class Info:

Communication Studies 1, Public Speaking Comm D001.56Z CRN 25456

**Required Text:** Free online textbook [The Public Speaking Project](#)

**NOTE:** To stay in the course you must confirm you are an active student by taking **Week 1 Quiz found in [Week 1 Module](#) by Friday, September 29. Any student who does not submit the quiz by the deadline will be considered inactive and dropped from the course.**

### Zoom Speech Sessions and Signups:

There are two Zoom speech session choices during each of the five speech weeks: You will sign up separately for each speech. See the Zoom speech signup assignment in Week 1 Module. Be sure to sign up under your class section. **Please review your schedule carefully and sign up for all of your speech dates by the end of the first week, Friday September 29, 11:59pm.**

Both sessions have limited slots so sign up early to get your first choice. If later in the quarter you want to change any dates, contact me. Since that change may not be possible, make your initial choices carefully.

See the [Speech Signup and Presentation Policy](#) in the Orientation Module for more details for on time and makeup speech presentations. Any student who does not sign up for the five speeches by the deadline will be randomly assigned to open spots and will be held to those dates. The five speeches are:

- Personal Narrative Speech: (Share one aspect of yourself-Week 2)
- Informative Speech: (Inform us about a specific topic-Week 4)
- Demonstration Speech: (Demonstrate a process, task or skill-Week 6)

- Persuasive Speech: (Persuade us to agree with your opinion-Week 8)
- Motivational Speech: (Inspire us to improve ourselves and/or help those around us-Week 10)

**Important Dates: (All dates are enforced by Admissions)**

- October 8: Last day to drop a class without a W.
- October 8: Last day to add.
- November 17: Last day to drop

Course Description: Effective public speaking skills are essential for members of a democratic society. In this course, you will develop strategies for designing well-organized, researched, extemporaneous speeches on a variety of topics adapted to a diverse audience. The speeches and online discussions allow you to practice and critique your oral communication skills as well as observe and evaluate those of others. Readings, lectures, written assignments, and quizzes serve as resources for you as you develop your public speaking abilities and become more at ease when addressing an audience.

**Course Objectives (CLO's)**

**The student will:**

1. Examine historical and cultural traditions of oral communication in both domestic and global contexts and assess their impact on our views, beliefs, and practices relating to speaking in public.
2. Evaluate how making the decision to respect diversity, speak ethically, and think critically influences communication outcomes.
3. Select, locate, evaluate, and use information technologies and information sources.
4. Apply research, analyze, organize, compose, present, and evaluate informative and persuasive speeches.
5. Develop confidence in delivering speeches extemporaneously in front of a live audience.
6. Develop listening skills to foster respectful, reflective, and critical listening appropriate in public presentation.

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

In addition to the course objectives, there are also specific Student Learning Outcomes (SLO's) associated with COMM 1. Specifically, by the end of this course, students will:

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.

**Help and Support beyond this class:**

DeAnza offers a variety of services to help you be a successful student.

- You can get academic help like tutoring and nonacademic services like psychological services at [Your Guide to the Quarter](#)

## POLICIES

Note: You can find a more detailed description of course policies in [How this course works](#) in the Orientation Module.

### Student Expectations:

- - Ethics:
    - You should submit your own, original work for this course. Here is more information about [academic integrity](#) at De Anza.
  - Administrative:
    - If despite your best efforts you find you must drop the class, please let me know and then **you need to process your drop promptly. Do not depend on being automatically dropped.**
- - Speech presentations:
    - Be present and ready to deliver your speech extemporaneously in your scheduled Zoom session for each of your five speeches.
    - Fulfill your role as an attentive, respectful audience member when critically evaluating presentations.
  - Online discussions
    - Participate actively in all discussions which will help you compose, organize and locate information sources for your speeches as you help others do the same.
    - For each discussion you will need to post your initial response Wednesday and then respond to two of your peers with questions and evaluations by Saturday.
    - Because of the dynamic nature of Online discussions there are no late due dates.
- - Written Assignments
    - Follow instructions and submit on time written assignments ( speech outlines, quizzes and the Self-evaluation) to maximize the benefit of critically evaluating your completed speeches as well as composing upcoming speeches.
    - Late submissions are deducted 20% off the points possible. There are no excused late assignments. If you don't make the late due date, you receive a zero for that assignment.

### Instructor Expectations:

- - - - I will send out weekly overviews through Canvas announcements every Monday at 8am.
      - I will check my email and Canvas messages Monday-Friday during the day and will respond within 24 hours.

- I will hold weekly office hours on Zoom. For days, times and Zoom links see top of the syllabus.
- I typically grade assignments with comments within a week.
- I will grade and comment on late submissions but while you will get points (with a 20% deduction) you may not get feedback in time to use for your upcoming assignment.
- I will allow you to present a makeup speech with a 20% point deduction **if time allows**. Because makeup speeches are not guaranteed, plan to present all your speeches on time. Recorded speeches are available for makeup speeches if the speaker meets the requirements. For more details see [Speech Signup and Presentation Policy](#)
- My number one goal as an instructor is to help you successfully complete this course. If you need help, please contact me at [canoroyce@fhda.edu](mailto:canoroyce@fhda.edu) or click on the inbox icon to the left of the Course Navigation to access [Canvas messaging](#). I encourage you to contact me promptly to maximize your options.

