

Course Syllabus

COMM 1 – PUBLIC SPEAKING (5 Units)

DE ANZA COLLEGE

FALL QUARTER 2024 – 55Z - ONLINE COURSE

Office Hour Link: Mondays & Wednesday – 11:00 a.m. to 12:00 p.m.

Instructor: James Ahern, M.A., J.D.

Instructor E-Mail: ahernjames@fhda.edu

Instructor Web Site: <http://www.deanza.edu/faculty/ahernjames/>

Canvas Student Resources: <https://deanza.instructure.com/courses/3383>

Visit the Student Success Center: <http://www.deanza.edu/studentsuccess/>

Course Description: Theory and techniques of public speaking in a democratic society. An introduction to a variety of perspectives and approaches used to research, organize, deliver, and evaluate public presentations. Students will develop and apply effective research strategies.

Textbook (Free: Canvas): The Public Speaking Project. *Public Speaking: The Virtual Textbook*. The Public Speaking Project, n.d., <http://www.publicspeakingproject.org/psvirtualtext.html>.

Materials: 4 by 6-inch note cards.

Student Learning Outcomes:

- **SLO1:** Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
- **SLO2:** Display increasing confidence in speaking extemporaneously.
- **SLO3:** Demonstrate effective listening skills in various public speaking contexts.
- **SLO4:** Identify, locate, evaluate, and use information technologies and information sources.

Course Objectives:

- Examine historical and cultural traditions of public speaking in both domestic and global contexts and their impact on our views, beliefs, and practices relating to speaking in public.
- Evaluate how making the decision to respect diversity, speak ethically, and think critically influences communication outcomes.
- Demonstrate skills in analyzing diverse audiences and creating presentations appropriate to those audiences.
- Research, analyze, organize, prepare, and evaluate informative and persuasive speeches.
- Develop confidence in delivering speeches extemporaneously.
- Develop listening skills to foster respectful, reflective, and critical listening appropriate for public presentations.

Course Requirements:

- **Attendance and Participation:** Because your role includes being a speaker, a listener, and an evaluator, your participation is vital to this class. School policy dictates that students are responsible for dropping classes that they no longer attend. All students must attend the final class. Students may be dropped from this class if they do not complete their speeches or assignments throughout the course and display other signs of inactivity such as a lack of communication with the instructor. Students will be dropped if they fail to complete two speeches within the designated time frame.
- **Reading Assignments:** Students are responsible for reading the assigned textbook chapters.
- **Written Assignments:** Written assignments must be typed and double-spaced for submission. Uploaded assignments on Canvas must be in a PDF, .doc, or .docx file type. Prior to an assigned speech, a typed, full-sentence (complete sentence) preparation must be submitted to Turnitin on Canvas.
- **Online Assignments:** Online assignments will be posted on Canvas weekly.
- **Speeches:** There will be five graded speeches during the course. All five speeches will be conducted on Zoom with sign-ups (Sign-up Genius) posted in the Module section in advance of the designated speech days. Late submissions will have a five-point loss.
- **Quizzes:** There will be 10 quizzes (@ five-points each) based on the assigned readings and lectures that will allow ample time, with multiple opportunities, and based on the highest score.
- **Academic Honesty:** Plagiarism or cheating may result in failing an assignment. Visit [Academic Integrity](#) to review college policy: "Plagiarism is representing the work of someone else as your own. Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as one's own. Representing another's artistic or scholarly words such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures as your own. Submitting a paper purchased from a research or term paper service, including the internet. Undocumented Web source usage."
- **College course policy:** "Students must have access to the following: a computer, the internet, an individual email address, and a webcam-enabled device for on-camera presentations."
- **Make-up Speeches:** Students will be allowed to complete a make-up speech for documented absences and extenuating circumstances.

SPEECH ASSIGNMENTS

Introductory speech	Not Graded
Time limit: 2-3 minutes	
Narrative speech	50 points
Time Limit: 5-6 minutes	
Self-critique	
Preparation outline	
Demonstration speech	50 points
Time limit: 5-6 minutes	
Self-critique	
Preparation Outline	
Informative speech	50 points
Time Limit: 5-6 minutes	
Self-critique	
Preparation Outline	
Persuasive speech (Audience Analysis)	50 points
Time limit: 6-7 minutes	
Self-critique	
Preparation outline	
Impromptu speech	<u>10 points</u>
Time limit: 2-3 minutes	
TOTAL:	210 points

GRADING: Your final grade for the course will be based on the following:

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|--|------------|
| 1.) Speeches | 210 points |
| 2.) Preparation outlines (4 @ 10 points) | 40 points |
| 3.) Self-critiques (4 @ ten points) | 40 points |
| 4.) Action items (10 @ three points) | 30 points |
| 5.) Quizzes (10 @ five points) | 50 points |
| 6.) Discussion (10 @10 points) | 100 points |

TOTAL: 470 points

Grade	Points
A	444-470
A-	420-443
B+	406-419
B	392-405
B-	373-391
C+	350-372
C	326-349
D+	312-325
D	298-311
D-	279-297
F	278-0

Students are responsible for keeping track of their assigned grades throughout the course.

