

# COMM 10 Fundamentals of Oral Communication

DeAnza College, Winter Quarter 2021

T TH 9:30am – 11:20am

**Instructor:** David A. Hamilton, Department of Speech Communication

**Email:** [hamiltondavid@fhda.edu](mailto:hamiltondavid@fhda.edu)

**Office Hours:** M W 9am – 10:30am

*Need help? The Student Success Center offers free tutoring for most De Anza classes. See <http://www.deanza.edu/studentssuccess> for details.*

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

**Hours:** Five hours lecture (60 hours total per quarter).

## Course Materials

Public Speaking Project - OER textbook on Public Speaking (this book is available online in the course Canvas section).

## Description

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 Objectives

### Student Learning Outcome Statements (SLO)

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

## **Course Objectives**

- A.** Examine the principles of human communication in order to communicate effectively in interpersonal, group, and public speaking contexts.
- B.** Apply principles of interpersonal communication in multiple contexts.
- C.** Analyze the similarities and diversities among group members and develop skills to work together effectively.
- D.** Organize, compose, present, and critically evaluate speeches appropriate in content and style to the audience and situation.
- E.** Select, locate, evaluate and use information technologies and information sources.

## **Online Canvas**

You are required to complete the online materials during the quarter. Each week contains different readings, assignments and quizzes. You are to log onto your Canvas for this class to access each week. Each week's assignments will open on the Monday of that week and class Sunday night at 11pm of that week. You will need to complete the week's assignments within that time period. Attendance points are rewarded by completing each week's assignments.

Being aware of the grading criteria and knowing how to submit the assignments and discussion questions is an important step to staying on top of things in an online class. I am detailing some important need to know information which will help everyone understand the submission and grading process. Instructions on how to submit are also repeated in all the assignments towards the end of the assignment. Each assignment has clear guidelines to help you submit and not do something wrong. It is very important in the Canvas section to carefully read everything and follow the instructions. Most of the mistakes are committed from hasty or incomplete reading of the assignment and its writing and submission guidelines.

## **Assignments**

- 1 As soon as you click on the assignment and scroll down to the bottom of the page, you will see a button which says ' Add Submission'. You will see statements above it let you know the submission and grading status for the assignment.
2. Clicking on this button opens up a text box, (scroll to the bottom of the page. It is going to open right below the assignment) you can type the response to the assignment or if you did it offline, cut copy paste it. Click on 'Saves Changes' button right below the text box. This saves your submission on the server. Please know that you can go back and change this assignment any number of times before the deadline. Each time the assignment will be updated with your changes when you click on 'Save changes'. After the deadline is past the system will still let you paste or type the assignment and submit it but it will be marked as a late submission. For late submission syllabus guidelines apply.

3. If when you paste the assignment and see a change in the formatting, please note that this is due to a compatibility issue with MSWord etc. Just paste the assignment in Notepad first which removes embedded coding and then paste it from Notepad onto the text box in Canvas. You should then be able to format the document without any trouble.

### **Policies**

**Participation:** Since this is a course in communication competency, your regular attendance and participation is expected. This means that it is in your best interest to attend and actively participate in each and every session. By being present, by listening and reacting to the assigned activities, you contribute to the learning process for yourself and fellow classmates. However, should an emergency arise, please do everything in your power to contact me prior to missing class so that we might try to make alternative arrangements. Please be aware that I will only accept late work in cases of extreme personal emergency; furthermore, such work may be subject to a fifty percent grade penalty or additional, elaborative, assignments.

**Attendance:** Attendance is randomly taken at the beginning or end of every class. You are expected to be here when class starts and ends. It is my responsibility that I consider a reasonable request. If you are more than 20 minutes late, you will probably be able to participate in the activities of that day, but it will be counted as an absence. This is a college course, and I do expect you to be present every class session. It is your responsibility to practice constructive learning and great participation. Note: If you do not show up for the second class, and I have not been notified in advance of your absence, I will drop you and continue taking students from the “wait list.”

**Assistance:** If you need course adaptations or other assistance because of a disability, if you have emergency medical information you feel you should share with me, or if you need special arrangements in case this building must be evacuated, please arrange to chat with me during office hours.

**Plagiarism:** You must submit your own, original work for this course. I will uphold DeAnza College 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 a failing course grade. Please refer to the DeAnza course catalog or make arrangements to chat with me to discuss this further if you have questions.

**Format:** Please format all assignments as follows: Typed or word-processed (using a dark ink) in APA/MLA citation style, double-spaced, 10 or 12 point font, one inch margins on all sides. Be sure to include your name, as well as a title for the assignment.

Grading is based on fulfillment of the assignment, grammar, punctuation, and etc, as the quality and organization of the content.

