

## Course Syllabus

COMM 001 Syllabus

Instructor: Peter Lee

De Anza College Winter 2023

weekly Thursday **Zoom meetings at 10am to 11:30pm** (recorded for those who cannot attend) for 11 weeks, starting January 12 to March 23, 2023.

E-mail: [leepeter@fhda.edu](mailto:leepeter@fhda.edu)

Office hours: online Thursday 11:30am - noon (Zoom link on left) or 408-320-5387

Greetings and welcome to COMM 001: Public Speaking. ***"He who opens a school door, closes a prison."***  
**Victor Hugo**

Textbook: The Natural Speaker by Randy Fujishin, 9<sup>th</sup> Ed. ISBN13: 9781138700918 ISBN10: 1138700916

Course objective: to allow each student to develop as a speaker through practice, research, critical thinking and learning. This class offers each student an opportunity to build confidence, poise and articulateness through communication theory, constructive criticism, classroom speaking and mentoring. This instructor uses the Socratic method to teach his students the arts of public speaking.

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

Course policies, which are strictly enforced:

1. Attend or watch the recorded Zoom meetings - the link is on the left -- and pay attention, listen and take notes. This will help prepare you for the final exam. Recordings will be available later in the Canvas Discussions: [Zoom recordings - links here](#)
2. Check CANVAS online for **due dates**, weekly messages (such as Announcements), assignments, **quizzes** or resources.
3. Read assigned chapters before each class and see the attendant slides.
4. All due dates are firm. Be aware of due dates and use the calendar to organize the course assignments.

Student learning outcomes for Public Speaking:

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.

#### Course Assignments

Canvas ONLINE assignments                      15%

Speech Assignments, Outlines, Letters and Quizzes/Exams 85%

Formal Speeches (5)

Introduction	50 points
Story Time	100 points
Impromptu	100 points
Informative	150 points
Persuasive	200 points

Final Exam 150 points

Grading Scale: 100 - 90 = A (97.7 = A+, 93.3 = A, and below 93.2 = A-)  
89 – 80 = B (every 3.33 points again)  
79 - 70 = C  
69 – 60 = D  
59-0 = F

### **The Formal Speeches (5):**

1. Student introduction: using an outline format (see Canvas Files), the student shall introduce themselves to the class, using 3-5 minutes of speech time. There is a sample from me in Canvas Discussions, They will be posted here for our class to view [About you Introductions! Video Speeches should be linked here.](#)
2. Story time: find a published story from history, science, folklore, myth or legend, etc. and present it to the class. This is a narrative presentation. Requirements: 3-4 minutes long. Follow the outline format or narrate the tale. Story time speeches will be posted here [Story time](#)
3. Impromptu Speech: this is a 3-5 minute long speech, with 5 minutes of preparation, and reflects a speakers' ability to spontaneously speak about a topic. Simple topics will be given to speakers who will prepare their thoughts, outline and then speak. Sign up for Live Zoom speeches here: [Impromptu Speeches](#)
4. Informative: you will choose a topic and inform the audience about it, using research and data from studies and publications. A written outline will be handed in prior to speaking to ensure proper development of the speech. The speech should be 7 - 10 minutes long and present information for the audience including both pro and con. Verbally cite evidence and source citations and include lively visual aids. E. g., demonstrations, biographies, historical revision, scientific discovery, etc. Powerpoint.

Prezi. Loom or google slides/docs or other presentation aids are recommended. Live speech sign up days are here [Speech Topics and Presentations - Informative Speech](#)

5. Persuasive: this speech is 9 - 12 minutes long and topics must be **publicly controversial** (e.g., abortion, euthanasia, sex education). An outline will be handed in prior to speaking and the speaker should be passionate and convincing, blending Aristotle's 3 persuasive proofs: ethos, pathos and logos. Don't forget to include verbal source citations and lively visual aids. Include passionate expression and advocate your position. Live speech sign ups and persuasive speech topics are here: [Persuasive Speech Topics and Presentations](#)

### Speech Grading

Speeches are graded on organization (outline structure), substance (research and verbal source citation) and delivery (body language and voice). See the handout available on Canvas (FILES) or via <https://docs.google.com/document/d/1LX1HHLALm8olTWgWleFJJb3wusKktrFxbpSLt0H1VVY/edit?usp=sharing>

[Links to an external site.](#) .

