

COMM 001 Syllabus

Instructor: Peter Lee

De Anza College Winter 2025 - On Site Hybrid in L48 for in person instruction every T/Th @ 9:30am to 11:20am all quarter long.

E-mail: leepeter@fhda.edu

Office hours: Tuesdays, 11:30am to 12:30pm in Baldwin Winery downstairs

My optional for students Canvas hour on Zoom: Wednesdays 430pm to 530pm

Greetings and welcome to COMM 001: Public Speaking. ***"He who opens a school door, closes a prison." Victor Hugo***

Textbook: The Natural Speaker by Randy Fujishin, 10th Ed. ISBN 10 = 0367748320 ISBN 13 = 978-0367748326

Course objective: to allow each student to develop as a speaker through practice, research, critical thinking and learning. This class offers each student an opportunity to build confidence, poise and articulateness through communication theory, constructive criticism, classroom speaking and mentoring.

Last Day to Drop with a W: <https://www.deanza.edu/calendar/>

[Links to an external site.](#)

Final Exam on Canvas March 24 to 27: [FINAL EXAM](#)

SLO's or Student Learning Outcomes

- A** 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.
- B** Evaluate how making the decision to respect diversity, speak ethically, and think . critically influences communication outcomes.
- C** . Select, locate, evaluate and use information technologies and information sources.

- D** Apply research, analyze, organize, compose, present, and evaluate informative and . persuasive speeches.
- E** Develop confidence in delivering speeches extemporaneously in front of a live . audience.
- F** Develop listening skills to foster respectful, reflective, and critical listening appropriate . in public presentation.

Course policies, which are strictly enforced:

1. Attend classes for in person instruction and complete the online portion of the course, and for video lectures, pay attention, listen and take notes. This will help prepare you for the quizzes and final exam.
2. Check CANVAS online for **due dates**, weekly messages (such as Announcements), assignments, **quizzes** or resources. I am also available on Zoom for the weekly online optional hour (see Zoom link on your left)
3. Read assigned chapters before each class and see the attendant slides.
4. All due dates are firm. Be aware of due dates and use the calendar to organize the course assignments.

Canvas ONLINE assignments (imported assignments) 15%

Speech Assignments, Outlines, Letters and Quizzes/Exams 85%

Formal Speeches (5)

Introduction	50 points
Story Time	100 points
Impromptu	100 points
Informative	150 points
Persuasive	200 points

Final Exam

150 points

Grading Scale: 100 - 90 = A (97.7 = A+, 93.3 = A, and below 93.2 = A-)

89 – 80 = B (+/-every 3.33 points again)

79 - 70 = C

69 – 60 = D

59-0 = F

The Formal Speeches (5):

There is an audience requirement for all speeches, and for speaking dates in person, see [Live in person in our classroom SCHEDULE](#)

Hence, meeting in class to speak with your instructor and classmates is the best way to meet this requirement and is reflected in our meeting dates for speeches mentioned above.

1. Student introduction: using an outline format (see Canvas Files), the student shall introduce themselves to the class, using 3-5 minutes of speech time. There is a sample from me in Canvas Discussions. We will conduct this speech in person the first week of the class. Comments for this speech are here: [About you Introductions!](#)
2. Story time: find a published story from history, science, folklore, myth or legend, etc. and present it to the class. This is a narrative presentation. Requirements: 4-6 minutes long. Follow the outline format or narrate the tale. Story time speeches are live in class, and topics are posted here: [Story time](#)
3. Impromptu Speech: this is a 3-5 minute long speech, with 5 minutes of preparation, and reflects a speakers' ability to spontaneously speak about a topic. Simple topics will be given to speakers who will prepare their thoughts, outline and then speak. The discussion is here: [Impromptu Speeches](#)
4. Informative: you will choose a topic and inform the audience about it, using research and data from studies and publications. A written outline will be handed in prior to speaking to ensure proper development of the speech. The speech should be 7 - 10 minutes long and present information for the audience including both pro and con. Verbally cite evidence and source citations and include lively visual aids. E. g.,

demonstrations, biographies, historical revision, scientific discovery, etc. Powerpoint. Prezi. Loom or google slides/docs or other presentation aids are recommended. Live speech sign up days are here [Speech Topics and Presentations - Informative Speech](#)