Tentative Course Schedule (subject to instructor revision with student notification)

Week	Date	Description	Reading	Weekly Assignments
1	9/23/24	Introduction to Public Speaking Communication Apprehension	Chapter 1 – Introduction to Public Speaking	Review Canvas online assignments Complete Action Item #1 Narrative Speech assigned Online Quiz #1 Discussion #1: Self-Introduction
2	9-30-24	Delivering Your First Speech, listening, and ethics	Chapter 2 – Origins of Public Speaking - Chapter 3 – Ethics of Public Speaking	Review Canvas online assignments Complete Action Item #2 Online Quiz #2 – Chapter 3 Discussion #2
3	10/7/24	Principles of public speaking, methods, delivery, sample outlines, preparation outlines – speech support groups	Chapter 4 – Listening Effectively - Chapter 5 – Audience Analysis - Chapter 7 – Supporting Your Ideas	2.) Demonstration Speech Assigned Complete Action Item #3 Online Quiz #3: Chapter 4 - Listening Effectively Discussion #3: Top 10 Communication Skills

4	10/14/24	Narrative speeches	Chapter 8 – Organizing & Outlining - Chapter 9 – Introductions & Conclusions - Chapter 10 Using Language Well	Review Canvas online assignments Complete Action Item #4 Online Quiz #4: Chapter 5 - Audience Analysis Discussion #4: Top 10 Communication Skills
5	10-21-24	Narrative speeches – impromptu speeches	Chapter 11 Speaking with Confidence - Chapter 12 Delivering Your Speech - Chapter 13 Visual Aids	Review Canvas online assignments - Complete Action Item #5 Online Quiz #5 Discussion #5 3.) Informative Speech Assigned
6	10/28/24	Demonstration speeches	Read Chapter 14 – Speaking to a Global Audience	Review Canvas online assignments Complete Action Item #6 Online Quiz #6 Discussion #6 Demonstration Speech Due
7	11/4/24	Demonstration speeches		Review Canvas online assignments Complete Action Item #7 Online Quiz #7

Discussion #7

**Review Canvas
online assignments**

**Complete Action
Item #8**

Online Quiz #8

Discussion #8

**Informative Speech
Due**

**Persuasive Speech
Assigned**

8 11/11/24 (Holiday)

**Impromptu speeches
– Informative
speeches**

**Chapter 15 –
Informative
Speaking -**

**Chapter 16 –
Persuasive
Speaking**

9

11/18/24

Informative speeches

**Complete Action
Item #9**

Online Quiz #10

Discussion #9

**Review Canvas
online assignments**

**Complete Action
Item #10**

Discussion #10

10 11/25/24

**Audience analysis –
Persuasive speeches**

**Persuasive Speech
Due**

11 12/2/24

Persuasive speeches

12

Finals Week

**Impromptu
speeches**

**12/9/24:
2:00PM-4:00PM**

**12/10/24:
2:00PM-
4:00PM**

7:00-9:00PM

ALL SPEECHES ARE SYNCHRONOUS (LIVE) AND CONDUCTED IN ZOOM

COMM 1: This fully online course requires a mandatory (Zoom) audience of least eight (8) to ten (10) students for each time slot. The three time slots for each speech will have approximately ten (10) time slots. The speaking schedule is listed below for student review for the five live Zoom speeches required for this class.

Sign-up Genius will be used for the five speeches in this class plus being posted in the Module section. The Zoom sessions will have a sign-up list of 10 students for a choice of three possible dates and times. Please select one of the three offerings that fits your schedule. Students are encouraged to keep their computer screens on for their presentations and for viewing other student presentations. Students are expected to stand in front of their computers while delivering their speeches.

Full-preparation outlines must be submitted to Turnitin on Canvas before students deliver their speeches.

Five speeches that require student Sign-up Genius for COMM 1:

SPEECH	DATE AND TIME SLOTS (PACIFIC STANDARD TIME) (PST)
	Week 4:
	Monday, 10/14 - 7-9:00PM
Narrative Speech	Tuesday, 10/15– 2PM-4:00PM
	Wednesday, 10/16 – 7-9:00PM
	Week 6:
	Monday, 10/28: 7-9:00PM
Demonstration Speech	Tuesday, 10/29: 2-4:00PM
	Wednesday, 10/30: 7-9:00PM
	Week 8:
	Tuesday, 11/12: 2:00PM-4:00PM
Informative Speech	Tuesday, 11/12: 7:00PM-9:00PM
	Thursday, 11/16: 6:00PM-8:00PM
	Week 10:
	Monday, 11/25: 7-9:00PM
Persuasive Speech	Tuesday, 11/26: 2-4:00PM
	Wednesday, 11/27: 7-9:00PM
	Week 12:
	Monday, 12/9: 2-4:00PM
Impromptu Speech	Tuesday, 12/10: 2-4:00PM
	Tuesday, 12/10: 7-9:00PM

Please review this speech schedule to determine if this course is compatible with your schedule. Students should consider taking another COMM 1 course if they are not able to abide by this schedule.

Important college dates during Fall Quarter 2023:

- **November 11 – Veterans Day – no classes, offices closed**
- **November 17 - Last day to drop classes without a W**
- **November 28 – Thanksgiving – no classes, offices closed**
- **December 9-13 – Final exams**

Instructor Contact:

Contact: E-mails will be responded within 24 to 48 hours during the week excluding weekends and holidays.

NOTE: This course depends on your active participation, and it will be as exciting, interesting, stimulating, and as fun, as the energy and enthusiasm that you bring to the class. The more you give, the more you will learn about your own strengths and limitations. You will also learn about and from your classmates and that you can be a part of their learning experience as well.

Wishing you all the best in the days ahead!