Speech submission via email: Check Canvas Announcements and post to the respective Discussion. [https://docs.google.com/document/d/1Q6F2jHTCNwZl\\_i5kjG6G\\_kRekPcl5iq4lx2KgBCBgdU/edit?usp=sharing](https://docs.google.com/document/d/1Q6F2jHTCNwZl_i5kjG6G_kRekPcl5iq4lx2KgBCBgdU/edit?usp=sharing)

For many assignments, you can submit via the particular Canvas assignment such as outlines.

Additionally: all students will also be assigned to critique fellow student speakers twice, writing a feedback letter to the student speaker (1 full page, double spaced, typed) for an informative and persuasive speech. Guidelines will be handed out prior to the informative speech assignment; and are also available on Canvas. Each Critique and Feedback Letter is worth 50 points each. Go to Canvas Discussions to find classmates' video speeches to complete this assignment.

Online quizzes, discussions and **Canvas** material are part of your online participation grade (150 points). In the Discussions, there are discussion threads where you can add your speech topics, watch each others speeches and leave comments and feedback. There are weekly modules to complete. This is week 1. All assignments have due dates and quizzes will lock.

### **The Final Exam (150 points):**

On the day of the Final Exam, a Canvas exam will be given, which will be a comprehensive review of the course. The final exam is an **open book, open note exam**, so prepare accordingly. There are a variety of types of questions and follows the model of the prior class quizzes, All scoring is reviewed by me before finalization, because Canvas is imperfect. The Final Exam will lock so make sure you take it punctually. The lecture slides are available here: [The Natural Speaker. Lecture Discussion](#)

Additional information:

The Academic Honor Code will be strictly enforced, so do not be in violation of it. Do not cheat and do not plagiarize. Verbally cite all source citations during speeches and turn in assignments on time.

Any student with a disability or unfamiliarity with the English language will be accommodated to the best of my ability. Please inform me of any circumstances related to disability and all efforts required under the A.D.A. will be made to comply with the law and to facilitate the student's learning. DSP paperwork needs to be provided to the professor immediately so all accommodations can be made.

#### Drop Policy

Students who miss the orientation session will be dropped from the class unless I'm notified about attendance. After 1/22/23 (last day to drop without a W, and March 3, last day to drop with a W), students who have not dropped must receive an evaluative grade, which may include an F or an FW.

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It is the ultimate responsibility of the student to drop from a course; do not expect an instructor to know your intentions. You may drop on the MyWeb system or by completing the proper forms in the Office of Admissions and Records. To be eligible for a refund of fees and/or prevent a recorded grade of F, FW, or W, you must drop the class on or before the posted date.

The instructor may make changes to the syllabus during the term. It is the student's responsibility to stay informed of these changes. Students may contact the instructor during office hours and before/after class, time permitting.

#### Late or Missed Exam Policy

Canvas will lock quizzes and exams on the due date so do not miss the deadlines. Contact the professor in emergency or technological issue.

#### When will Grades be Posted?

If assignments are due at midnight on Sunday night, then I will post grades and comments for the assignment by midnight on Friday (so be patient). However, I will not grade any papers before the assignment due date. This is for both of our benefits.

I will address questions and comments submitted with assignments at the time of grading that specific assignment.

This is not a self-paced course, and you will be required to work together as a class within the discussions and certain group/partner activities. Therefore, the drop box and discussion boards are date-restricted to open as appropriate for the assignments. It is entirely possible that I set a date incorrectly, so please let me know if you should have access to something, and it hasn't opened yet.

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Due dates for each module are published on the course calendar. Work turned in by 11:59 PM on the due date, as evidenced by the date stamp given on the discussion board or drop box, will be considered on time and will receive full credit. Prompt submission of assignments for assessment allows the instructor to provide guidance and timely feedback.

Assignment grades will be posted in the grade book within 3 to 5 days after the assignment due date. If a grade is not posted, then the assignment was missing in the appropriate drop box folder.

Check the grade book and drop box throughout the course to review assignment feedback. If you have questions or concerns about a grade, please contact me ASAP. **Do not wait until final grades have been posted to discuss missing assignments or missing grades in the gradebook.**

*Contact me in advance* if you are going to be late or miss an assignment. Timely communication is an e-learning best practice. Prior email notice to me in sufficient time to allow for discussing an alternative schedule is required.