5. Persuasive: this speech is 9 - 12 minutes long and topics must be **publicly controversial** (e.g., abortion, euthanasia, sex education). An outline will be handed in prior to speaking and the speaker should be passionate and convincing, blending Aristotle's 3 persuasive proofs: ethos, pathos and logos. Don't forget to include verbal source citations and lively visual aids. Include passionate expression and advocate your position. Live speech sign ups and persuasive speech topics are here: [Persuasive Speech Topics and Presentations](#)

Speech Grading

Speeches are graded on organization (use of outline structure), content and substance (details, examples, paraphrasing, research and verbal source citation) and delivery (body language and voice). See the handout available on Canvas (FILES) or via <https://docs.google.com/document/d/1LX1HHLALm8oITWgWleFJb3wusKktrFxbpSLt0H1VY/edit?usp=sharing>

[Links to an external site.](#) . Rubrics also reflect the content, delivery and organization grading criteria

Submissions:

Speeches are live in class with an audience and instructor.

For many assignments, you can submit via the particular Canvas assignment such as outlines.

Additionally: all students will also be assigned to critique fellow student speakers twice, writing a feedback letter to the student speaker (1 full page, double spaced, typed) for an informative and persuasive speech. During live speaking meetings, you will be assigned a classmate to evaluate. Each Critique and Feedback Letter is worth 50 points each. This assignment will occur in class for Informative speeches and Persuasive speeches. [Info Speech Critique and Feedback Letter](#)

Discussions on **Canvas** are part of your **online participation grade** (150 points). In the Discussions, there are discussion threads where you can add your speech topics, comment on each others speeches and leave feedback on the course. This will help satisfy the 1 hour online per week requirement for this class. There will be a midterm and end evaluation score. [Canvas Discussion participation Midterm](#)

[Final Canvas Participation Score](#)

There are modules to complete, from 0 to 9. All assignments have due dates and quizzes will lock so do not miss them.

The Final Exam (150 points):

On the day of the [FINAL EXAM](#), a Canvas exam will be given, which will be a comprehensive review of the course. The final exam is an **open book, open note exam**, so prepare accordingly. There are a variety of types of questions and follows the model of the prior class quizzes, All scoring is reviewed by me before finalization, because Canvas is imperfect. The Final Exam will lock so make sure you take it punctually. The lecture slides are available here: [The Natural Speaker. Lecture Discussion](#)

Additional information:

The Academic Honor Code will be strictly enforced, so do not be in violation of it. Do not cheat and do not plagiarize. Verbally cite all source citations during speeches and turn in assignments on time.

Accommodations

Any student with a disability or unfamiliarity with the English language will be accommodated to the best of my ability. Please inform me of any circumstances related to disability and all efforts required under the A.D.A. will be made to comply with the law and to facilitate the student's learning. DSP paperwork needs to be provided to the professor immediately so all accommodations can be made.

Drop Policy

Students who miss the orientation session will be dropped from the class unless I'm notified about attendance. After 10/6/24 (last day to drop without a W, and 11/15/24 = last day to drop with a W), students who have not dropped must receive an evaluative grade, which may include an F or an FW.

Attendance Policy

Attendance and Audience participation

Students are expected to attend class for in person instruction. Instructors may drop students from class if they do not attend the first class meeting (and the mandatory Orientation). Excessive absences (or not logging into the class in Canvas for more than a week) may lead to disqualification (being dropped) from a course by the instructor. A student who simply stops attending without formally dropping may receive an unsatisfactory grade and may be required to repay financial aid funding.

It is the ultimate responsibility of the student to drop from a course; do not expect an instructor to know your intentions. You may drop on the Myportal system or by completing the proper forms in the Office of Admissions and Records. To be eligible for a refund of fees and/or prevent a recorded grade of F, FW, or W, you must drop the class on or before the posted date.

The instructor may make changes to the syllabus during the term. It is the student's responsibility to stay informed of these changes. Students may contact the instructor during office hours and before/after class, time permitting.

Late or Missed Exam Policy

Canvas will lock quizzes and exams on the due date so do not miss the deadlines. Contact the professor in emergency or technological issue.

When will Grades be Posted?

If assignments are due at midnight on Sunday night, then I will post grades and comments for the assignment by midnight on Friday (so be patient). However, I will not grade any papers before the assignment due date. This is for both of our benefits.

