

Fundamentals of Oral Communication, Communications Studies 10

Summer 2020 5 units

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Required Text: Free online textbook: Click [here](#) (comm 10: survey of Human communication)

Required: Student must have internet access and able to navigate Canvas and ConferZoom. To access Canvas go to canvas.deanza.edu and type in your student ID>Comm 10. To access Zoom go to homepage>ConferZoom. Then click on the class date and time you need. That will take you right into the session.

For student resources related to online instruction including Canvas and Zoom go to the Student Resource Hub for online instruction on the DeAnza website. Or go to Home>Welcome module> Important links.

Note: For those concerned about performance anxiety, a great resource is the book **“Speaking Up without Freaking Out”** by Abrahams. A short video by the author covering the key points of the book is included in the course.

Instructions for assignments go to Modules. Additional guidelines, templates and worksheets go to Files or Modules.

COMM 10 and 10H 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.

Class Info:

Communication Studies 10, Tues/Thurs Section COMMD010.01Y CRN#12577

Zoom class meetings: 7:30-9:55am Tuesdays and Thursdays

Communication Studies 10, Tues/Thurs Section COMMD010.3Y CRN #12576

Zoom class meetings: 10:00am-12:25 Tuesdays and Thursdays

See general education pages for the requirements this course meets. Advisory: EWRT 1A or EWRT 1AH or ESL 5

IMPORTANT DATES:

Note: All dates are enforced by Admissions

July 9: Last day to add.

July 7: Last day for refund

July 14: Last day to drop a class without a W.

August 7: Last day to drop

DeAnza policies and resources:

Academic Integrity

I assume that you will not be cheating in this class. However, you should be aware of the college Academic Integrity Policy and its consequences for students.

Disruptive Behavior

The college will enforce all policies and procedures set forth in the *Standards of Student Conduct* (see catalog). Any student disrupting the class may be asked to leave that class. Administrative follow-up may result.

Extra Help and Support

See your Canvas homepage for academic and nonacademic services to help you be a successful student at DeAnza. Go to Home>Welcome Module>Important links.

Course description:

This is a survey course focusing on three areas of communication: public speaking, interpersonal and small group. You will learn and apply communication concepts and skills in each of these areas through Zoom class activities, presentations, and written application assignments including an analysis paper and exams.

Requirements:

Your grade is determined by your performance in five areas.

#1

Presentations: (410 points)

You will do five presentations:

Requirements for all speeches:

- Speeches must be the result of your original work.
- Extemporaneous delivery (see description below)
- Outline (template will be provided)
- Follow guidelines (see below)
- Get approved topic and proposition

For guidelines, templates and samples go to Modules>Assignment OR Files. Both Modules and Files are found in the Navigation Bar which on a phone is the first screen you see once you are in Canvas. On a larger device the Navigation Bar is on the left of your screen. We will also discuss these guidelines in our Zoom class meetings.

Extemporaneous delivery is required for all speeches. An extemporaneous delivery is where the speaker uses notes, but merely refers to the notes for the next item to discuss. The speaker does not read the notes word for word. Though probably more stress producing, you will see that a practiced extemporaneous delivery makes a speech more interesting and engaging for the audience. And with practice and experience you can give a fluid delivery and enjoy the satisfaction of seeing your audience interested in what you have to say.

All speeches require a sentence outline and use one of the approved note methods in the class.

- **Speech #1: Introductory speech: (10 points)**
 - 1 minute speech introducing one specific aspect of yourself.. Delivered extemporaneously. For guidelines go to Modules>Public speaking Module>Speech#1 assignment. For additional documents to help you go to Files. Guidelines will also be discussed in class.

- **Speech #2: Informative speech: (50 points)**
 - A 4 minute speech to inform the audience. Delivered extemporaneously. Topic student choice. Instructor approval required. (5 pts for approved proposition)
 - For guidelines go to Modules>Public speaking Module>Speech#2 assignment. For additional documents to help, you can also go to Files. Guidelines will also be discussed in class. Typed outline required. Must cite at least one outside source in the speech and list at the end of the outline.

- **Speech #3: Persuasive speech: (100 points)**
 - A 5 minute speech to persuade the audience to agree with the proposition. Delivered extemporaneously. Topic student choice. Instructor approval required. (5 pts for approved proposition)
 - For guidelines go to Modules>Public speaking Module>Speech#3 assignment. For additional documents to help, you can also go to Files. Guidelines will also be discussed in class. Typed outline required. Must cite at least two outside sources in the speech and list at the end of the outline.

- **Speech #4: Interpersonal communication: (125 points)**
 - A 5 minute speech to persuade the audience to agree with the proposition. Delivered extemporaneously. Instructor approval of proposition required. (5 pts for approved proposition)
 - Based on analysis of interpersonal communication. For guidelines go to Modules>Interpersonal Communication>Speech #4 assignment. For additional documents to help you can also go to Files. Guidelines will also be discussed in class.

- **Speech #5: Small Group Communication: (125 points)**
 - A 5 minute speech that focuses on small group communication delivered extemporaneously. Instructor approval of proposition required. (5 pts for approved proposition)
 - For guidelines go to Modules>Small Group Communication>Speech #5 assignment. For additional documents to help you can also go to Files. Guidelines will also be discussed in class.

Makeup speeches:

If you miss your speech due date on Zoom, you need to makeup that speech to avoid a zero on that assignment. While I do not guaranteed a makeup, if you contact me promptly and I see that you are putting in time and effort into scheduling a makeup with me, I will do what I can to fit your makeup in. 5 point deduction for makeup speeches.