I will review late requests and circumstances on a case by case basis and make decisions accordingly. If an emergency arises that prevents you from completing your work on time, please email me as soon as possible so that arrangements can be made for you to keep up in the class. The late policy may be waived at the instructor's discretion in case of an emergency. Emergencies are defined as anything which is serious and unexpected. Emergencies cannot be written on the calendar in advance. Examples of emergencies are: heart attacks, car accidents, a serious health crisis of the student or in the student's immediate family. Examples of non-emergencies are: family weddings, vacations, conferences or any other event which can be planned around.

**Excused Makeup Work** - If a late submission has been requested in advance of the due date and the instructor grants an extension, no points will be deducted from the assignment grade.

**Incompletes** - (I's) will not be given except under extenuating circumstances that are discussed with your instructor prior to posting final grades.

#### Canvas Login Information:

- Student Login Instructions: How to [Log in to Canvas \(Links to an external site.\) \(Links to an external site.\)](#)

- Technical Support: <https://www.deanza.edu/online-ed/>
- [Links to an external site.](#)
- After Hour Technical Support: Mon-Fri, 5:00 p.m. to 8:00 a.m. and weekends (24x7), contact Canvas Support Hotline: 408.864.8969 or email: [support@instructure.com](mailto:support@instructure.com)

**Please Note:** To prevent problems, make sure your email address on file in Admissions and Records and in MyWeb is correct.

**Important:** A free Canvas app is available for you to connect to our site with your mobile device. Here's the complete instructions of free [Canvas App \(Links to an external site.\) \(Links to an external site.\)](#).

If you have technical challenges, please use the **Help icon** in the global navigation to:

- [Access the Canvas Guides \(Links to an external site.\) \(Links to an external site.\)](#)
- Call the Canvas Helpline. Use the "**? Help**" link in the global menu to the left of this screen for the numbers to call.

### **student accessibility Services**

The Americans with Disabilities Act (ADA) is a civil rights statute that prohibits discrimination against people with disabilities. The Student Accessibility Services Program at De Anza College is designed to allow students with disabilities to fully access and benefit from the general offerings and services of De Anza College. <https://www.deanza.edu/dsps/dss/>

[Links to an external site.](#) is their website.

The DSP Phone: 408-430-7681

### **Student Code of Conduct**

Please review the following document for information regarding Student Code of Conduct guidelines, principles of discipline, standards of conduct, academic and classroom disciplinary procedures, student grievance procedures, and suspension and expulsion.

Please click here to access the Student Code of Conduct: DAC Student Code of Conduct and other resources are here: <https://www.deanza.edu/judicial-affairs/report.html>

[Links to an external site.](#)

### **Sexual Harassment/Discrimination Policy**

It is the policy of the District to provide an educational environment in which no person shall be unlawfully denied in whole or in part full and equal access to, the benefits of, or be subjected to

discrimination in any program or activity of the District. This policy prohibits discrimination on the basis of legally protected categories which include ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, sex, religion, sexual orientation, gender identity, marital status, medical condition, veteran status, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

**DAC Student Support Resources links:**

<https://www.deanza.edu/services/>

[Links to an external site.](#)

**Date/Week:Topics/Assignments:**

Course Calendar with Due Dates

All graded work will be due on the date specified at 11:59 p.m. Late submissions will not be accepted if they are more than two days late. If you require special accommodations for the midterm and final exams, please let me know well in advance of the scheduled date so I can make arrangements. If you're having difficulty with the course, please see me as soon as possible.

See the Modules link (or below) for a calendar and due dates.

