

COMM 1: Public Speaking (Hybrid)

“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.” – *Maya Angelou*

Instructor: Thalia Bobadilla

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Course Time: Mondays & Wednesdays 10:30 am – 12:20 pm

Location: L48

Office Hours: Mondays from 3:00 pm – 4:40 pm (on campus), Tuesdays 11:20 am – 1:00 pm (via [Zoom](#))

Course text: *The Public Speaking Project (2011)*



Course Overview

Welcome to class! ☺ It is my goal to provide you with the highest quality learning environment and the highest quality course instruction to help you succeed and reach your important academic goals. I am committed to making this experience relevant to you, interesting, and as enjoyable as I can. It is my firm belief that we can learn and still manage to have some fun. I intend to come to class prepared and on time, treat you with respect, and conduct class in an active and engaging manner.

Not to brag, but this is arguably one of the greatest courses you can take in your college career. Developing your skills as a speaker is a crucial skillset to have both professionally and personally. This course is designed to introduce you to a variety of perspectives and approaches used to research, analyze, organize, present, and evaluate public presentations. You will also develop your listening skills to foster respectful, reflective, and critical listening appropriate in public presentations. Among other things, you will also cultivate and apply effective research techniques.

Student Learning Outcomes:

1. Organize, compose, present, and critically analyze information 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.

Correspondence and Office Hours

There is a 48-hour turnaround time (apart from weekends & holidays) for any inquiries you may have. I typically log out of my inboxes on Friday at noon, but please send your inquiries regardless and I will get to them on Monday!



I'm available and happy to help with assignments or other items, but you should bring your assignment questions to me within a practical time frame to ensure you receive the feedback and information you need within a reasonable time frame. Failure to do so may result in not receiving adequate feedback as well as minimal time to apply recommended feedback.

Technology

Specific resources from the college will be made available on the Canvas site. It is recommended students turn their notifications on in the Canvas app and be vigilant in checking their email and Canvas inbox regularly. All assignments and course materials can be accessed or completed from a cellphone (wool!), though I would highly recommend using the resources on campus, like the library, to work on assignments in a more efficient manner.



Engagements and Class Meetings

What does it mean to “engage”? In this course it means being present not only physically, but mentally, asking questions, constructively sharing your perspective, and most importantly willfully engaging in the activities created to sharpen your skills and knowledge. Engagement activities not only correlate to the week's material being covered, but also contribute to your grade. When you miss class, you miss engagement activities. **Extended or multiple absences will affect your success in the class.**



I am a big advocate for creating an active learning environment. Part of that will be the presence and energy I bring into class and another part will be the presence and energy *you* bring to the class. You are investing in yourself, so make the most of it.

As detailed in the schedule we will meet twice a week for class, but a unit of this course is conducted online technically making this course hybrid. This unit will promote information literacy which could include but is not limited to: watching lecture, taking quizzes, submitting small assignments, or contributing to a discussion. These online engagements may have two parts, but more often will have one part which will typically be due on Mondays. If there is a second part, it will be due on Wednesday. Be sure to check the due dates in Canvas!

Quizzes

Each quiz will be comprised of 5 questions per chapter that come from a question bank. Everyone will have 3 opportunities to take each quiz and Canvas will keep the highest score earned. Quizzes will be open 2 weeks before final submission closes. Students must complete quizzes prior to the start of class for the week to cover the week's material efficiently and effectively.



Oral Speech Critiques (OSCs)

Students are required to complete 8 critiques of speeches over the duration of the quarter. 2 critiques, on whomever you'd like, are required for each of the following speeches: Expert Speech, Speech to Inform with Visual Aids, Speech to Persuade, and Impromptu Speech. Good critiques identify/highlight areas the speaker did well on and areas of improvement.

Example: "I liked your speech" → you will be asked to provide a deeper analysis to earn credit. Instead, you'd want to provide feedback that sounds more critical to help the speaker improve, like this → "You did a wonderful job organizing your speech, the information you gathered was really interesting, but you could use a bit more vocal variation and don't forget to cite your sources".



First and foremost, we must remember that everyone is here to *learn* and *help* one another. Constructive feedback is crucial to any learning experience, this will help us develop as speakers *and* listeners!

Written Speech Critiques (WSCs)

Students are required to complete 2 written speech critiques for each of the following speeches: expert, inform, persuade, impromptu (6 total.) The handout asks you specific questions regarding a speaker of your choosing and how they performed. You should aim to answer honestly using your critical listening skills.



Academic Integrity

As a student at De Anza, you join a community of scholars who are committed to excellence in the teaching and learning process. We assume that all students will pursue their studies with integrity and honesty; however, all students should know that incidents of academic dishonesty are taken very seriously. The De Anza Student Handbook specifies that students can be subject to College discipline (including suspension and expulsion) for plagiarism and cheating.

