

COMM 001 Syllabus

Instructor: Peter Lee

De Anza College Winter 2024 - On Site Hybrid in L49 for in person instruction every M/W 1:30pm to 3:20pm all quarter long.

E-mail: leepeter@fhda.edu

Office hours: Mondays from 1220pm - 120pm in Baldwin Winery (P/T offices) but on holiday weeks, then on Wed. (no Monday class Jan. 15 and Feb. 19.)

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, 9th 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.

SLO's or Student Learning Outcomes

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

Course policies, which are strictly enforced:

1. Attend classes for in person instruction and complete the online portion of the course, and for video lectures, pay attention, listen and take notes. This will help prepare you for the quizzes and final exam.
2. Check CANVAS online for **due dates**, weekly messages (such as Announcements), assignments, **quizzes** or resources. I am also available on Zoom for the weekly online optional hour (see Zoom link on your left)
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.

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):

There is an audience requirement for all speeches, and for speaking dates in person, see [Live in person in our classroom SCHEDULE](#)

Hence, meeting in class to speak with your instructor and classmates is the best way to meet this requirement and is reflected in our meeting dates for speeches mentioned above.

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. We will conduct this speech in person the first week of the class. Comments for this speech are here: [About you Introductions!](#)
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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](#)

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Speeches are graded on organization (use of outline structure), content and substance (details, examples, paraphrasing, 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/1LX1HHLALm8oITWgWleFJJb3wusKktrFxbpSlT0H1VVY/edit?usp=s_haring

[Links to an external site.](#) . Rubrics also reflect the content, delivery and organization grading criteria,

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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](#)

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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.

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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

Please Note: To prevent problems, make sure your email address on file in Admissions and Records and in MyPortal 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 \(Links to an external site.\) \(Links to an external site.\)](#)
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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.

The course summary with due dates for all assignments is below:

Course Summary:

Date	Date	Details	Due
Wed Jan 10, 2024		Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	6:30pm to 7:30pm
Mon Jan 15, 2024		Quiz Self-Check Quiz: Module 0	due by 11:59pm
Wed Jan 17, 2024		Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	6:30pm to 7:30pm
		Assignment Icebreaker Discussion	due by 11:59pm
		Assignment Speech of Introduction Live	due by 11:59pm
Mon Jan 22, 2024		Assignment Assignment -- Current Events	due by 9:59pm
Wed Jan 24, 2024		Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	6:30pm to 7:30pm
Thu Jan 25, 2024		Assignment Story Time Outline	due by 11:59pm
Fri Jan 26, 2024		Assignment De Anza Collge Library -- Information Literacy.	due by 11:59pm
Mon Jan 29, 2024		Quiz Module 1 to 3 Quiz	due by 11:59pm
Wed Jan 31, 2024		Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	6:30pm to 7:30pm
Mon Feb 5, 2024		Assignment Story Time	due by 11:59pm
Wed Feb 7, 2024		Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	6:30pm to 7:30pm
Wed Feb 14, 2024		Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	6:30pm to 7:30pm
Sun Feb 18, 2024		Assignment Canvas Discussion participation Midterm	due by 11:59pm
Wed Feb 21, 2024		Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	6:30pm to 7:30pm

Fri Feb 23, 2024	Quiz Modules 4 and 5 Quiz	due by 11:59pm
Mon Feb 26, 2024	Assignment Impromptu Speech	due by 11:59pm
Wed Feb 28, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	6:30pm to 7:30pm
	Assignment Informative Speech Outline	due by 11:59pm
Wed Mar 6, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	6:30pm to 7:30pm
Mon Mar 11, 2024	Assignment Informative Speech LIVE	due by 11:59pm
Tue Mar 12, 2024	Assignment Info Speech Critique and Feedback Letter	due by 11:59pm
Wed Mar 13, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	6:30pm to 7:30pm
	Assignment Persuasive Speech Outline	due by 11:59pm
Sun Mar 17, 2024	Quiz Modules 5-9 Quiz (comprehensive all modules)	due by 11:59pm
Wed Mar 20, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	6:30pm to 7:30pm
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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.

