

# COMM 1: Public Speaking (Asynchronous)

“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*

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**Course Time:** Fully online (*All presentations will be held live via Zoom, dates and times detailed in the schedule. Attendance for the entirety of a time slot is mandatory for credit. You are only required to attend 5 total class meetings via Zoom throughout the 12-week term.*)

**TBA:** Tuesday 12:30 pm – 1:30 pm

**Office Hours:** Tuesdays 8:00 am – 10:20 am (via [Zoom](#)), Wednesdays 4:30 pm – 5:30 pm (on campus in F3A)

**Course text:** [The Public Speaking Project](#)

## Course Overview and Student Learning Outcomes

**Hi! ☺** 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 also cultivate and apply effective research techniques.

### 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.

## Communication 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.

## Student Success and Time Commitment

**Students must turn their Canvas notifications on and be vigilant in checking their inboxes and the Canvas site regularly.** Students are responsible for remaining current on information shared, failure to do so may result in missing vital information pertaining to the class, which could result in consequential outcomes to your success. I recommend starting a class discord!

Since our presentation days will require us to meet live face to face on Zoom, a **steady internet connection is required** to participate on presentation days to earn credit for speeches. Cameras must be kept on throughout your entire presentation slot. If you do not have a steady internet connection available, I recommend getting in contact with the school to see what resources they may have available and or finding a location with a steady internet connection on presentation days.

According to the college's [credits and load limitations](#) formula, each unit of a class equals one hour with an additional 2 hours of outside preparation for every unit. So, for a 5-unit class, that's 15 hours total per week (hence why "12 units" is considered "full time"), this is an explicit standard the college provides. Actual time spent on the course varies depending on your familiarity with Canvas and ability to retain information. Please plan your time accordingly. A hardcover planner can be a great tool to help manage your time/efforts throughout the term.

## Online Engagements

We will complete engagement activities in class each week. Not only will the engagements correlate to the week's material being covered, they also contribute to your grade. **Failing to manage your time on assignments or thoroughly read through content will affect your success in the class.**

This course will also promote information literacy which could include, but is not limited to, watching lecture, taking quizzes, submitting small assignments, or contributing to a discussion. These engagements may have two parts. The first part will typically be due on Wednesday, while the second would be Friday. Be sure to check the due dates in Canvas.

## Information Pertaining to Speeches

**We meet a total of 5 times throughout the 12-week term to allow everyone an opportunity to deliver via Zoom to a live audience of 8 people minimum.** These requirements are in place to meet accreditation to earn units for the course. Cameras are required to remain on whether you are delivering content or are an audience member (**audience members and speakers must be waist up for credit**).

Speakers *need* to see their audience and engage with them nonverbally to deliver a quality presentation. Speaking to a screen of black boxes or floating heads is detrimental to the speaker in more ways than you can imagine. But don't fret! I will share resources regarding camera angles in Canvas.

Which leads to our next piece: We want to ensure we provide the same respect and attention to our first speaker as we would our final speaker. For those reasons, there is a 5-minute grace period to join the Zoom. At 6+ minutes students will no longer be admitted. Make sure your technology has completed all necessary updates, is charged, and finally that you are in a prime location to delivery your presentation *and* listen to your peers.

If you happen to miss your presentation, don't sweat it. There is 1 day dedicated to make-ups at the end of the term. However, there is a 10-person cap on the make-up day, so if there is additional time after presentations, I ask students to complete their make-up then.

Sign-ups for time slots will be made available via the → assignment description page in Canvas and are first come, first serve. The time slot duration depends on the length of the speech and how many people show up to present.