The submission of work that is not the product of a student's personal effort, or work which in some way circumvents the given rules and regulations, will not be tolerated. Plagiarism is representing the work of someone else as your own. If you need further clarification, please see me.

Late Work

The schedule for the quarter is laid out with much care and thought with the goal of reaching important outcomes of the course during specific points in the quarter. With that in mind, work that is submitted past the due date/time of the assignment (apart from: presentations, peer reviews, and in-class engagements) will be accepted for full credit if received within 24 hours past the due date/time (presumably the start of class, unless otherwise stated). Past that work will not be accepted for any amount of credit. Emergency circumstances for work outside of this policy will be considered if a student comes to speak with me during office hours in addition to immediately notifying me via written correspondence.



Enrolling in this course is not only a commitment to yourself, but a commitment to myself and your peers as well. Sometimes life happens and our focus gets shifted - which is normal. If you find yourself overwhelmed, please notify me as soon as possible so we can discuss a possible plan of action and avoid further obstacles. **Your mental and physical health come first.** This course will be available the following

quarter and every quarter thereafter, so please do not hurt yourself trying to “stay on track.”

Important Dates

- 10/08/22 – Last day to add classes
- 10/09/22 – Last day to drop without a “W”
- 11/18/22 – Last day to drop with a “W”

Assignments and Grading Policies

Assignments	Learning Objectives	Points Earned	Points Possible
Classmate Introduction Speech (1 - 2 min.)	SLO: 1,2,3		20
Expert Speech (2 - 3 min.)	SLO: 1,2,3,4		40
Speech to Inform w/Visual Aids (5 - 7 min.)	SLO: 1,2,3,4		125
Speech to Persuade (5 - 7 min.)	SLO: 1,2,3,4		150
Impromptu Speech (2 - 3 min.)	SLO: 1,2,3		100
Peer Reviews (3 total @ 10 points)	SLO: 1,3,4		30
Speech Topics (2 total @ 5 points)	SLO: --		10
Oral Speech Critiques (8 total @ 5 points)	SLO: 1,2,3		40
Written Speech Critiques (6 total @ 10 points)	SLO: 1,3		60
Quizzes (16 total @ 5 points per chapter)	SLO: 3,4		80
Online Engagements (9 total @ 10 points)	SLO: 1,2,3,4		90
Engagements (7 total from 5 - 20 points)	SLO: 1,2,3,4		65
		/	810

Point Ranges for Final Grade							
785 - 810	A+	704 - 728	B+	623 - 647	C+	511 - 541	D
754 - 784	A	673 - 703	B	607 - 622	C	486 - 510	D-
729 - 753	A-	648 - 672	B-	542 - 606	D+	0 - 485	F

- A more detailed breakdown of assignments will be shared on Canvas and discussed in class as due dates approach.
- Because extra credit is offered and there are opportunities to retake quizzes for higher scores, grades are *not* rounded.
- Discussion of grades earned must be done during office hours or scheduled via Zoom appointment within a week of getting work back.

Course Schedule

Things to remember regarding the schedule and assignments:



- The schedule is tentative, but I will not change it without good reason. If a change does occur, I will make an announcement in class and notify everyone via Canvas.
- All assignments will be submitted via Canvas following the detailed schedule below, unless otherwise stated.
- All readings should be *done before* class on the calendar date first noted for the week.
- There will be 1 day dedicated to **make up** presentations. Only **one** speech total per person is allowed to be made up on this day. Time is limited and there is no telling for certain if you will be able to present. Please do not rely on this time but refer to it as a last resort.

Weekly Topic/Activity		Read	Assignment(s) Due:
Week 1	<ul style="list-style-type: none"> ○ <i>Introduction to Public Speaking</i> ○ <i>Ethics in Public Speaking</i> ○ Course Overview ○ Discuss Classmate Introduction Presentation ○ * Only week quizzes are due on Wednesday because it's our first week 	Ch. 1 Ch. 2 Ch. 3	Monday (9/26) <ul style="list-style-type: none"> ○ Syllabus & Course Policy Quiz ○ Getting to know you Engagement
			Wednesday (9/28) <ul style="list-style-type: none"> ○ Quiz #1 - #3 ○ Communication Apprehension Engagement
Week 2	<ul style="list-style-type: none"> ○ <i>Listening Effectively</i> ○ <i>Audience Analysis</i> ○ <i>Supporting your Ideas</i> ○ Select peer for Classmate Introduction Speech (in class) 	Ch. 4 Ch. 5 Ch. 7	Monday (10/3) <ul style="list-style-type: none"> ○ Quiz 4 - #6 ○ Ethical Guidelines for Speakers & Listeners Engagement
			Wednesday (10/5) <ul style="list-style-type: none"> ○ Select peer for Classmate Introduction Speech & begin working on your content ○ Select speech groups on Canvas – 1, 2, 3 or 4