## COURSE REQUIREMENTS

### Technology requirements and resources:

- Internet access, stable connection and able to navigate Canvas and Zoom for speeches, written assignments and resources.
- To access Canvas go to [canvas.deanza.edu](http://canvas.deanza.edu)
- To access Zoom office hours see "Important Links" or "How to be successful in this class" in the [Orientation Module](#). Or you can click on "[Zoom](#)" in the [Navigation Bar](#)
- Student resources related to online instruction including Canvas and Zoom go to the [Online Student Learning Resource Hub](#)

Your grade is determined by your performance in three areas.

### #1 Speeches: (640 points)

- Assignments
  - Rough draft outline (not required for the first speech)
  - Final outline
  - Presentation of the speech on Zoom during one of two scheduled sessions.
    - Speaker presents the speech using [an extemporaneous delivery](#)
- - - Audience members are attentive, respectful and have videos on when student speakers are presenting.
  - Written self-evaluation

All assignments and assignment resources are in [Modules](#).

### #2 Quizzes: (120 points)

There will be weekly quizzes from the course content and from your free online textbook [The Public Speaking Project](#).

**#3 Online discussion assignments: (240 points)**

There will be graded class online discussion assignments throughout the course that will help you prepare for upcoming speeches and self-reflect about your speech and share feedback with fellow speakers.

**TOTAL POINTS FOR THE COURSE: 1,050 points**

Optional Extra Credit opportunities:

- Week 7: Extra Credit Online discussion assignment (20 points)
- Week 11: Tribute Speech (10 points)

**Grade breakdown by percentage and points**

percentage and point breakdown by grade

Percentage	Points	Letter Grade
97.5-100%	975-1,000	A+
92.5-97.4%	925-974	A
89.5-92.4%	895-924	A-
85.5-89.4%	855-894	B+
82.5-85.4%	825-854	B
79.5-82.4%	795-824	B-
75.5-79.4%	755-794	C+
69.5-75.4%	695-754	C
65.5-69.4%	655-694	D+
62.5-65.4%	625-654	D
59.5-62.4	595-624	D-
59.4% and below	594 and below	F

WEEKS PREPARING FOR A SPEECH

WEEKS PRESENTING A SPEECH

**Schedule of Assignment due dates**

Assignment	Due Date	Assignment	Due Date
	Wednesday 11:59pm	Speech Presentation on Zoom	Monday and Tuesday

Discussion Post			See Zoom signup assignment in <a href="#">Week 1 Module</a> for days and times
Rough Speech Outline	Thursday 11:59pm	Discussion Post	Wednesday 11:59pm
Quiz	Friday 11:59pm	Quiz	Friday 11:59pm
Discussion Replies	Saturday 11:59pm	Discussion Replies	Saturday 11:59pm
Final Speech Outline	Sunday 11:59pm	Written Self-Evaluation	Sunday 11:59pm

(Chart does not reflect late due dates)

weekly schedule of activities and assignments

<b>TENTATIVE COURSE CALENDAR</b>				
<b>Any changes to the course schedule will be sent via Canvas announcements.</b>				
<b>Assignments in bold font.</b>				
<b>ZOOM ASSIGNMENTS IN ALL CAPS</b>				
Date	Topic	Textbk	Assignment(s) due	SLO
Week 1 9/25	<ul style="list-style-type: none"> <li>• Introduction to the course</li> <li>• Preparing for the Personal Narrative Speech</li> </ul>	Ch 1 Ch 2	<ul style="list-style-type: none"> <li>• <b>Online discussion:</b> Preparing for the Personal Narrative Speech (20pts)</li> <li>• <b>Outline:</b> Personal Narrative Speech (10 pts)</li> <li>• <b>Week 1 Quiz</b> (10 pts)</li> <li>• <b>Zoom speech signups</b> (5 pts)</li> </ul>	SLO 1

