



Communication Studies
COMM 010, 11Z, Fundamentals of Communication, Fall Quarter 2022

Instructor:	James Capurso
Office location:	Online (Zoom)
Email:	capursojames@fhda.edu
Office hours:	Mondays 3:00pm to 4:00pm (Online)
Class days/time:	Online (Asynchronous)

Catalog Description

An introduction to the basic principles and methods of oral communication with an emphasis on improving speaking and listening skills in the multicultural contexts of interpersonal, small group, and public communication. Students will develop and apply effective research strategies.

Course Website

You will find copies of the course syllabus, readings, assignment sheets, and other resources in our Canvas course site: <https://deanza.instructure.com/>. You are responsible for regularly accessing the class website throughout the semester. I will post announcements and other important alerts about the class on the class website.

Student Learning Outcomes (SLO's)

After successfully completing this course, you will:

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

Communication in the Real World: An Introduction to Communication Studies, University of Minnesota Libraries Publishing, 2016 edition. Link: <https://open.lib.umn.edu/communication/>

Consistent internet access

One recording device for recording video and audio of your speeches, such as a cell phone, camera, laptop, or tablet.

Notecards for speeches

Course Objectives (CLO's)

1. Examine the principles of human communication in order to communicate effectively in interpersonal, group, and public speaking contexts.
2. Apply principles of interpersonal communication in multiple contexts.
3. Analyze the similarities and diversities among group members and develop skills to work together effectively.
4. Organize, compose, present, and critically evaluate speeches appropriate in content and style to the audience and situation.
5. Select, locate, evaluate and use information technologies and information sources.

Classroom Protocol

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.

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.

Academic Integrity

Your own commitment to learning, as evidenced by your enrollment at De Anza College, and the Student Honesty Policy, requires you to be honest in all your academic coursework. You should, therefore, submit your own, original work for this course. I will uphold De Anza College's policy on academic honesty. Consequently, an instance of academic misconduct (e.g., plagiarism, cheating, taking credit for others' work, submitting work for another course as work for this one, etc.) will likely result in disciplinary action, which may include recommendation for dismissal and a failing course grade.

Accommodations

If you need course adaptations or accommodations because of a disability, if you have emergency medical information you feel you should share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. You may also contact your counselor and/or the Disability Support Services Office.

Attendance & Participation

Fundamentals of communication is an intensive, skill-building class for most students—a class that involves and evolves from our collective discussions and risk-taking. This means that it is in your best interest to attend and actively participate in each and every weekly assignment. Furthermore, your absence robs your peers of the audience members they need to further hone their speaking skills. Therefore, by missing assignments, you are not only depriving yourself (as well as impacting your own grade), but you are also depriving your classmates.

Since this is a performance based class, it is very difficult for you to receive credit for assignments if you are not actively participating. It is also very difficult for you to accumulate enough points to pass the class if you are not completing your work. Therefore, **you will be unable to pass the class if you miss more than 300 points of course work for the class.** Late work is only accepted in personal emergency situations, and it is your responsibility to keep up with the work for the class. If you are unable to consistently spend time on your coursework, you may want to consider dropping.

Online Course

This is an online course, and as such, we will participate in an **asynchronous style class for the entire quarter.** This means we will not meet at a specific time for class meetings. Our classwork will be assigned at the beginning of the week for you to complete by the end of the week. Each week will consist of several assignments and activities to approximately equal the amount of time you would spend in a traditional face to face course. This will allow you to complete your assignments and tasks at a time that is convenient for you during the week. This also means you will have to stay on top of your work during the week so you do not fall behind. This class does require group work and each individual will be expected to contribute work and attend group meetings at a time decided upon by your groups.

Assignments and Grading Policy

Each “week” of class begins on Monday and ends on Sunday at 11:59pm. Most online assignments will be due by the end of our “week” at 11:59pm sharp. Assignments that are meant to be done in person must be completed in class on the date due. Assignments due at other times will be announced in advance on Canvas and in class. Files uploaded must be **.DOC** or **.DOCX** only. Assignments turned in with other types (.pages, .pdf, etc) will be considered missing. Please make sure to convert your documents as necessary before uploading them.

Speeches: 500 points. *Values Speech:* A 4-5 minute speech in which you present to your listeners your three core values and how they relate to you. *Group Narrative Speech:* A 20-25 minute story telling speech where each group member will share a story or experience that relates to the group theme or topic. *Group Persuasive Speech:* A 25-30 minute persuasive speech designed to convince and motivate your audience to take some immediate action about an important topic of social relevance. You must submit an outline to earn credit for a speech.

Complete-Sentence Outlines: 150 points. You must turn in a 500-1000-word (not including the reference page) complete-sentence outline with a reference page for each major speaking assignment prior to delivering your speech. Submissions must be turned in online by the dates set.