Week 3	<ul style="list-style-type: none"> Organizing and Outlining Introductions and Conclusions Using Language Well Discuss Expert Speech 	Ch. 8 Ch. 9 Ch. 10	Monday (10/10) <ul style="list-style-type: none"> Quiz #7 - #9 Outlining Engagement Online Engagement
			Wednesday (10/12) <ul style="list-style-type: none"> Citing Sources Orally Engagement
Week 4	<ul style="list-style-type: none"> Speaking with Confidence Delivering your Speech Speaking to a Global Audience 	Ch. 11 Ch. 12 Ch. 14	Monday (10/17) <ul style="list-style-type: none"> Quiz #10 - #12 Classmate Introduction Outline (draft) Online Engagement
			Wednesday (10/19) <ul style="list-style-type: none"> Classmate Introduction Outline
Week 5	<ul style="list-style-type: none"> Discuss Speech to Inform Look for presentation dates this week 	N/A	Monday (10/24) <ul style="list-style-type: none"> Classmate Introduction Presentations Online Engagement
			Wednesday (10/26) <ul style="list-style-type: none"> Expert Speech Peer Review (Please come to class with 2 complete printed copies of your outline for your peers to write on) Expert Speech Outline with included peer review revisions due @ 11:59 pm
Week 6	<ul style="list-style-type: none"> Check your group's scheduled presentation date! 	N/A	Monday (10/31) <ul style="list-style-type: none"> Expert Speech Presentations: Groups 1 and 2 To be completed on any presentation day: 2 OSCs 2 WSCs Speech to Inform topic due at end of class. Update shared Google doc page after approval. First come, first serve. No repeat topics. Online Engagement

			Wednesday (11/2) <ul style="list-style-type: none"> ○ Expert Speech Presentations: Groups 3 and 4 ○ To be completed on any presentation day: ○ 2 OSCs ○ 2 WSCs
Week 7	<ul style="list-style-type: none"> ○ <i>Visual Aids</i> ○ <i>Informative Speaking</i> ○ Discuss Speech to Persuade 	Ch. 13 Ch. 15	Monday (11/7) <ul style="list-style-type: none"> ○ Quiz #13 & #14 ○ Online Engagement
			Wednesday (11/9) <ul style="list-style-type: none"> ○ Speech to Inform Peer Review - (Please come to class with 2 complete printed copies of your outline for your peers to write on) ○ Speech to Inform Outline with included peer review revisions due @ 11:59 pm
Week 8	<ul style="list-style-type: none"> ○ Check your group's scheduled presentation date! 	N/A	Monday (11/14) <ul style="list-style-type: none"> ○ Speech to Inform Presentations: Groups 3 and 4 ○ To be completed on any presentation day: ○ 2 OSCs ○ 2 WSCs ○ Speech to Persuade topic due at end of class. Update shared Google doc page after approval. First come, first serve. No repeat topics. ○ Online Engagement
			Wednesday (11/16) <ul style="list-style-type: none"> ○ Speech to Inform Presentations: Groups 1 and 2
Week 9	<ul style="list-style-type: none"> ○ Discuss Impromptu Speech 	Ch. 6 Ch. 16	Monday (11/21) <ul style="list-style-type: none"> ○ Quiz #15 & #16 ○ Speech to Inform Presentations

			<ul style="list-style-type: none"> ○ Online Engagement
			<p>Wednesday (11/23)</p> <ul style="list-style-type: none"> ○ Speech to Persuade Peer Review - (Please come to class with 2 complete printed copies of your outline for your peers to write on) ○ Speech to Persuade Outline with included peer review revisions due @ 11:59 pm
Week 10	<ul style="list-style-type: none"> ○ Check your group's scheduled presentation date! 	N/A	<p>Monday (11/28)</p> <ul style="list-style-type: none"> ○ Speech to Persuade Presentations: Groups 2 and 3 ○ To be completed on any presentation day: ○ 2 OSCs ○ 2 WSCs ○ Online Engagement <p>Wednesday (11/30)</p> <ul style="list-style-type: none"> ○ Speech to Persuade Presentations: Groups 1 and 4
Week 11	<ul style="list-style-type: none"> ○ Check your group's scheduled presentation date! 	N/A	<p>Monday (12/5)</p> <ul style="list-style-type: none"> ○ Speech to Persuade Presentations: Leftover speeches ○ Impromptu Speech Exercise Engagement ○ Online Engagement <p>Wednesday (12/7)</p> <ul style="list-style-type: none"> ○ Impromptu Speech Presentations – ALL groups ○ To be completed either presentation day: ○ 2 WSCs
Week 12	<ul style="list-style-type: none"> ○ FINAL SCHEDULE: Class time → 9:15 am – 11:15 am 	N/A	<p>Wednesday (12/14)</p> <ul style="list-style-type: none"> ○ Make up Speech Day