



COMM01
Public Speaking
(#12957) COMM-001.-63Z
(#12958) COMM-001.-64Z



Office Hours
[Online] MT - 10:30 – 11:30 a.m.
By Appointment on Fridays

Shagun Kaur
kaurshagun@fhda.edu
408.864.8381



Hello and welcome to the class,

Firstly, and probably the most important thing to note in this syllabus: **I am here to help you.**

If you have outside responsibilities or other potential barriers to completing the work for this course, please come talk to me *as soon as possible*. Don't wait until it's too late to get help.

If you have any disability, either temporary or permanent, which might affect your ability to participate fully in the course, please let me know right away. We can figure out what accommodations will be necessary to provide for equitable participation.

Don't be a stranger! I would like to learn a little bit about all of you, including your names, and it would help enormously if you would feel comfortable enough to log in early and introduce yourself to me before or after speeches, or during the office hours.

I believe that every single one of you can do well in this class. I expect you to try your best, to put as much into this class as you can and get as much out of this class as you can, to ask me for help when you need it, to ask for and offer help to your classmates, and to work with me to ensure your success.

Finally, I want to stress that ALL students are welcome in my class, regardless of national origin, religious affiliation, ethnicity, gender, sexual orientation, age, physical challenge, socioeconomic status, or cultural background. Let us work to make our classroom an environment marked by kindness and mutual respect for one another. It is our differences, even more than our similarities that offer the richest opportunities for learning.

– **Shagun Kaur**

COURSE DESCRIPTION:

This skill learning course covers the theory and techniques of public speaking in a democratic society and is designed to provide 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.

STUDENT LEARNING OUTCOMES:

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.

MAJOR ASSUMPTIONS OF THE COURSE:

1. As human beings, we engage in communication in a meaningful, respectful and inclusive manner - every day.
2. If we are thoughtful and careful, we learn real things about the communication environments in which we participate.
3. The social sciences are an integral part of the kind of general education that makes us thoughtful and effective human beings. We are not simply individuals with complete autonomy and self-determination, but rather social beings who both shape and are shaped by the socio-political world in which we live in.
4. Learning can be fun; in fact, we probably learn best when our minds and bodies are actively engaged in the learning process.

What you need to be Successful in this Course

Textbook & Readings

Required:

FREE BOOK: Public Speaking Project : Virtual textbook at <http://publicspeakingproject.org/psvirtualtext.html>

Also available at:

[https://socialsci.libretexts.org/Bookshelves/Communication/Book%3A_Public_Speaking_\(The_Public_Speaking_Project\)](https://socialsci.libretexts.org/Bookshelves/Communication/Book%3A_Public_Speaking_(The_Public_Speaking_Project))

which has [BeeLine Accessibility Reader](#)

Recommended:

Speaking Up Without Freaking Out: 50 Techniques for Confident, Calm, and Competent Presenting by Matt Abrahams.

Supplies: One package of 3*5-inch index card.

Access to the Internet: To access the class Canvas site, zoom sessions, and access to an active email address that is checked at least thrice during the week.

An Openness to Participating Fully in Class Activities:

I believe that students learn best when presented with a variety of teaching strategies. Not everyone will like every strategy; to paraphrase Lincoln, you can't make everybody happy all of the time.

As much as is possible given the constraints of time and learning objectives, the class will be organized with a hands-on approach, asking students to engage in discussion, video analysis, and speeches. This not only creates a fun and engaging learning environment

but also helps you practice your communication skills in a low stakes environment which hopefully helps reduce anxiety.

In order to facilitate this, you will also be asked to participate in various class activities and discussion. If you are usually a talker, then your challenge will be to listen more and talk less. If you are usually quiet or an observer, your challenge will be to take risks and speak up from time to time.

Students consistently have told me that when they consulted and/or worked with others in the class, their learning, confidence, enjoyment, and skills increased significantly beyond when they worked alone.

Communicate with your class peers outside the confines of this room and time. Don't wait!! Approach them! Exchange emails/ phone numbers. Who knows; you might make some new friends. **HAVE FUN!!**

Expectation Agreement As a student in COMM01, you are expected to...

- Keep up with the assigned readings, videos, handouts for this class by following the weekly schedule.
- Read and/or re-read the assignments before the due dates. Your success in this class is dependent on reading and digesting the assignment.
- Stay focused and ready to participate in class.
- Show up for all speeches in a timely manner, ready to engage.
- Participate in civil & respectful class discussions.
- Be an active, engaged and respectful listener.
- Turn in assignments, speeches and quizzes on time.
- Check you class site and emails regularly and respond to classmates in a timely manner.

Speeches, Quizzes & Discussions

All measurable assignments will be given a point value listed below. Your final grade is based on a percentage and the grade scale corresponding to each percentage is given in the table below.