#### Presentation Dates:

- **Myself in a Minute Speech: Week 2**
    - Wednesday 4/17: 8:00 am – 10:00 am, 5:00 pm – 7:00 pm
  - **Expert Speech: Week 5**
    - Wednesday 5/8: 8:00 am – 10:00 am, 5:00 pm – 7:00 pm
  - **Speech to Inform: Week 7**
    - Wednesday 5/22: 8:00 am – 10:00 am, 5:00 pm – 7:00 pm
    - Thursday 5/23: 8:00 am – 10:00 am
  - **Speech to Persuade: Week 10**
    - Wednesday 6/12: 8:00 am – 10:00 am, 5:00 pm – 7:00 pm
    - Thursday 6/13: 8:00 am – 10:00 am
  - **Make-up Speech: Week 11**
    - Monday 6/17: 5:00 pm – 7:00 pm
  - **Impromptu Speech: Week 12**
    - Monday 6/24: 8:00 am – 10:00 am, 5:00 pm – 7:00 pm
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## Quizzes

Each quiz will be comprised of 5 questions from each chapter covered. You will have 3 opportunities to take each quiz and Canvas will keep the highest score earned. Quiz content may require you to look up material from the text, weekly content page, or online search. Quizzes do not have a time limit; however, I encourage you not to wait until the last minute.

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## Presentations and Feedback

Students complete a total of 5 presentations. Opportunities for review from your peers in focused areas will be provided on most presentations. There will also be opportunities provided to students to work on their small group communication skills, providing feedback on work is just one of those instances.

Students will provide feedback to their peers on their presentations in both written and oral format. Feedback should be honest and constructive. I recommend taking notes during the presentations, so you have thoughtful feedback to post in Canvas later for your peer. This is crucial to any learning experience and will help you develop as speakers *and* listeners!

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## Academic Integrity

Instances of academic misconduct will result in disciplinary action. What is academic misconduct?

This includes, but is not limited to: plagiarism (representing the work of someone else as your own), submitting work written by an outside party, the submission of work that is not the product of a student's personal effort, or work in which in some way circumvents the given rules and regulations, or misrepresenting facts to receive a changed grade, etc.

Further information on the college's academic integrity policy can be found on [De Anza's website](#). The De Anza Student Handbook specifies that students can be subject to college discipline (including suspension and expulsion) for plagiarism and/or cheating.

If you need further clarification, please see me as there is no gray area when it comes to this subject. Students may also be tempted to use artificial intelligence (AI) to complete work; do not engage in this practice. You *will* earn a 0.

## Late Work and Online Presence

We have a tight schedule in place to reach important outcomes during specific points in the term. 12 weeks is a brief period of time to accomplish our goals, but with a combined effort we can make it happen. **Failure to log into Canvas and complete all items during the first week will result in being dropped from the course for those on the waitlist.** Failure to participate in 2 consecutive weeks' worth of content may also result in being dropped from the course.

Late work is generally not accepted; however, each student has the option to **drop any combination of the following for a total of 3 dropped items:** lowest quiz and/or lowest online engagement for a total of 3 dropped items. There will be a 0-point assignment in week 11 to provide students an opportunity to list which items they would like dropped, past that assignment drops will not be accepted, no exceptions.

Everyone will be allotted **1 pass** to submit **one noncollaborative** assignment, excluding quizzes, 7 days late with no deductions via Canvas inbox except for content due during the week of finals, late work cannot be accepted during the week of finals. For example, if a major assignment is due Wednesday, you would have until 11:59 pm of the following Wednesday to get the work in via Canvas inbox, *no exceptions*. The maximum late window is 1 week because of the mechanics of our schedule. I have either graded the item in question and handed it back to your peers, begun grading the item, or we have moved on from that unit in our schedule altogether. Past that content may not make sense and other areas of your understanding are in danger of suffering as a result. Emergency circumstances 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.

## A Personal Note

Enrolling in *any* college course is a huge commitment whether you are familiar with the subject matter or not. Different instructors, different due dates, responsibilities outside of class, etc., it can be a lot to take on. Sometimes life happens and our focus gets shifted and suddenly your college trajectory gets unexpectedly interrupted - which is **normal**. If you find yourself overwhelmed or otherwise, know that **your mental and physical health come first**. Please notify me as soon as possible so we can discuss a possible plan of action and avoid further obstacles. More importantly remember that this course will be available the following quarter and every quarter thereafter, so please do not hurt yourself trying to "stay on track." Sometimes it's not the right time to take a class and that's okay.