**Course Summary:**

<b>Date</b>	<b>Details</b>	<b>Due</b>
Wed Jan 11, 2023	Assignment <a href="#">Icebreaker Discussion</a>	due by 11:59pm
Thu Jan 12, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 61Z Lee 37331</a>	10am to 11:30am
	Quiz <a href="#">Self-Check Quiz: Module 0</a>	due by 11:59pm
Thu Jan 19, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 61Z Lee 37331</a>	10am to 11:30am
Sat Jan 21, 2023	Assignment <a href="#">Speech of Introduction Assignment</a>	due by 11:59pm
Mon Jan 23, 2023	Assignment <a href="#">Assignment -- Current Events</a>	due by 9:59pm
Thu Jan 26, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 61Z Lee 37331</a>	10am to 11:30am
Sat Jan 28, 2023	Assignment <a href="#">Story Time Outline</a>	due by 11:59pm



Thu Feb 2, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 61Z Lee 37331</a>	10am to 11:30am
	Assignment <a href="#">Story Time</a>	due by 11:59pm
Tue Feb 7, 2023	Quiz <a href="#">Module 3 Quiz</a>	due by 11:59pm
Thu Feb 9, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 61Z Lee 37331</a>	10am to 11:30am
Tue Feb 14, 2023	Assignment <a href="#">Impromptu Speech</a>	due by 11:59pm
Thu Feb 16, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 61Z Lee 37331</a>	10am to 11:30am
Tue Feb 21, 2023	Assignment <a href="#">Informative Speech Outline</a>	due by 11:59pm
	Quiz <a href="#">Modules 5 Quiz</a>	due by 11:59pm
Thu Feb 23, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 61Z Lee 37331</a>	10am to 11:30am
Thu Mar 2, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 61Z Lee 37331</a>	10am to 11:30am
Tue Mar 7, 2023	Assignment <a href="#">Informative Speech</a>	due by 11:59pm
Wed Mar 8, 2023	Assignment <a href="#">Info Speech Critique and Feedback Letter</a>	due by 11:59pm
Thu Mar 9, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 61Z Lee 37331</a>	10am to 11:30am
Fri Mar 10, 2023	Quiz <a href="#">Modules 5-9 Quiz (comprehensive all modules)</a>	due by 11:59pm
Mon Mar 13, 2023	Assignment <a href="#">Persuasive Speech Outline</a>	due by 11:59pm
Thu Mar 16, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 61Z Lee 37331</a>	10am to 11:30am
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Wed Mar 22, 2023	Assignment <a href="#">Persuasive Speech Critique and Feedback Letter</a>	due by 11:59pm
Thu Mar 23, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 61Z Lee 37331</a>	10am to 11:30am
Fri Mar 24, 2023	Assignment <a href="#">Canvas Participation Score</a>	due by 11:59pm
Thu Mar 30, 2023	Quiz <a href="#">FINAL EXAM</a>	due by 11:59pm

weekly Tuesday **Zoom meetings at 10am to 11:30pm** (recorded for those who cannot attend) for 11 weeks, starting January 10 to March 21, 2023.

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Course objective: to allow each student to develop as a speaker through practice, research, critical thinking and learning. This class offers each student an opportunity to build confidence, poise and articulateness through communication theory, constructive criticism, classroom speaking and mentoring.

<b>A.</b>	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.
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#### Course Assignments

Canvas ONLINE assignments                      15%

Speech Assignments, Outlines, Letters and Quizzes/Exams 85%

#### Formal Speeches (5)

Introduction                                      50 points

Story Time                                        100 points

Impromptu                                        100 points

Informative                                      150 points

Persuasive                                       200 points

Final Exam

150 points

Grading Scale: 100 - 90 = A (97.7 = A+, 93.3 = A, and below 93.2 = A-)

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**Please Note:** To prevent problems, make sure your email address on file in Admissions and Records and in MyWeb is correct.

**Important:** A free Canvas app is available for you to connect to our site with your mobile device. Here's the complete instructions of free [Canvas App \(Links to an external site.\) \(Links to an external site.\)](#).

If you have technical challenges, please use the **Help icon** in the global navigation to:

- [Access the Canvas Guides \(Links to an external site.\) \(Links to an external site.\)](#)
- Call the Canvas Helpline. Use the "**? Help**" link in the global menu to the left of this screen for the numbers to call.

### **student accessibility Services**

The Americans with Disabilities Act (ADA) is a civil rights statute that prohibits discrimination against people with disabilities. The Student Accessibility Services Program at De Anza College is designed to allow students with disabilities to fully access and benefit from the general offerings and services of De Anza College. <https://www.deanza.edu/dsps/dss/>

[Links to an external site.](#) is their website.

