

COMM 1: Public Speaking

De Anza College: Fall Quarter 2024

Instructor:	Stephanie Anderson – Communication Studies Department
Class Time:	Wednesdays: 4:00 PM-6:15 PM
Class Location:	L45
Office Hours:	Fridays: 4:00 PM – 8:00 PM by appointment on Zoom
Email:	AndersonStephanie@fhda.edu (this is the most effective way to reach me)
Prerequisites:	Eligibility for English 1A or ESL 5
Transferable:	This course meets the Communication Requirement: 5 units of credit.

Hybrid Course

This class will meet on campus on Wednesdays from 4:00 PM-6:15 PM, and the rest of the course will be taught asynchronously on Canvas. Although this class only meets on Wednesdays, please think of it as a Wednesday/Friday class. All assignments will be due by 11:59pm on Wednesdays and Fridays. Since this is a hybrid course, our TBA hours will be Thursdays from 4pm-7pm. You do not need to meet online at that time, but I will be available to you if needed. To be successful in this class, you need to complete the online portions of the course, as well as the in-person portions of the course. All our speeches will be presented in class, so it is important for you to be physically present on speech days. Please note, I am greatly invested in seeing you succeed in this course. I understand there will be a learning curve for all of us, but please try to check in on Canvas and stay up to date on assignments.

Course Materials

Stand Up, Speak Out: The Practice and Ethics of Public Speaking (2016). University of Minnesota Libraries Publishing, available from <https://doi.org/10.24926/8668.2501>. ISBN: 978-1-946135-25-4

Other readings as specified by the instructor.

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 topics of social significance adapted to a diverse audience. The speaking engagements, in-class activities, small group discussions, and speeches allow you to practice and critique your oral communication skills as well as observe and evaluate those of others. Readings, lectures, written assignments, and class discussions 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.

Policies

Attendance, Participation, and Student Communication

This class is an intensive, skills-building class for most students—a class that involves and evolves from our collective discussions and risk-taking. This means that it is in your best interest to actively participate in every online discussion. For each discussion, you will need to post your initial response, and then respond to two of your peers. **All initial posts are due by 11:59pm on Wednesdays, and peer responses are due on Fridays by 11:59pm.** Your absence robs your peers of the audience members they need to further hone their speaking skills. I will not respond to each student directly on the discussion board, but I will write you feedback when I grade the assignment.

Instructor Communication

Within this class, I will send out weekly check-ins through Canvas each Monday. Please make sure your Canvas notifications are set to receive announcements. If you have not logged into Canvas or completed the Welcome Module by the second week of class, you will be dropped. If you do not submit assignments for two weeks or more (without instructor consent), then you will be dropped from the course.

Instructor Contact Policy

E-mail.

The best way to contact me is through email or Canvas messages. I understand all of us are being pulled in various directions this quarter, but I cannot help you succeed if you do not meet me halfway. Please note that I commonly respond to emails around noon and 8pm each weekday. I usually respond to emails within 24 hours, so if you have not heard back from me within a day or two, please reach out again.

Office Hours

My office hours are on Fridays from 4pm-8pm over Zoom. Please email me to schedule an appointment. Don't be afraid to stop in on Zoom: Sometimes it's easier for me to answer questions one-on-one (and perhaps for you to ask them) in that environment.

Grading

I typically have a one-week turnaround for grading assignments. You should see my feedback on Canvas within a week after you submit your assignment.

Assignments

Late work

If an assignment impacts another student, I will not accept it late. This included late speeches, peer reviews, discussion posts, and peer responses. This rule is in place because your classmates are reliant on you to complete the assignment. For example, if you do not submit your speech on time, then your peers cannot submit their peer reviews on

time. Please be prepared to deliver your speeches by the due date.

All other assignments should be completed by the due dates noted on Canvas. If you push too many assignments back and miss too many due dates, the amount of work will pile up, and you will not have enough time to complete everything.

You are welcome to work ahead if needed, but to avoid confusion, I suggest not working too far ahead since I will be sharing important information about assignments in our weekly check-ins, and that information will help you complete the assignments.

Regarding Help with Assignments

I am happy to provide further insight or additional explanations if you are unclear on the expectations of an assignment. Before you reach out to me, please take the following steps:

- 1.) Check the syllabus.
- 2.) Check Canvas.
- 3.) Check with your squad.
- 4.) Reach out to your peers on our Class Question Discussion Board. If your classmates are unable to provide you with an answer, I would be happy to help you through email or Zoom. I want you to succeed in this course, and I am happy to help you, but it is your responsibility to reach out to me if you are struggling with an assignment.