Week 2 10/2	<ul style="list-style-type: none"> <li>Presenting the Personal Narrative Speech</li> <li>Self and peer evaluation on speeches</li> </ul>	Ch 11 Ch 12	<ul style="list-style-type: none"> <li><b>PERSONAL NARRATIVE PRESENTATIONS</b> (20 pts)</li> <li><b>Online discussion:</b> Self-reflection and peer reviews for personal narrative speech (20 pts)</li> <li><b>Week 2 Quiz</b> (10 pts)</li> <li><b>Written self-evaluation:</b> Personal Narrative Speech (10 pts)</li> </ul>	SLO 1,2,3
Week 3 10/9	<ul style="list-style-type: none"> <li>Preparing for the Informative Speech</li> </ul>	Ch 8 Ch 15	<ul style="list-style-type: none"> <li><b>Online discussion:</b> Preparing for the Informative Speech (20 pts)</li> <li><b>Rough Outline:</b> Informative Speech (10 pts)</li> <li><b>Week 3 Quiz</b> (10 pts)</li> <li><b>Final Outline:</b> Informative Speech (10 pts)</li> </ul>	SLO 1,4
Week 4 10/16	<ul style="list-style-type: none"> <li>Presenting the Informative Speech</li> <li>Self and peer evaluation on speeches</li> </ul>	Ch 5 Ch 9	<ul style="list-style-type: none"> <li><b>INFORMATIVE PRESENTATIONS</b> (100 pts)</li> <li><b>Online discussion:</b> Self-reflection and peer reviews for Informative speech (20 pts)</li> <li><b>Week 4 Quiz</b> (10 pts)</li> <li><b>Written self-evaluation:</b> Informative Speech (10 pts)</li> </ul>	SLO 1,2,3
Week 5 10/23	<ul style="list-style-type: none"> <li>Preparing for the Demonstration Speech</li> </ul>	Ch 4 Ch 13	<ul style="list-style-type: none"> <li><b>Online discussion:</b> Preparing for the Demonstration Speech (20 pts)</li> <li><b>Rough Outline:</b> Demonstration Speech (10 pts)</li> <li><b>Week 5 Quiz</b> (10 pts)</li> <li><b>Final Outline:</b> Demonstration Speech (10 pts)</li> </ul>	SLO 1,4
Week 6 10/30	<ul style="list-style-type: none"> <li>Presenting the Demonstration Speech</li> <li>Self and peer evaluation on speeches</li> </ul>	Ch 3 Ch 7	<ul style="list-style-type: none"> <li><b>DEMONSTRATION PRESENTATIONS</b> (125 pts)</li> <li><b>Online discussion:</b> Self-reflection and peer reviews for Demonstration speech (20 pts)</li> <li><b>Week 6 Quiz</b> (10 pts)</li> <li><b>Written self-evaluation:</b> Demonstration Speech (10 pts)</li> </ul>	SLO 1,2,3

Week 7 11/6	<ul style="list-style-type: none"> <li>Preparing for the Persuasive Speech</li> </ul>	Ch 6 Ch 16	<ul style="list-style-type: none"> <li><b>Online discussion:</b> Preparing for the Persuasive Speech (20 pts)</li> <li><b>Rough Outline:</b> Persuasive Speech (10 pts)</li> <li><b>Week 7 Quiz</b> (10 pts)</li> <li><b>Online discussion:</b> Extra Credit (20 pts)</li> <li><b>Final Outline:</b> Persuasive Speech (10 pts)</li> </ul>	SLO 1,4
Week 8 11/13	<ul style="list-style-type: none"> <li>Presenting the Persuasive Speech</li> <li>Self and peer evaluation on speeches</li> </ul>	Ch 14	<ul style="list-style-type: none"> <li><b>PERSUASIVE PRESENTATIONS</b> (150 pts)</li> <li><b>Week 8 Quiz</b> (10 pts)</li> <li><b>Online discussion:</b> Self-reflection and peer reviews for Persuasive speech (20 pts)</li> <li><b>Written self-evaluation:</b> Persuasive Speech (10 pts)</li> </ul>	SLO 1,4
Week 9 11/20	<ul style="list-style-type: none"> <li>Preparing for the Motivational Speech</li> </ul>	Ch 17	<ul style="list-style-type: none"> <li><b>Online discussion:</b> Preparing for the Motivational Speech (20 pts)</li> <li><b>Rough Outline:</b> Motivational Speech (10 pts)</li> <li><b>Week 9 Quiz</b> (10 pts)</li> <li><b>Final Outline:</b> Motivational Speech (10 pts)</li> </ul>	SLO 1,2,3
Week 10 11/27	<ul style="list-style-type: none"> <li>Presenting the Motivational Speech</li> <li>Self and peer evaluation on speeches</li> </ul>	Ch 18	<ul style="list-style-type: none"> <li><b>MOTIVATIONAL PRESENTATIONS</b> (150 pts)</li> <li><b>Online discussion:</b> Self-reflection and peer reviews for Motivational speech (20 pts)</li> <li><b>Week 10 Quiz</b> (10 pts)</li> <li><b>Written self-evaluation:</b> Motivational Speech (10 pts)</li> </ul>	SLO 1,4
Week 11 12/4	<ul style="list-style-type: none"> <li>Extra Credit</li> <li>Speech makeups</li> </ul>	Ch 10	<ul style="list-style-type: none"> <li><b>Tribute Speech</b> (optional extra credit- 10 pts)</li> <li><b>Week 11 Quiz</b> (10 pts)</li> <li><b>Speech Makeups</b> (if can meet minimum audience size requirements)</li> </ul>	SLO 1,2,3
Week 12 12/11	<ul style="list-style-type: none"> <li>Self-Reflection</li> </ul>		<ul style="list-style-type: none"> <li><b>Online discussion:</b> Lessons Learned (20 pts)</li> <li><b>Week 12 Quiz</b> (10 pts)</li> </ul>	SLO 1