I will address questions and comments submitted with assignments at the time of grading that specific assignment.

This is not a self-paced course, and you will be required to work together as a class within the discussions and certain group/partner activities. Therefore, the drop box and discussion boards are date-restricted to open as appropriate for the assignments. It is entirely possible that I set a date incorrectly, so please let me know if you should have access to something, and it hasn't opened yet.

Late Policy

The majority of the assignments for this course will be submitted by posting in the "discussion forums" or "drop boxes." It is strongly recommended that you draft (and save) all assignments in Microsoft Word (or other word processing program) and then **copy and**

paste the information into discussion forum postings. That way you will have a copy saved on your computer should anything go wrong. Keep a copy of all of assignments you wish to include in your computer.

Due dates for each module are published on the course calendar. Work turned in by 11:59 PM on the due date, as evidenced by the date stamp given on the discussion board or drop box, will be considered on time and will receive full credit. Prompt submission of assignments for assessment allows the instructor to provide guidance and timely feedback.

Assignment grades will be posted in the grade book within 3 to 5 days after the assignment due date. If a grade is not posted, then the assignment was missing in the appropriate drop box folder.

Check the grade book and drop box throughout the course to review assignment feedback. If you have questions or concerns about a grade, please contact me ASAP. **Do not wait until final grades have been posted to discuss missing assignments or missing grades in the gradebook.**

Contact me in advance if you are going to be late or miss an assignment. Timely communication is an e-learning best practice. Prior email notice to me in sufficient time to allow for discussing an alternative schedule is required.

I will review late requests and circumstances on a case by case basis and make decisions accordingly. If an emergency arises that prevents you from completing your work on time, please email me as soon as possible so that arrangements can be made for you to keep up in the class. The late policy may be waived at the instructor's discretion in case of an emergency. Emergencies are defined as anything which is serious and unexpected. Emergencies cannot be written on the calendar in advance. Examples of emergencies are: heart attacks, car accidents, a serious health crisis of the student or in the student's immediate family. Examples of non-emergencies are: family weddings, vacations, conferences or any other event which can be planned around.

Excused Makeup Work - If a late submission has been requested in advance of the due date and the instructor grants an extension, no points will be deducted from the assignment grade.

Incompletes - (I's) will not be given except under extenuating circumstances that are discussed with your instructor prior to posting final grades.

Canvas Login Information:

- Student Login Instructions: How to [Log in to Canvas \(Links to an external site.\)](#)
(Links to an external site.)
- Technical Support: <https://www.deanza.edu/online-ed/>
- [Links to an external site.](#)
- After Hour Technical Support: Mon-Fri, 5:00 p.m. to 8:00 a.m. and weekends (24x7), contact Canvas Support Hotline: 408.864.8969 or email: support@instructure.com

Please Note: To prevent problems, make sure your email address on file in Admissions and Records and in MyPortal is correct.

Important: A free Canvas app is available for you to connect to our site with your mobile device. Here's the complete instructions of free [Canvas App \(Links to an external site.\)](#)
(Links to an external site.).

If you have technical challenges, please use the **Help icon** in the global navigation to:

- [Access the Canvas Guides \(Links to an external site.\)](#) (Links to an external site.)
- Call the Canvas Helpline. Use the "**? Help**" link in the global menu to the left of this screen for the numbers to call.

student accessibility Services

The Americans with Disabilities Act (ADA) is a civil rights statute that prohibits discrimination against people with disabilities. The Student Accessibility Services Program at De Anza College is designed to allow students with disabilities to fully access and benefit from the general offerings and services of De Anza College.

<https://www.deanza.edu/dsps/dss/>

[Links to an external site.](#) is their website.

The DSP Phone: 408-430-7681

Student Code of Conduct

Please review the following document for information regarding Student Code of Conduct guidelines, principles of discipline, standards of conduct, academic and classroom disciplinary procedures, student grievance procedures, and suspension and expulsion.