Accommodations

My number one goal as an instructor is to help you accomplish your goals. If you need accommodations, please let me know how I can support you. As someone with a few different non-visible disabilities, I understand that it can be difficult to have these conversations with your instructor at the beginning of each class, so I appreciate your willingness to discuss your accommodations with me. I also encourage you to reach out to our [Disability and Support Resource Services](https://www.deanza.edu/dsps/) (<https://www.deanza.edu/dsps/>) and [speak with a counselor](https://www.deanza.edu/dsps/our-counselors.html) (<https://www.deanza.edu/dsps/our-counselors.html>). You can contact a counselor by emailing dss@deanza.edu or calling 408.864.8753. You can also look through our [Disability Information Student Handbook](https://www.deanza.edu/dsps/dss/dish.html) (<https://www.deanza.edu/dsps/dss/dish.html>) for more information. If you prefer in-person services, you can stop by the Advanced Technology Center AT 209 Monday-Thursday from 8am-5pm, and Friday from 8am-3pm. I look forward to working with you in this class.

A Note to English Language Learners

Limited English language skills will not be a barrier to success in this course. The course blends both written and spoken components, so if you have stronger writing skills than speaking skills (or vice versa), there will still be assignments in which you can excel.

Student Disclosures of Sexual Violence

De Anza College is committed to fostering a campus free of sexual and gender-based violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as a De Anza College student, the course instructor is required to notify the Vice President of Student Services. To disclose any such violence confidentially, contact: Campus Police 408.924.8000; Health Services 408.864.8732; Psychological Services 408.864.8732; or Dean of Student Development 408.864.8828.

LGBTQ+ Students

To all my LGBTQ students, I want to make it clear that you belong here, and I am grateful for everything you contribute to our class. If you are an LGBTQ+ student struggling with identity or finding community, please see the Women, Gender, and [Sexuality Center](https://www.deanza.edu/equityoffice/wgs-center/) in MLC-250 (<https://www.deanza.edu/equityoffice/wgs-center/>).

Undocumented Students

If you are an undocumented student and seek knowledgeable, honest, and trustworthy assistance with financial aid programs such as AB540 and the California DREAM Act, or have any other concerns about your citizenship or academic pathways, please reach out to [HEFAS](http://www.deanza.edu/vida/hefas.html) (<http://www.deanza.edu/vida/hefas.html>) for more information.

Academic Integrity

Your own commitment to learning, as evidenced by your enrollment at De Anza College, and the Student Honesty Policy, requires you to be honest in all your academic course work. You should, therefore, submit your own, original work for this course. I will uphold De Anza College's policy on academic honesty. Consequently, an instance of academic misconduct (e.g., plagiarism, cheating, taking credit for others' work, submitting work for another course as work for this one, etc.) will likely result in disciplinary action, which may include recommendation for dismissal and a failing course grade. Here is more information about [academic integrity](https://www.deanza.edu/policies/academic_integrity.html) (https://www.deanza.edu/policies/academic_integrity.html) at De Anza.

Respect

This course is complex and can be challenging for many students. Many of your peers have varying levels of speech anxiety or may be English language learners. Others may have other diagnosed (or undiagnosed) conditions which make a highly participative class like COMM 1 even more of a challenge. Work together to help your classmates improve. Give them due attention when they are presenting. That means, but is not limited to, having your cameras on (when possible) and putting your phones away while they have the floor.

Assignment List

Assignments and Grade Monitoring Form

Major Speeches	Value	out of 125 points
	Informative	out of 150 points
	Persuasive	out of 225 points
Outlines (Due on Canvas)	Value Outline(s)	out of 25 points
	Informative Outline(s)	out of 50 points
	Persuasive Outline(s)	out of 75 points
Outline Rough Drafts	Value	out of 10 points
	Informative	out of 10 points
	Persuasive	out of 10 points
Self-Evaluations (Due on Canvas)	Self-Evaluation 1 (500 words)	out of 10 points
	Self-Evaluation 2 (500 words)	out of 10 points
Online Peer Responses	Value Response(s)	out of 20 points
	Informative Response(s)	out of 20 points
	Persuasive Response(s)	out of 20 points
Online Reading Response Quizzes	Reading Response 1	out of 20 points
	Reading Response 2	out of 20 points
	Reading Response 3	out of 20 points
	Reading Response 4	out of 20 points
	Reading Response 5	out of 20 points
In Class Engagements	Engagement 1 – Identity Speech	out of 20 points
	Engagement 2 – Effective Listening	out of 20 points
	Engagement 3 – Dinner Party	out of 20 points
	Engagement 4 – Oral Interpretation Speech	out of 20 points
	Engagement 5 – Sell It! Speech	out of 20 points