Weekly Participation (6 @ 5 points each)	30 Points
Exercises	30 Points
Discussions (6@20 points each)	120 Points
Quizzes (5 @ 10 points each)	50 Points
Syllabus Quiz	10 Points
Speech Assessments	80 Points
Speeches and Outlines	280 Points
	600 Points Maximum

100% - A+	89%-88% - B+	79%-78% - C+	69%-68% - D+	59% or below – F
99%-93% - A	87%-83% - B	77%-70% - C	67%-63% - D	
92%-90% - A-	82%-80% - B-		62%-60% - D-	

EXERCISES:

These low stake assignments are designed to both assess and reduce your communication apprehension and help you before the speeches. These include:

- Communication Goals [10 pts]
- Anxiety Management Plan [10 pts]
- Plagiarism Certificate [10 pts]

SPEECHES AND OUTLINES:

Your speaking assignments will be as follows:

- Story of my Name - **2-3 minutes** [20 pts.] (a low stake speech that requires no outline submission)
- Social Issue Speech - **4-5 minutes** [60 pts.] (requires topic proposal and outline submission)
- Artifact Hack App [AHA] speech - **4-5 minutes** [60 pts.] (requires preliminary research, audience analysis & multiple outline submission)
- Persuasive Speech – **5-7 minutes** [110 pts.] (requires outline submissions)
- Tribute Speech – **2-4 minutes** [30 pts.]

SPEECH ASSESSMENTS:

Will include written evaluations of not only the speeches of your classmates but also reflection on your own performances.

QUIZZES:

You will be required to do **five** online quizzes worth 10 points each. These quizzes have 20 multiple choice/true-false questions based on the week's assigned chapters/handouts/videos etc. You will have unlimited attempts for each of these quizzes and the highest score from all attempts will be used. All quizzes will open at 12:00 a.m. on Monday of that week and will be due by 11:55 p.m. that Friday. In addition, there will be a **mandatory syllabus quiz** in week 1 worth 10 points.

DISCUSSIONS:

In lieu of classroom discussions and lecture there will be SIX online discussions to help us collaborate and engage in a dialogue about the course content. These will be online on the class website.

Participation:

Timely completion of all readings, assignments, discussions, quizzes listed in the weekly schedule will earn you up to 5 points of participation for that week. This is monitored and assessed by log in records, course analytics and assignment submission dates and times. Missing or being late will result in loss of these points.

General note about participation, late work, and other class policies

1. All assignments will be turned in/ presented on the due date indicated in the schedule. **I do not accept late assignments past 24 hours unless you have negotiated that with me in advance or there are extreme circumstances.** Makeups are decided on case by case basis and only partial credit is given for the late work. It is also your responsibility to keep track of your absences and scores.
2. Online participation includes but is not limited to timely and meaningful participation in all online discussions; timely submission of all assignments; responsible and active participation in group activities; courteous and responsive communication with all members of the class.
3. All class policies around late work, participation etc. are explained in greater detail on the class website. It is imperative and incumbent on you to read them carefully

Plagiarism

Don't cheat. It is unethical and, frankly, disappointing. When you cheat, you cheapen what we are doing here in class; you deprive yourself of learning and growth; you sell yourself short; and you betray the time and effort I devote to teaching the class. I understand that many of you do not fully understand what plagiarism is or how to cite reference materials properly. I am happy to go over this with you.

In short, if you use someone else's ideas without giving them credit, or if you introduce information you learned from a specific source without giving it credit, that is plagiarism. If you didn't make it up from your own mind, you need to provide an in-text citation. *The De Anza Student Handbook specifies that students can be subject to College discipline (including suspension and expulsion) for plagiarism and cheating.*

Our COMM01 class is published on Canvas, De Anza's course management system. You can access this course by logging in with your MyPortal credentials

1. Go to <https://deanza.instructure.com> (Link to Canvas is also available in MyPortal under your Student Tab)
2. Use your MyPortal credentials to log in.
3. You will be taken to the Canvas dashboard where you should see our course.

As an online course, all components of our class (assignment submissions, quizzes, accessing guidelines and other materials) are conducted via Canvas. I will do my best to ease the transition for you and act quickly in resolving issues that I have control over. If you experience technical issues with Canvas, contact their technical support at 1-844-592-2207.

Important College Dates

DATE	EVENT
September 1	Last day to file for summer degree or certificate
September 9	Last day to request Pass/No Pass for a full – length class.

Course Calendar

The assignments, due dates and points are detailed in the **Weekly Overview** for each module on the Canvas class site. The live online speeches dates are listed below and sign-up sheets will become available a few days before on Canvas when a speech is due.

I am going to make every effort to make sure all speech times listed below are available, however as the class numbers and needs change time slots which have less than 8-10 people signed up will not be available. This is to meet the live audience requirement for the class. Please sign up for a slot with at least 8-10 speakers to ensure your time slot does not get cancelled or shifted. You are required to sign up for only one slot for each speech.

Speech	Dates and Time Slots
Social Issue Speech	<p>07/15/20</p> <ul style="list-style-type: none"> ● 10:30 am -12:30 pm ● 1:00 pm – 3:00 pm ● 3:30 pm – 5:30 pm <p>07/16/20</p> <ul style="list-style-type: none"> ● 10:30 am -12:30 pm ● 1:00 pm – 3:00 pm ● 5:30 pm – 7:30 pm
AHA Speech	<p>07/22/20</p> <ul style="list-style-type: none"> ● 10:30 am -12:30 pm ● 1:00 pm – 3:00 pm ● 3:30 pm – 5:30 pm <p>07/23/20</p> <ul style="list-style-type: none"> ● 10:30 am -12:30 pm ● 1:00 pm – 3:00 pm ● 5:30 pm – 7:30 pm
Advocacy Speech	<p>07/29/20</p> <ul style="list-style-type: none"> ● 10:30 am -12:30 pm ● 1:00 pm – 3:00 pm ● 3:30 pm – 5:30 pm <p>07/30/20</p> <ul style="list-style-type: none"> ● 10:30 am -12:30 pm ● 1:00 pm – 3:00 pm ● 5:30 pm – 7:30 pm