The DSP Phone: 408-430-7681

### **Student Code of Conduct**

Please review the following document for information regarding Student Code of Conduct guidelines, principles of discipline, standards of conduct, academic and classroom disciplinary procedures, student grievance procedures, and suspension and expulsion.

Please click here to access the Student Code of Conduct: DAC Student Code of Conduct and other resources are here: <https://www.deanza.edu/judicial-affairs/report.html>

[Links to an external site.](#)

### **Sexual Harassment/Discrimination Policy**

It is the policy of the District to provide an educational environment in which no person shall be unlawfully denied in whole or in part full and equal access to, the benefits of, or be subjected to discrimination in any program or activity of the District. This policy prohibits discrimination on the basis of legally protected categories which include ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, sex, religion, sexual orientation, gender identity, marital status, medical condition, veteran status, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

**DAC Student Support Resources links:**



<https://www.deanza.edu/services/>

[Links to an external site.](#)

### **Date/Week:Topics/Assignments:**

Course Calendar with Due Dates

All graded work will be due on the date specified at 11:59 p.m. Late submissions will not be accepted if they are more than two days late. If you require special accommodations for the midterm and final exams, please let me know well in advance of the scheduled date so I can make arrangements. If you're having difficulty with the course, please see me as soon as possible.

See the Modules link (or below) for a calendar and due dates.

### **Course Summary:**

<b>Date</b>	<b>Details</b>	<b>Due</b>
Tue Jan 10, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 55Z Lee 35969</a>	10am to 11:30am
Wed Jan 11, 2023	Assignment <a href="#">Icebreaker Discussion</a>	due by 11:59pm
Thu Jan 12, 2023	Quiz <a href="#">Self-Check Quiz: Module 0</a>	due by 11:59pm
Tue Jan 17, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 55Z Lee 35969</a>	10am to 11:30am
Sat Jan 21, 2023	Assignment <a href="#">Speech of Introduction Assignment</a>	due by 11:59pm
Mon Jan 23, 2023	Assignment <a href="#">Assignment -- Current Events</a>	due by 9:59pm
Tue Jan 24, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 55Z Lee 35969</a>	10am to 11:30am
Sat Jan 28, 2023	Assignment <a href="#">Story Time Outline</a>	due by 11:59pm
Tue Jan 31, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 55Z Lee 35969</a>	10am to 11:30am
Thu Feb 2, 2023	Assignment <a href="#">Story Time</a>	due by 11:59pm
Tue Feb 7, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 55Z Lee 35969</a>	10am to 11:30am
	Quiz <a href="#">Module 3 Quiz</a>	due by 11:59pm
Tue Feb 14, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 55Z Lee 35969</a>	10am to 11:30am

	Assignment <a href="#">Impromptu Speech</a>	due by 11:59pm
Tue Feb 21, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 55Z Lee 35969</a>	10am to 11:30am
	Assignment <a href="#">Informative Speech Outline</a>	due by 11:59pm
	Quiz <a href="#">Modules 5 Quiz</a>	due by 11:59pm
Tue Feb 28, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 55Z Lee 35969</a>	10am to 11:30am
Tue Mar 7, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 55Z Lee 35969</a>	10am to 11:30am
	Assignment <a href="#">Informative Speech</a>	due by 11:59pm
Wed Mar 8, 2023	Assignment <a href="#">Info Speech Critique and Feedback Letter</a>	due by 11:59pm
Fri Mar 10, 2023	Quiz <a href="#">Modules 5-9 Quiz (comprehensive all modules)</a>	due by 11:59pm
Mon Mar 13, 2023	Assignment <a href="#">Persuasive Speech Outline</a>	due by 11:59pm
Tue Mar 14, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 55Z Lee 35969</a>	10am to 11:30am
Tue Mar 21, 2023	Calendar Event <a href="#">W23 COMM D001 Public Speaking 55Z Lee 35969</a>	10am to 11:30am
	Assignment <a href="#">Persuasive Speech</a>	due by 11:59pm
Wed Mar 22, 2023	Assignment <a href="#">Persuasive Speech Critique and Feedback Letter</a>	due by 11:59pm
Fri Mar 24, 2023	Assignment <a href="#">Canvas Participation Score</a>	due by 11:59pm
Thu Mar 30, 2023	Quiz <a href="#">FINAL EXAM</a>	due by 11:59pm