## **Grade Monitoring Form**

### ***Speeches:***

Wk2: Speech 1 (Introduction)= \_\_\_\_\_ out of 25 points possible  
Wk4: Speech 2 (Demonstration)= \_\_\_\_\_ out of 50 points possible  
Wk6: Speech 3 (Informative)= \_\_\_\_\_ out of 100 points possible  
Wk.8: Speech 4 (Persuasive)= \_\_\_\_\_ out of 100 points possible  
Wk.10 Speech 5 (Tribute)= \_\_\_\_\_ out of 100 points possible

### ***Outlines:***

Wk.2: Outline Introduction = \_\_\_\_\_ out of 10 points possible  
Wk.4: Outline Demonstration = \_\_\_\_\_ out of 20 points possible  
Wk.6: Outline Informative = \_\_\_\_\_ out of 40 points possible  
Wk.8: Outline Persuasive = \_\_\_\_\_ out of 40 points possible  
Wk.10 Outline Tribute= \_\_\_\_\_ out of 50 points possible

### ***Response Assignments:***

Wk.1: Chapter Response \_\_\_\_\_ out of 33 points possible  
Wk.3: Chapter Response \_\_\_\_\_ out of 33 points possible  
Wk.5: Chapter Response \_\_\_\_\_ out of 33 points possible  
Wk.7: Internet Activity 1 & 2 \_\_\_\_\_ out of 33 points possible  
Wk.9 Ethics Activity \_\_\_\_\_ out of 33 points possible

Participation \_\_\_\_\_ out of 100 points possible

***Total:*** \_\_\_\_\_ out of 800 points possible

*Your final grade is based on the following point scale:*

A = 800-760 points	A- = 759-730 points	B+ = 729-710 points
B = 709-690 points	B- = 689-60 points	C+ = 659-640 points
C = 639-590 points	D + = 589-750 points	D = 569-550 points
D- = 549-520	F = 519 and fewer points	

**Note: In order to receive general education credit for this course, you must earn at least a C.**

## Course Calendar

Wk	Date	Day	Zoom Meetings	Online Assignment
1	Jan. 5	T	Zoom mtg. 9:30am	Chapter 1 Reading
				Response Paper
	Jan. 7	TH	Zoom mtg. 9:30am	
				All assignments due by: <b>Mon. Jan. 11 11:59pm</b>
2	Jan. 12	T	Zoom mtg. 9:30am	Intro Speech (record and submit)
	Jan. 14	TH	Zoom mtg. 9:30am	
				All assignments due by: <b>Mon. Jan 18 11:59pm</b>
3	Jan. 19	T	Zoom mtg. 9:30am	Chapter 11 Reading
				Response Paper
	Jan. 21	TH	Zoom mtg. 9:30am	
				All Assignments due by: <b>Mon. Jan. 25 11:59pm</b>
4	Jan. 26	T	Zoom mtg. 9:30am	Demo Speech (record and submit)
				Demo Outline
	Jan. 28	TH	Zoom mtg. 9:30am	
				All Assignments due by: <b>Mon. Feb. 1 11:59pm</b>
5	Feb. 2	T	Zoom mtg. 9:30am	Chapter 13 Reading
				Response Paper
	Feb. 4	TH	Zoom mtg. 9:30am	
				All Assignments due by: <b>Mon. Feb. 8 11:59pm</b>
6	Feb. 9	T	Zoom mtg. 9:30am	Informative Speech Outline
	Feb. 11	TH	Zoom mtg. 9:30am	
				All assignments due by: <b>Mon. Feb. 15 11:59pm</b>
7	Feb. 16	T	Zoom mtg. 9:30am	Informative Speech
	Feb. 18	TH	Zoom mtg. 9:30am	
				All assignments due by: <b>Mon. Feb. 22 11:59pm</b>
8	Feb. 23	T	Zoom mtg. 9:30am	Website Evaluation
				Article Evaluation
	Feb. 25	TH	Zoom mtg. 9:30am	
				All assignments due by: <b>Mon. Mar. 1 11:59pm</b>

<b>9</b>	<b>Mar. 2</b>	<b>T</b>	<b>Zoom mtg. 9:30am</b>	Persuasion Activity (record and submit)
				Persuasion Outline
	<b>Mar. 4</b>	<b>TH</b>	<b>Zoom mtg. 9:30am</b>	
				All assignments due by: <b>Mon. Mar. 8 11:59pm</b>
<b>10</b>	<b>Mar. 9</b>	<b>T</b>	<b>Zoom mtg. 9:30am</b>	Tribute Speech Prep Due
				Tribute Outline
	<b>Mar. 11</b>	<b>TH</b>	<b>Zoom mtg. 9:30am</b>	
				All assignments due by: <b>Mon. Mar. 15 11:59pm</b>
<b>11</b>	<b>Mar. 16</b>	<b>T</b>	<b>Zoom mtg. 9:30am</b>	
				Tribute Speech
	<b>Mar. 18</b>	<b>TH</b>	<b>No Zoom mtg.</b>	Tribute Outline Due
				All assignments due by: <b>Mon. Mar. 22 11:59pm</b>
<b>12</b>	<b>Mar. 23</b>	<b>T</b>	<b>Final</b>	