Quizzes: 50 points. This will include multiple choice and true/false quizzes based on the reading for the week. All quizzes will be available online through Canvas.

Engagements: 100 points. In order to practice skills you will need for the speeches, you will participate in a series of engagements (brief speaking/writing exercises). These assignments will take place in class. There will be four separate engagements throughout the semester.

Peer Responses: 60 points. You'll complete peer responses for your classmates' speeches.

Self-Evaluations: 60 points. You will reflect on your performance in your presentations, as well as the process of the assignment. There will be three reflections total for the class.

Group/Individual Participation: 80 points. In order to contribute to a successful learning community, you will participate in frequent discussion and practice of key concepts from the course, including small group work, outline workshops, focused free writing, online discussion boards, responding to peers, etc.

Formatting Instructions

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

Note about deadlines: To receive full credit, all assignments should be typed, proofread, appropriately referenced and turned in on the day they are due. In order to complete the three major speeches (demonstrative, informative and persuasive), as well as the associated outlines and self-evaluations, you are required to submit an electronic copy via the assignment drop-boxes in Canvas. (By submitting this electronic copy to Canvas, you are also submitting your work to Turnitin.com, an online plagiarism detection service.) Public speaking is an intensive, skills-building class for most students—a class that involves and evolves from our collective discussions and risk-taking. This means that 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.*******

Assignment List and Grade Monitoring Form

Speeches	Values Speech	out of 100 points
	Narrative Group Speech	out of 150 points
	Persuasive Group Speech	out of 225 points
Outlines	Values Speech Outline	out of 25 points
	Narrative Group Outline	out of 50 points
	Persuasive Group Outline	out of 75 points
Reflections	Values Speech Reflection	out of 20 points
	Narrative Group Reflection	out of 20 points
	Persuasive Group Reflection	out of 20 points
Speech Responses	Values Speech Peer Responses	out of 20 points
	Narrative Peer Responses	out of 20 points
	Persuasive Peer Responses	out of 20 points
Engagements	Engagement 1: Artifact Speech	out of 25 points
	Engagement 2: Oral Interpretation	out of 25 points
	Engagement 3: Job Interview	out of 25 points
	Engagement 4: Sell It!	out of 25 points
Participation	Discussions, Group Participation, etc.	out of 60 points
	Group Contract	out of 20 points
Quizzes	Quizzes	out of 50 points
Total		out of 1000 points

Grading Scale

Point Range	Letter Grade
940-1000 points	A
900-939 points	A-
870-899 points	B+
840-869 points	B
800-839 points	B-
770-799 points	C+
700-769 points	C
670-699 points	D+
640-669 points	D
600-639 points	D-
< 599 points	F

COMM 10: Fundamentals of Communication Class Schedule

This schedule is subject to change with fair notice. I will announce any changes on Canvas

Week	Date	Description	Reading	Weekly Assignments
1	9/26 - 10/2	Course Website Goes Live	Syllabus	Student Info Sheet Discussion: Introductions
2	10/3 - 10/9	Introduction to Communication Communication and Perception Engagement 1: Cultural Artifact Speech	Chapter 1 Chapter 2	Quiz 1 (Ch 1, 2) Artifact Speech Videos
3	10/10 - 10/16	Delivering Your Speech Effective Listening Engagement 2: Oral Interpretation	Chapter 5 Chapter 10	Quiz 2 (Ch 5, 10) Oral Interpretation Videos Group Availability Survey
4	10/17 - 10/23	Values Speech Preparing a Speech	Chapter 9	Speech Outlines Speech Videos
5	10/24 - 10/30	Verbal Communication Nonverbal Communication	Chapter 3 Chapter 4	Peer Evaluations Self Evaluations Quiz 3 (Ch 3, 4)
6	10/31 - 11/6	Small Group Communication Problem Solving	Chapter 13 Chapter 14	Quiz 4 (Ch 13, 14) Group Contract
7	11/7 - 11/13	Engagement 3: Job Interview Group Check In #1		Interview Videos
8	11/14 - 11/20	Group Narrative Presentations		Narrative Outlines Narrative Videos
9	11/21 - 11/27	Persuasive Speaking Monroe's Motivated Sequence (MMS) Gathering Research	Chapter 11 Chapter 12	Peer Evaluations Self Evaluations Assignments Due Wednesday
10	11/28 - 12/4	Engagement 4: Sell It! Group Check In #2		Sell It! Videos Quiz 5 (Ch 11, 12)
11	12/5 - 12/11	Group Persuasive Presentations		Persuasive Outlines Persuasive Speech Videos
12	12/12 - 12/16	Finals Week (Ends on a Friday)		Peer Evaluations Final Self Evaluations