Online Activities	Online Activity 1- Creating a Code of Conduct	out of 10 points
	Online Activity 2 – Information Literacy (Videos and Discussion)	out of 10 points
	Online Activity 3 – Annotated Bibliography	out of 10 points
	Online Activity 4 – Multiple Interpretations (Discussion)	out of 10 points
Total		out of 1000 points

Your final grade is based on the following point scale:

A = 1000-940 points	A- = 939–900 points	B+ = 899-870 points
B = 869-840 points	B- = 839-800 points	C+ = 799-770 points
C = 769-700 points	D+ = 699-670 points	D = 669-640 points
D- = 639-600 points	F = 559 and fewer points	

Tentative Course Calendar

Any changes to the course schedule will be announced in class.

Note – Underlined and highlighted activities are completed **online**.

Date	Topic	Reading	Assignment(s) due
Week 1 Wednesday 9/25	Introduction & Course Overview Online resources Speaking Confidently	Chap. 1	Complete Welcome Module Online Before Class Engagement 1: Identity Speech
Friday 9/27	Why Public Speaking Matters Today Ethics Matter	Chap. 2	Online Activity 1: Creating a Code of Ethics
Week 2 Wednesday 10/2	VALUE SPEECH ROUGH DRAFT DUE Effective Listening Outlining Your Speech Audience Analysis	Chap. 3	VALUE SPEECH ROUGH DRAFT DUE Engagement 2: Effective Listening
Friday 10/4	Giving Your First Speech	Chap. 4	Value Speech Rough Draft Peer Reviews due Online Reading Response 1: Ch. 1, Ch. 2, Ch. 3, Ch. 4
Week 3 Wednesday 10/9	Value Speech Informative Speaking	Chap. 5	VALUE SPEECH OUTLINE DUE VALUE SPEECH DUE
Friday	Reflection and Growth	Chap. 6	Online Peer Responses

10/11			Self-Reflection 1
Week 4 Wednesday 10/16	How to Cite in APA APA Round Robin		Online Activity 2: Information Literacy
Friday 10/18	Researching Your Speech Choosing Supporting Materials	Chap. 12	Online Activity 3: Annotated Bibliography
Week 5 Wednesday 10/23	Culturally Competent Speaking Selecting Your Topic and Purpose	Dinner Party Reading	(Extra credit quiz in class) Engagement 3: Dinner Party Online Reading Response 2: Ch. 5, Ch. 6, Ch. 12
Friday 10/25	Choosing Effective Language		Online Activity 4: Multiple Interpretations
Week 6 Wednesday 10/30	INFORMATIVE SPEECH ROUGH DRAFT DUE Exploring Body Language	Chap. 9	INFORMATIVE SPEECH ROUGH DRAFT DUE Engagement 4: Oral Interpretation Speech
Friday 11/1	Peer Reviews and Revisions Informative Speaking	Chap. 10	Informative Speech Rough Draft Peer Review Due
Week 7 Wednesday 11/6	Informative Speech Group 1	Chap. 11	INFORMATIVE SPEECH DUE INFORMATIVE SPEECH OUTLINE DUE
Friday 11/8	Veterans Day – No Class		
Week 8 Wednesday 11/13	Informative Speech Group 2	Chap. 16	Informative Speech Group 2 Online Reading Response 3: Ch. 9, Ch. 10, Ch. 11, Ch. 16
Friday 11/15	Revisiting Public Speaking Apprehension		Online Peer Responses Self-Reflection 2
Week 9 Wednesday 11/20	PERSUASIVE SPEECH ROUGH DRAFTS DUE Foundations of Persuasion	Chap. 7	PERSUASIVE SPEECH ROUGH DRAFTS DUE Engagement 5: Sell It! Speech
Friday 11/22	Peer Reviews and Revisions Persuasive Speaking		Persuasive Speech Rough Draft Peer Review Due
Week 10 Wednesday 11/27	Persuasive Speech Group 1	Chap. 8	PERSUASIVE SPEECH DUE PERSUASIVE SPEECH OUTLINE DUE
Friday 11/29	No Class		Happy Thanksgiving!
Week 11 Wednesday 12/4	Persuasive Speech Group 2 Fallacies and Reasoning	Chap. 13	Persuasive Speech Group 2 Online Reading Response 4: Ch. 7, Ch. 8, Ch. 13
Friday 12/6		Chap. 14	Online Peer Responses

Week 12 12/11	Final	Chap. 17	Online Reading Response 5: Ch. 14, Ch. 17