#2

Exams: (40 points)

There will be two timed exams. To take the exam go to Quizzes. I will give you a large window in which to choose your exam time. Once you begin the exam you cannot stop. So carefully choose the location and time to take your exam. You will receive a study guide ahead of time. Late submissions will be deducted 5 points.

Exam#1 (20 pts)

Exam #2 (20 pts)

#3

Lessons Learned Paper: (40 points)

You will write a 2 ½-3 page essay discussing at least 6 lessons learned about communications that you will apply to your academics, career and/or personal life. Be sure that at least 2 lessons focus on public speaking, at least 2 on interpersonal communication and at least 2 on small group communication. Be sure to include an introduction and conclusion.. Use normal 12 pt font and normal margins. Include at least one term per lesson. **Bold term whenever used.** For guidelines see Modules>Analysis paper assignment. For additional help see Files.

Late submission deducted 5 points.

#4

In class based assignments: (90 points)

These assignments are based on Zoom class activities and speeches.

- Public speaking unit: (30 points)

For Speeches #2 and #3 you will critique in class speeches and direct questions to the speaker. You will then write up your critiques and questions per guidelines. Go to Modules>Public Speaking>Critiques and Questions for Speech #2 and #3 assignment.

- Interpersonal Comm unit: (30 points)

For Speech #4 you will critique in class speeches and direct questions to the speaker. You will then write up your critiques and questions per guidelines. Go to Modules>Interpersonal Communication>Critiques and Questions for Speech #4 assignment.

- Small Group Comm unit: (30 points)

For Speech #5 you will critique in class speeches and direct questions to the speaker. You will then write up your critiques and questions per guidelines. Go to Modules>Small Group Communication>Critiques and Questions for Speech #5 assignment.

#5

Engage assignments: (220 points)

The Engage assignments are designed to enhance and broaden the learning experience begun in class. 5 points off for late submission. For Engage Assignments go to Canvas>Modules

- Getting Started (10 points)
- Engage #1: Course overview and public speaking: (45 points)
- Engage #2: Information Literacy Video series (55 points)

- Engage #3: Interpersonal comm (55 points)
- Engage#4: Small group comm (55 points)

Reading Assignments:

Reading assignments are directly applicable to speech assignments and in class activities and will improve your understanding of the concepts and your performance. Reading assignments will be from your textbook. Click [here](#). and other sources. For reading assignments go to Canvas>Modules.

Note: Neglecting to read the material until just before the exam could negatively affect your speech performance, will make completing Engage assignments more time consuming and will cause your in class activities to be stressful and confusing rather than fun and enlightening.

TOTAL POINTS FOR THE COURSE: 800 points

Optional:

Extra Credit assignment: **(20 points)**

Write a two page essay exploring a fictional group from a movie or TV show. The group cannot be one we used for an in class activity. Look over the list of questions for speech #5 for ideas of what to focus on. Choose one of the following prompts. You may also combine the prompts and focus on strengths and weaknesses in the group. Get approval for your group before writing your essay.

- Choose 1-3 questions from the list of questions for speech #5 and use them to explore how members could have improved the group. Be sure to include at least three terms **in bold font**.
- Choose 1-3 questions from the list of questions for speech #5 to explain why the group was so strong. Be sure to include at least three terms **in bold font**.

Be sure you are specific in your analysis and your examples. For the assignment go to Modules. For the list of questions see Files.

The final course grade is determined by the percentage of the total points earned compared to the total points possible in the course.

POINT BREAKDOWN

PERCENTAGE	GRADE
98-100%	A+
93-97%	A
90-92%	A-
86-89%	B+
83-85%	B
80-82%	B-
76-79%	C+
73-75%	C
70-72%	C-
66-69%	D+
63-65%	D
60-62%	D-
59% and below	F

What should I do if I need help?

You should assess early in the course if you have the time and energy to complete the class successfully. If you find yourself in a situation that is keeping you from participating and completing assignments, I recommend that you **consider your options early** in the quarter. You are welcome to discuss those options with me at any time. Remember the earlier we talk, the more options you will have. And use the resources available. For academic and non-academic resources go to Home>Welcome Module>Important Links.

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When and how do you connect with me?

See at the top of the syllabus details on how to connect.

If despite your best efforts you find you must drop the class, please let me know and then you need to process your drop promptly. Do not depend on being

automatically dropped. If I think you plan to stay in the course and you are not dropped by the deadline, **DeAnza policy requires that I give you a grade which will reflect your grades up to that point and the remaining missing assignments.**

Other options:

If you are concerned about missing assignments and/or your overall grade, the first step is to contact me asap. Much of the time I can help you figure out how to pass the class successfully.

But sometimes life happens and unexpected extreme circumstances make it impossible for a student to complete the class. See below for two options

Occasionally a student is eligible for an incomplete. An incomplete is for a student who at the end of the class has only one or two assignments left to complete and extreme circumstances out of the student's control make it impossible to complete the class. Documentation of student circumstances are required. Approval of an incomplete is at the instructor's discretion.

Another option is an EW or excused withdrawal. Sometimes a student has too many missing assignments to qualify for an incomplete and for a variety of reasons finds it impossible to makeup the missing assignments. In that case the student may petition Admissions. To petition Admissions go to [deanza.edu>admissions](http://deanza.edu/admissions) to start the petition process which must occur before the end of the quarter. Documentation of student circumstances are required.