



Communication Studies
COMM 001, CRN 12563, Public Speaking, Summer Quarter 2020

Instructor:	Morgan McKnight
Office location:	Online via Zoom
Email:	McknightMorgan@fhda.edu
Office hours:	Mondays and Wednesdays, 8:00am – 9:00am (also available by appointment)
Class days/time:	Tuesdays and Thursdays 8:00am - 9:50am
Classroom:	Online via Zoom
Prerequisites:	Eligibility for English 1A or ESL 5
Transferable:	This course meets the Communication Requirement: 5 units of credit.

Online Course

This is a fully online course, which will be using a hybrid of synchronous and asynchronous modalities. What does that mean? Simple: You will be expected to attend regular Zoom meetings throughout the term on the specific days and times listed above under “Class days/time”—this is the *Synchronous* component of this course. The Zoom invite for those regular meetings will be sent either via email or Canvas announcement approximately a half hour before the start of each class, and the Zoom meetings will generally be started five minutes before the start of class to allow everyone to join on time.

In addition to our synchronous meeting times, you will also be expected to complete a significant amount of course work outside of our regular meeting times each week. The majority of this work will be devoted to preparing and completing your speech assignments. Since this specific course work will be *Asynchronous*, you will be able to complete this portion of the course whenever you’d like, so long as you turn in all assignments by their respective deadlines. More information on specific assignment instructions will be provided via Canvas.

Catalog Description

Theory and techniques of public speaking in a democratic society. An introduction to a variety of perspectives and approaches used to research, assess, organize, present, and evaluate public presentations. Students will develop and apply effective research strategies.

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.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

SLO1: Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.

SLO2: Display increasing confidence in speaking extemporaneously.

SLO3: Demonstrate effective listening skills in various public speaking contexts.

SLO4: Identify, locate, evaluate and use information technologies and information sources.

Course Objectives:

Throughout the semester students will work to meet the following additional objectives:

- A.** Develop confidence in delivering speeches extemporaneously in front of a live audience.
- B.** Develop listening skills to foster respectful, reflective, and critical listening appropriate in public presentation.
- C.** Apply research, analyze, organize, compose, present, and evaluate informative and persuasive speeches.
- D.** Select, locate, evaluate and use information technologies and information sources.
- E.** Evaluate how making the decision to respect diversity, speak ethically, and think critically influences communication outcomes.
- F.** 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.

Course Website

You will find copies of the course syllabus, readings, assignment sheets, and other resources in our Canvas course site: <https://deanza.instructure.com/>. You are responsible for regularly accessing the class website throughout the semester. I will post announcements and other important alerts about the class on the class website.

Course Materials

Jaffe, C. I. (2013). *Public speaking: Concepts & skills for a diverse society* (8th Ed.). Boston, MA: Wadsworth.

All students will also need a reliable high-speed Internet connection, and an Internet connected device with a microphone and camera.

Attendance & Participation

Public speaking 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 interests to attend and actively participate in each and every session. Furthermore, your absence robs your peers of the audience members they need to further hone their speaking skills. Therefore, by missing class, you are not only depriving yourself (as well as impacting your own grade), but you are also depriving your classmates.

Since this is a performance-based class, it is very difficult for you to receive credit for assignments if you are not there to participate. It is also very difficult for you to accumulate enough points to pass the class if you are not present. Therefore, **you will be unable to pass the class if you miss more than 3 classes. If you miss 4 classes, you may be dropped from the course.** Excessive tardiness (more than 30 minutes late) or leaving excessively early may also be counted as an unexcused absence.

Instructor Contact Policy

If you cannot attend any of our Zoom meetings for some reason, please notify me via Canvas or email message. I understand that sometimes life throws us unavoidable curve balls, but please keep me in the loop on your absences. You do not need to disclose what is going on in your life if it is a personal matter, but out of respect, please give me a heads up if you will not be in class. I am not capable of typing out the entire class lesson that you missed, but I am willing to try to catch you up during office hours.

Office Hours

While my office hours are online on Mondays and Wednesdays, from 8:00am – 9:00am, you can also schedule an appointment to see me if you ever have questions or concerns. I will be available via email and Canvas message during my office hours, and if requested may also open a Zoom meeting to discuss at those times.

Classroom Protocol

Together we will develop guidelines for our work together as a supportive learning community; I will share what we produce for your records.

