

## Syllabus

**De Anza College**

**Communication Studies**

**Comm 10, Fundamentals of Oral Communication, Summer 2020**

<b>Instructor:</b>	Kathleen Raiff
<b>Office location:</b>	My living room couch
<b>Telephone:</b>	Contact me through Canvas's messaging system
<b>Email:</b>	RaiffKathleen@fhda.edu
<b>Office hours:</b>	
<b>Class days/time:</b>	T/W/Th 10-12:25
<b>Classroom:</b>	Your living room couch
<b>GE Category:</b>	Course meets the communication requirement, 5 units
<b>Pre-Requisites</b>	Eligibility for English 1A or ESL 5

## Note from me:

You are expected to meet online three times a week during our normal class time, utilizing Canvas assignments and discussions.

## Catalog Description

Fundamentals of Oral Communication is an interactive and practical class that provides an introduction to the theory, basic principles, and methods of effective oral communication. In this class, we emphasize improving communication and listening skills in three contexts: **public speaking, small group communication, and interpersonal relationships**. Our class will consist of a combination of short lectures, interactive exercises, group projects, and presentations. Through in-class activities and real communication, we will all have the opportunity to teach and learn from each other. Use this course to broaden your perception of those around you, learn a few things about yourself, and pick up some practical communication skills along the way.

## Succeeding in This Five Unit Course

De Anza's Student Success Center is open Spring 2020 and available for Zoom tutoring and workshops.

- **All SSC Zoom links and schedules are located in one convenient place.** Go to <https://www.deanza.edu/studentssuccess/> and follow the links in the Service Updates to add yourself to the non-course [SSC Resources Canvas](#) site, then click on Modules to find current schedules and links. This is updated frequently, so please, ALWAYS access SSC Zoom tutoring and workshops from within SSC Resources.

- **Support for remote learning:** If you'd like to speak with someone about trying different study strategies for online classes, finding new routines, creating a productive workspace, resisting the new opportunities for procrastination, or just brainstorming some strategies for good self-care during a stressful time, we encourage you to talk with a peer tutor or SSC staff member, or attend a Skills workshop. We get it and are going through the same things, so let's support each other!

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 4 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

These are some suggestions to make this course FUN and STRESS FREE for all of us: ALWAYS keep a copy of your quizzes and assignments as backup, in case the one submitted on Canvas is somehow lost. I will expect you to show me your backup copy as proof of completion before I can give you credit for any work lost. Please keep all graded assignments till the final grade is received, as a safeguard measure. **Assignments with more than five spelling mistakes or grammatical errors will need to be submitted again.**

Don't procrastinate and start work early in the week. Sometimes the Internet may be down later in the week or you may have some other emergency at the eleventh hour. Plan ahead, especially for your major speeches which are lengthy and require exhaustive research. In fact, look ahead at the assignments, and work ahead if you have the time.

### **Course Website**

You will find copies of the course syllabus, readings, assignment sheets, and other resources in our **Canvas course site**. You are responsible for regularly (min. 3x/week) accessing the class website throughout the semester. I will post announcements and other important alerts about the class on the class website.

## **RESOURCES**

### **De Anza College DSPS Syllabus Statement**

De Anza College views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities for all students. Disability Support Services (DSS) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations

- If you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact DSS to arrange a confidential discussion regarding equitable access and reasonable accommodations.

- If you are registered with DSS and have accommodations set by a DSS counselor, please be sure that your instructor has received your accommodation letter from **Clockwork** early in the quarter to review how the accommodations will be applied in the course.

Students who need accommodated test proctoring must meet appointment booking deadlines at the Testing Center.

- **Exams** must be booked at least **five (5) business days in advance** of the instructor approved exam date/time.
  - **Finals exams** must be scheduled **seven (7) business days/weekdays** in advance of the instructor approved exam date/time.
  - Failure to meet appointment booking deadlines will result in the forfeit of testing accommodations and you will be required to take your exam in class.
  - [Contact the DSS](#) if you cannot find or utilize your [MyPortal](#) Clockwork Portal.
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- DSS strives to provide accommodations in a reasonable and timely manner, some accommodations may take additional time to arrange. We encourage you to work with DSS and your faculty as early in the quarter as possible so that we may ensure that your learning experience is accessible and successful.