Please click here to access the Student Code of Conduct: DAC Student Code of Conduct and other resources are here: <https://www.deanza.edu/judicial-affairs/report.html>

[Links to an external site.](#)

Sexual Harassment/Discrimination Policy

It is the policy of the District to provide an educational environment in which no person shall be unlawfully denied in whole or in part full and equal access to, the benefits of, or be subjected to discrimination in any program or activity of the District. This policy prohibits discrimination on the basis of legally protected categories which include ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, sex, religion, sexual orientation, gender identity, marital status, medical condition, veteran status, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

DAC Student Support Resources links:

<https://www.deanza.edu/services/>

[Links to an external site.](#)

Date/Week:Topics/Assignments:

Course Calendar with Due Dates

All graded work will be due on the date specified at 11:59 p.m. Late submissions will not be accepted if they are more than two days late. If you require special accommodations for the midterm and final exams, please let me know well in advance of the scheduled date so I can make arrangements. If you're having difficulty with the course, please see me as soon as possible.

The course summary with due dates for all assignments is below:

[Course Summary:](#)

Date

Details

Due

Wed Jan 8, 2025	Calendar Event W25 COMM D001 Public Speaking 10Y Lee 37515	4:30pm to 5:30pm
Tue Jan 14, 2025	Quiz Self-Check Quiz: Module 0	due by 11:59pm
	Assignment Speech of Introduction Live	due by 11:59pm
Wed Jan 15, 2025	Calendar Event W25 COMM D001 Public Speaking 10Y Lee 37515	4:30pm to 5:30pm
	Assignment Icebreaker Discussion	due by 11:59pm
Mon Jan 20, 2025	Assignment Assignment -- Current Events	due by 9:59pm
Wed Jan 22, 2025	Calendar Event W25 COMM D001 Public Speaking 10Y Lee 37515	4:30pm to 5:30pm
Thu Jan 23, 2025	Assignment De Anza Collge Library -- Information Literacy.	due by 11:59pm
	Assignment Story Time Outline	due by 11:59pm
Wed Jan 29, 2025	Calendar Event W25 COMM D001 Public Speaking 10Y Lee 37515	4:30pm to 5:30pm
Thu Jan 30, 2025	Assignment Story Time	due by 11:59pm
Mon Feb 3, 2025	Quiz Module 1 to 3 Quiz	due by 11:59pm
Wed Feb 5, 2025	Calendar Event W25 COMM D001 Public Speaking 10Y Lee 37515	4:30pm to 5:30pm
Wed Feb 12, 2025	Calendar Event W25 COMM D001 Public Speaking 10Y Lee 37515	4:30pm to 5:30pm
Fri Feb 14, 2025	Assignment Canvas Discussion participation Midterm	due by 11:59pm
Mon Feb 17, 2025	Quiz Modules 4 and 5 Quiz	due by 11:59pm

Tue Feb 18, 2025	Assignment Impromptu Speech	due by 11:59pm
Wed Feb 19, 2025	Calendar Event W25 COMM D001 Public Speaking 10Y Lee 37515	4:30pm to 5:30pm
Tue Feb 25, 2025	Assignment Informative Speech Outline	due by 11:59pm
Wed Feb 26, 2025	Calendar Event W25 COMM D001 Public Speaking 10Y Lee 37515	4:30pm to 5:30pm
Wed Mar 5, 2025	Calendar Event W25 COMM D001 Public Speaking 10Y Lee 37515	4:30pm to 5:30pm
Thu Mar 6, 2025	Assignment Informative Speech LIVE	due by 11:59pm
Sat Mar 8, 2025	Assignment Info Speech Critique and Feedback Letter	due by 11:59pm
Mon Mar 10, 2025	Assignment Persuasive Speech Outline	due by 11:59pm
Wed Mar 12, 2025	Calendar Event W25 COMM D001 Public Speaking 10Y Lee 37515	4:30pm to 5:30pm
Mon Mar 17, 2025	Quiz Modules 5-9 Quiz (comprehensive all modules)	due by 11:59pm
Wed Mar 19, 2025	Calendar Event W25 COMM D001 Public Speaking 10Y Lee 37515	4:30pm to 5:30pm
Thu Mar 20, 2025	Assignment Persuasive Speech LIVE	due by 11:59pm
Fri Mar 21, 2025	Assignment Persuasive Speech Critique and Feedback Letter	due by 11:59pm
Mon Mar 24, 2025	Assignment Attendance and Audience participation	due by 11:59pm
	Assignment Final Canvas Participation Score	due by 11:59pm

Thu Mar 27, 2025

Assignment [Best Speakers](#)
Quiz [FINAL EXAM](#)

due by 11:59pm
due by 11:59pm