In addition, in this class we will not tolerate hate speech (i.e., abusive language or gestures that could incite emotional distress or violent response,) violence, harassment or discriminatory conduct. Students will adhere to the Foothill/De Anza Community College District Student Code of Conduct, which states the following:

Foothill and De Anza Colleges consider the following principles essential to their educational mission and community life:

- 1) *Mutual respect between students, faculty and staff;*
- 2) *Pursuit of studies with honesty and integrity;*
- 3) *Respect for College and personal property; and*
- 4) *Compliance with all rules and regulations.*

Even though this class will only meet online, all of De Anza College's policies will still apply when we meet via Zoom. This includes interactions on video, microphone, and through the chat function. Additional details of the Student Code of Conduct can be found by following this link:

<https://www.deanza.edu/dsps/dish/appendix/conducts.html>

Common courtesy and professional behavior dictate that you notify someone when you are recording her/him. **You must obtain my permission to make audio or video recordings in this class.** Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not received any rights to reproduce or distribute the material. Course material developed by an instructor is the intellectual property of that instructor and cannot be shared publicly without her/his approval. You may not publicly share or upload instructor-generated material for this course such as exam questions, lecture notes, or homework solutions without my consent.

De Anza College Policies:

Note to Students with Disabilities If you have a disability-related need for reasonable academic accommodations or services in this course, provide me with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five-day notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number TTY:408.864.8748) or EDC advisor (864-8839 EDC main number).

Occupational/Vocational Students

Limited English language skills will not be a barrier to admittance and participation in this course.

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, any 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/or a failing course grade.

Need help?

The Student Success Center offers free tutoring for many De Anza classes. See

<http://www.deanza.edu/studentsuccess> for details.

In addition, you may also want to consult De Anza's Listening and Speaking Center (LSC) for tutoring and support in order to further develop your communication skills. Information on the LSC can be found here:

<http://www.deanza.edu/studentsuccess/lsc/>

Dropping and Adding

It is students' responsibility to read and understand De Anza Community College's policy regarding adding and/or dropping a course. These policies can be found by following this link:

<http://www.deanza.edu/registration/add-drop.html>

An absence on the first day of class may automatically result in your being dropped from this course. If you are unable to attend for a legitimate reason, it is advisable to notify me before class meets (documentation, e.g.: a doctor's note, may be requested to verify that an absence is legitimate). You can request that your place be held, though that potential decision will be at my discretion.

In addition to the policies detailed above, students may be dropped from this course if they exceed four unexcused absences throughout the semester. (Note: two tardies will count as an absence; i.e.: arriving to class late more than eight times may also result in your being dropped from the course.) Again, these policies are designed to encourage regular, active participation in this course, which is essential for student success.

If you know that you will absolutely be missing a certain class session, it is in your best interest to provide me with advance notice of this.

Assignments and Grading Policy:

Major Speeches: 500 points. *Demonstration Speech:* A 4-5 minute speech in which you present to your listeners how to do something that is socially or culturally significant. *Informative/Idea or Concept:* A 5-7 minute informative speech on an idea or concept that has broad social relevance. *Persuasive/Policy:* A 6-8 minute persuasive speech designed to convince and motivate your audience to take some immediate action about an important topic of social relevance. In addition to these three major speeches, there will also be two additional speeches, which are detailed under Engagements. *You must submit an outline to earn credit for each speech.*

Complete-Sentence Outlines: 155 points. You must turn in a 500-1000-word (not including the reference page) complete-sentence outline with a reference page for each major speaking assignment prior to delivering your speech. Submissions must be *both an online copy and a paper copy* by the dates set.

Midterm & Final: 100 points. Multiple choice and true/false questions on any material from our readings.

Engagements: 100 points. In order to practice skills you will need for each major speech, you will participate in four engagement assignments (brief speaking/writing exercises). These will include: A Cultural Artifact Speech, a Tribute Speech, an Outline Workshop, and an Audience Analysis Survey. The assignment guidelines for each engagement will be presented in class and on Canvas.

Peer Responses: 50 points. You'll complete peer responses for your classmates' speeches.

Self-Evaluations: 40 points. You will reflect on your performance in your first two speeches as a means of appraising your growth and setting future goals as a speaker. Each self-evaluation should be at least 500 words.

Participation Assignments: 55 points. In order to contribute to a successful learning community, you will participate in frequent discussions and practice key concepts from the course, including small group work, quizzes, etc. If you leave before class ends without notifying the instructor, it will be considered an unexcused absence, and any in-class work will not be accepted for a grade.

Your final grade is based on the following point scale:

	B+ = 870-899 points	C+ = 770-799 points	D+ = 670-699 points
A = 940-1000 points	B = 840-869 points	C = 740-769 points	D = 640-669 points
A- = 900-939 points	B- = 800-839 points	C- = 700-739 points	D- = 600-639 points
			F = 0-599 points

Formatting Instructions

Unless instructed otherwise, all written work should be typed, double-spaced, with one-inch margins all around, in standard 12-point, Times New Roman font. Please do not include a title/cover page. All assignments submitted to Canvas will require the same formatting noted above. Citations should be formatted in accordance with APA style guidelines—this will be covered in class.