DSS Location: RSS Building, Suite 141

Phone: 408-864-8753

On the web: <http://www.deanza.edu/DSS/>

Email: [DSS@deanza.edu](mailto:DSS@deanza.edu)

### **Student Success Center**

Need help? De Anza's Student Success Center offers free online and on-campus tutoring and workshops! Visit <http://www.deanza.edu/studentsuccess> for our hours and information. Or just stop by to chat or sign up.

- Academic Skills Center for workshops and Adjunct study skills courses in ATC 302
- General Subject tutoring in ATC 305
- Listening & Speaking and World Language support in ATC 313
- Math, Science and Technology tutoring in S43
- Writing and Reading tutoring in ATC 309
- Student Success Center Resources are available online to all De Anza students on Canvas:

<https://deanza.instructure.com/enroll/MAF7Y8>

## **Student Learning Outcomes (SLO)**

By the end of the course, students will be able to:

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

## Required Texts and Readings

The Public Speaking Project <a href="http://publicspeakingproject.org/psvirtualtext.html">http://publicspeakingproject.org/psvirtualtext.html</a>
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The Primer on Communication Studies (free) <a href="http://2012books.lardbucket.org/books/a-primer-on-communication-studies/">http://2012books.lardbucket.org/books/a-primer-on-communication-studies/</a>
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The bookstore can print these if you would rather have a hard copy. There is a cost associated with printing this.
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Optional: McDermott, M. (2014). *Speak with Courage*. Boston, MA: Bedford/St. Martin's ISBN978-1-4576-3834-3. I've had very positive feedback from past students who have read this book. A used copy on Amazon is usually under \$10.00. If you're at all nervous giving speeches, do yourself a favor and purchase this book. The chapters are short, it's easy reading and will help put any communication apprehension into perspective!

### **Additional Materials required for this class**

One package of 3x5 inch index card.

Access to the internet. Access to an active email address that is checked at least three times a week by 11PM on the night prior to class; and a current De Anza Library card.

One recording device for recording video and audio of your speeches, such as a cell phone, camera, laptop, or tablet. Alternately, you may make arrangements with another student in the class to record your speech.

## Classroom Protocol

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.

In this classroom, 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 Student Code of Conduct as described in Title 5 of the California Code of Regulations.

Attendance and participation reward the following

- Because this class involves risk taking and sharing of personal information, it is in your best interest to attend and actively participate in each and every session. 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, any late work I accept will be subject to a fifty percent grade penalty or additional, elaborative, assignments.\*\*\*\*\*. **For each unexcused absence and each time you arrive more than 10 minutes late, you will lose points. Students who miss more than 3 classes (this includes being habitually tardy to class) will be dropped from the course.**

## Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop and grade forgiveness. Refer to the current quarter's catalog policies. Add/drop deadlines can be found on the current academic year calendar document. Students should be aware of the current deadlines and penalties for dropping classes. I am not responsible for dropping you. **If you choose not come to class, you must drop yourself before the deadline. This responsibility is yours, not mine and you will earn an F if you haven't done the necessary work to drop it.**

## Assignments and Grading Policy

**Note about deadlines:** Obviously college is different than high school. One key difference is that when something is due, it's not a light suggestion and can't be made up when more

convenient for you. You'll need to figure out priorities and if this class isn't one of them, please don't ask me to accommodate you and your grade by offering extra credit at the end of the term. The end of the term is when I too am in burn out mode. I'm trying to get all the grading done and turn in final grades. I do not appreciate nor read the flood of emails from students who just then are checking their grade and realizing it isn't up to par and asking for extra work to make up for that. You should be regularly checking your grade and seeing what you need to do to earn the grade you desire.

To receive full credit, all assignments should be typed, proofread, appropriately referenced and turned in on the day they are due.

Missed assignments/speeches due to family emergencies and/or unusual circumstances will require documentation. In addition, these assignments must be negotiated with me in a timely manner and will receive a point deduction. If you are absent on the day an assignment is due, you must email me the assignment before class begins to receive credit (FOR FACE TO FACE CLASSES)

Passes:

You may take one pass on either a quiz or an online discussion or online assignment (for assignments valued up to 10 points but no greater) If you complete them all and didn't do well on either a quiz or one of the online items, message me and let me know if you'd like me not to count one towards your final grade.

Late work:

You may work ahead if you'd like. All assignments should be open at the beginning of the term. If you are having an extremely heavy work week or having a rough week in general, you may ask for an extension on one assignment with no late penalty. You must let me know before it's due if you plan on taking advantage of this and it must be submitted no later than one week from the due date, otherwise you will receive my typical late penalty deduction (up to 50%). Personally I'd save this for a paper since those are the most heavily weighted assignments overall.