The course summary with due dates for all assignments is below:

Course Summary:

Date	Details	Due
Wed Jan 10, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	12pm to 1pm

	Calendar Event W24 COMM D001 Public Speaking 08Y Lee 37331	7:30pm to 8:30pm
Mon Jan 15, 2024	Quiz Self-Check Quiz: Module 0	due by 11:59pm
Wed Jan 17, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	12pm to 1pm
	Calendar Event W24 COMM D001 Public Speaking 08Y Lee 37331	7:30pm to 8:30pm
	Assignment Icebreaker Discussion	due by 11:59pm
	Assignment Speech of Introduction Live	due by 11:59pm
Mon Jan 22, 2024	Assignment Assignment -- Current Events	due by 9:59pm
Wed Jan 24, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	12pm to 1pm
	Calendar Event W24 COMM D001 Public Speaking 08Y Lee 37331	7:30pm to 8:30pm
Thu Jan 25, 2024	Assignment Story Time Outline	due by 11:59pm
Fri Jan 26, 2024	Assignment De Anza Collge Library -- Information Literacy.	due by 11:59pm
Mon Jan 29, 2024	Quiz Module 1 to 3 Quiz	due by 11:59pm
Wed Jan 31, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	12pm to 1pm
	Calendar Event W24 COMM D001 Public Speaking 08Y Lee 37331	7:30pm to 8:30pm
Mon Feb 5, 2024	Assignment Story Time	due by 11:59pm
Wed Feb 7, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	12pm to 1pm
	Calendar Event W24 COMM D001 Public Speaking 08Y Lee 37331	7:30pm to 8:30pm
Wed Feb 14, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	12pm to 1pm

	Calendar Event W24 COMM D001 Public Speaking 08Y Lee 37331	7:30pm to 8:30pm
Sun Feb 18, 2024	Assignment Canvas Discussion participation Midterm	due by 11:59pm
Wed Feb 21, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	12pm to 1pm
	Calendar Event W24 COMM D001 Public Speaking 08Y Lee 37331	7:30pm to 8:30pm
Fri Feb 23, 2024	Quiz Modules 4 and 5 Quiz	due by 11:59pm
Mon Feb 26, 2024	Assignment Impromptu Speech	due by 11:59pm
Wed Feb 28, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	12pm to 1pm
	Calendar Event W24 COMM D001 Public Speaking 08Y Lee 37331	7:30pm to 8:30pm
	Assignment Informative Speech Outline	due by 11:59pm
Wed Mar 6, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	12pm to 1pm
	Calendar Event W24 COMM D001 Public Speaking 08Y Lee 37331	7:30pm to 8:30pm
Mon Mar 11, 2024	Assignment Informative Speech LIVE	due by 11:59pm
Tue Mar 12, 2024	Assignment Info Speech Critique and Feedback Letter	due by 11:59pm
Wed Mar 13, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	12pm to 1pm
	Calendar Event W24 COMM D001 Public Speaking 08Y Lee 37331	7:30pm to 8:30pm
	Assignment Persuasive Speech Outline	due by 11:59pm
Sun Mar 17, 2024	Quiz Modules 5-9 Quiz (comprehensive all modules)	due by 11:59pm
Wed Mar 20, 2024	Calendar Event W24 COMM D001 Public Speaking 06Y Lee 35207	12pm to 1pm

	Calendar Event W24 COMM D001 Public Speaking 08Y Lee 37331	7:30pm to 8:30pm
Thu Mar 21, 2024	Assignment Persuasive Speech LIVE	due by 11:59pm
Fri Mar 22, 2024	Assignment Persuasive Speech Critique and Feedback Letter	due by 11:59pm
Sun Mar 24, 2024	Assignment Canvas Participation Score Final	due by 11:59pm
Thu Mar 28, 2024	Quiz FINAL EXAM	due by 11:59pm