Please proofread all written assignments, sloppy grammatical structure and/or frequently misspelled words *will* negatively impact your grade. All assignments uploaded to Canvas must be in a PDF, .Doc, or .Docx file type; submission of any other file types may result in the assignment not being accepted for a grade.

Any assignments submitted that fail to adhere to the formatting requirements detailed above will not be able to earn full credit and, in some cases, may not be accepted.

Note about deadlines: To receive full credit, all assignments should be typed, proofread, appropriately referenced and turned in on the day they are due. In order to complete the three major speeches (demonstrative, informative and persuasive), as well as the associated outlines and self-evaluations, you are required to submit an electronic copy via the assignment drop-boxes in Canvas. (By submitting this electronic copy to Canvas, you are also submitting your work to Turnitin.com, an online plagiarism detection service.) All assigned readings as listed in the course calendar are expected to be completed *in advance* of that class meeting.

*****Please be aware that I will only accept late work in cases of extreme personal emergency, and in such cases, I must be notified *in advance* of the assignment's deadline; furthermore, any late work, *if* accepted, may be subject to a fifty percent grade penalty or additional, elaborative, assignments.*****

COMM 01: Public Speaking Class Schedule

This schedule is subject to change with fair notice. I will announce any changes in class and on Canvas.

Date	Description	Reading	Assignments
6/30	Course Overview Introduction to Public Speaking and Culture Ethics in a Diverse Society	Syllabus Ch. 1 Ch. 3	<u>Online:</u> Information Literacy: Pt. 6: Academic Honesty <u>Online:</u> Student Info Sheet
Wed. 7/1	Speech #1: Cultural Artifact Speech		Engagement #1: Cultural Artifact Speech & Outline
7/2	Giving Your First Speech: Developing Confidence	Ch. 2	<u>Online:</u> Peer-Reviews (Fri.) <u>Online:</u> Quiz #1 (Fri.)
7/7	Selecting Your Topic and Purpose	Ch. 5	<u>Online:</u> Topic Selection Sheet
Wed. 7/8	Speech #2: Tribute Speech		Engagement #2: Tribute Speech & Outline
7/9	Outlining Your Speech Organizing Your Main Points	Ch. 11 Ch. 9	<u>Online:</u> Peer-Reviews (Fri.) <u>Online:</u> Quiz #2 (Fri.)
7/14	Introductions and Conclusions Delivering Your Speech	Ch. 10 Ch. 14	Engagement #3: Outline Workshop <u>Online:</u> Quiz #3
Wed. 7/15	Speech #3: Demonstrative		Major Speech #1: Demonstrative <u>Online:</u> Demo Speech Outline
7/16	Introduction to Informative Speaking Informative Speaking Researching Your Speech in the Digital Age	Ch. 15 Ch. 7	<u>Online:</u> Information Literacy: Pt. 2: Databases <u>Online:</u> Demo Speech Peer-Reviews & Self-Evaluations (Fri.) Midterm (Fri.)
7/21	APA Style Citations & Oral Citations Choosing Supporting Materials Using Language Effectively	Ch. 8 Ch. 12	<u>Online:</u> Information Literacy: Pt. 5: Internet Credibility <u>Online:</u> Quiz #4
Wed. 7/22	No Speeches Due—Complete Info Speech Outline		

7/23	Info Speech Outline Workshop Effective Use of Visual Aids Speech #4: Informative		<u>Online:</u> Outline Workshop Major Speech #2: Informative (Fri.) <u>Online:</u> Info Speech Outline (Fri.)
7/28	Introduction to Persuasive Speaking Persuasive Speaking Audience Analysis (skim)	Ch. 17 Ch. 6	<u>Online:</u> Info Speech Peer-Reviews & Self-Evaluations
Wed. 7/29	No Speeches Due—Work on Persuasive Speech & Audience Analysis Surveys		
7/30	Foundations of Persuasion	Ch. 16	Engagement #4: Audience Analysis Surveys (Fri.)
8/4	Persuasive Speech Outline Workshop Persuasion, Ethics & Civility in Public Speaking		<u>Online:</u> Outline Workshop
Wed. 8/5	Speech #5: Persuasive		Major Speech #3: Persuasive <u>Online:</u> Persuasive Speech Outline
8/6	Course Reflection Final Exam Prep		<u>Online:</u> Persuasive Speech Peer-Reviews Final Exam (Fri.)