**Note about assignments:** You should strive for five qualities in your speeches and writing: (1) your writing should be *compelling* (i.e., it should articulate a claim, make a point, be purposeful), (2) your writing should be *complete* (i.e., it should address all aspects of the assignment, it should be sufficiently developed), (3) your writing should be *coherent* (i.e., your argument should logically progress from one paragraph to the next), (4) your writing should be *concise* (i.e., it should be richly developed, but not meandering or repetitive), and (5) your writing should be *correct* (i.e., it should be free of grammatical, typographical and source citation errors, as well as fallacious reasoning).

**Formatting Instructions**

Unless instructed otherwise, all written work should be typed, double-spaced, printed on paper, with one-inch margins all around, in standard 12-point Times New Roman font, and *stapled*. Please do not include a title/cover page. Citations should be formatted in accordance with APA guidelines.

### **Academic Integrity**

Plagiarism will not be tolerated. If you use someone else's ideas without giving them credit, if you use someone else's words without putting quotation marks around them and 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 with your own mind, you will need to provide an in-text citation. If you plagiarize you will receive a zero for that assignment with no opportunity to redo. De Anza is sanctioned to suspend, possibly expel any student caught plagiarizing or cheating.

### **Assignments and Grade Monitoring Form**

- **PRACTICE SPEECHES:** These are low stake speeches presented informally either individually or in a group setting with little prep. They are designed to both reduce your communication apprehension and help you practice before the major speeches. These include:
  - Anchor and Sail -1<sup>st</sup> week 5 pts
  - Collage Speech -2<sup>nd</sup> 10 pts
  - The Story of My Name -4<sup>th</sup> week 15 pts
- **MAJOR SPEECHES**
  - Personal Project Speech ( 110 points) 3<sup>rd</sup> week
  - Persuasive Interview (100 points) Finals week

**Peer and Self Critiques 45 points**

**Media Literacy Quizzes 30 points (Allowed 2 attempts on each quiz, Canvas records highest)**

**Activities 90 points**

**405 points total**

**Total points for the class**

**Grading Scale-NOT ALL INSTRUCTORS GRADING SCALES ARE THE SAME**

100%-94%-A

93%-90%-A-

89%-87%-B+

86%-84%-B

83%-80%-B-

79%-77%-C+

76%-74%-C

73%-70%-C-

69%-67%-D+

66%-64%-D

63%-60% D-

59% or below-F

### Participation and Attendance

FOR A FACE TO FACE CLASS: You are allowed **1 class absence**. If more than 3, you may be dropped from the course. If you are consistently late to class or leave early, this may count as an absence. In class participation is an important part of this course and attendance is an integral component of participation. If you are not in class one day, you will not be able to get credit for participation that day. Participation is more than just attendance. It means coming prepared with the readings and assignments, active listening, discussion, group conversation and contribution to in class activities. Since we only have a limited number of in class meetings each day that you miss affects your contribution as a class member. Although marijuana has been legalized, if I suspect you are under the influence, I will ask you to leave.

Please know that lack of participation and/or each absence results in loss of participation points from your final grade up to the maximum points for in class participation. I will drop students from the class if they fail to attend the first class meeting or miss any in class or online deadline during the first two weeks of school without notification to accommodate people on the waitlist. Please do not disrupt a speech in progress, if you are late, wait outside until the speaker has finished the speech and then enter the class. Hang your head in shame ;) The same rule applies to electronic devices. You will lose participation points if you do not adhere to these rules.

### **Online Unit-FOR FACE TO FACE CLASS**

Online assignments will be turned in/presented on the due date indicated in the syllabus and Canvas. I do not accept late assignments unless there are extreme circumstances because most of the assignments you can complete over a period of 6 days. Makeups are decided on a 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. 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.

**During class time I will be available online.** This means you should be able to get in touch with me and receive an expedient answer within that timeframe. I am available throughout the week



as well, but those are the times I've dedicated to support you with any online issues you may have. Depending on the work load for that week, assignments are subject to minor changes with notice.

**Guides to terms used in schedule:**

- **PCS-The Primer on Communication Studies**
- **PSP-The Public Speaking Project**
- **Use Canvas's calendar or "upcoming assignments" from the home page in conjunction or the lay out of class week by week found under the assignments tab.**

See Canvas Assignments Tab for a day by day agenda. Make sure you go to the assignment page and at the top, select "sort by date." If you don't do this, the assignments will not be listed in chronological order.