## Other Important Dates

- 4/20 - Last day to drop without a "W"
- 5/27 - NO class: Memorial Day
- 6/19 - NO class: Juneteenth
- 5/31 - Last day to drop with a "W"

## Assignments and Grading Policies

Assignments	Learning Objectives	Points Earned	Points Possible
Myself in a Minute Speech (1 - 2 min.)	SLO: 1,2,3		20
Expert Speech (2 - 3 min.)	SLO: 1,2,3,4		40
Speech to Inform (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		50
Reflections (3 total)	SLO: 1,3,4		30
Speech Topics (2 total @ 2.5 points)	SLO: n/a		5
Critiques	SLO: 1,3		120
Quizzes	SLO: 3,4		80
Engagements	SLO: 1,2,3,4		100
		/	720

Percentage Ranges for Final Grade							
100% - 97%	A+	89.99% - 87%	B+	79.99% - 77%	C+	66.99% - 63%	D
96.99% - 93%	A	86.99% - 83%	B	76.99% - 70%	C	62.99% - 60%	D-
92.99% - 90%	A-	82.99% - 80%	B-	69.99% - 67%	D+	59.99% - 0%	F

- Because extra credit is offered, some items may be dropped, and there are opportunities to retake quizzes for higher scores, **grades are not rounded. If asked, the answer will be no.**
- 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 via Canvas.
- All assignments will be submitted via Canvas following the detailed schedule below unless otherwise stated.
- All readings should be done *before* the calendar date first noted for the week.
- There will be 1 day for **makeup** presentations. Only **one** speech may be made up for individuals who missed delivering a presentation. Often, we have more than enough time, but availability may

be limited depending on how many students sign up. To qualify for the make-up presentation, speech outlines must be sent via Canvas inbox no later than the Wednesday of the prior week by 11:59 pm if not already submitted via the assignment. **No exceptions.**

Weekly Topic/Activity		Read	Assignment(s) Due:
Week 1	<ul style="list-style-type: none"> <li>Origins of Public Speaking</li> <li>Ethics in Public Speaking</li> </ul>	Ch. 2 Ch. 3	Wednesday (4/10)
			<ul style="list-style-type: none"> <li>Student Information Survey</li> <li>Syllabus Quiz</li> <li>Getting to know you <b>Engagement</b></li> </ul>
			Friday (4/12)
			<ul style="list-style-type: none"> <li>Quiz #1</li> <li>(PRCA-24 Pre-Survey) <b>Engagement</b></li> <li>Discuss <b>Myself in a Minute</b> Speech</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>Listening Effectively</li> <li>Audience Analysis</li> <li>Supporting your Ideas</li> </ul>	Ch. 4 Ch. 5 Ch. 7	Wednesday (4/17)
			<ul style="list-style-type: none"> <li><b>Myself in a Minute</b> Presentation SLOT 1: 8:00 am – 9:00 am SLOT 2: 5:00 pm – 6:00 pm</li> <li>Ethical Guidelines for Speakers &amp; Listeners <b>Engagement</b></li> </ul>
			Friday (4/19)
			<ul style="list-style-type: none"> <li>Quiz #2</li> <li>Discuss <b>Expert</b> Speech</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>Organizing and Outlining</li> <li>Introductions and Conclusions</li> <li>Using Language Well</li> </ul>	Ch. 8 Ch. 9 Ch. 10	Wednesday (4/24)
			<ul style="list-style-type: none"> <li><b>Expert</b> Speech <b>Engagement</b></li> <li><b>Reflection #1</b></li> </ul>
			Friday (4/26)
			<ul style="list-style-type: none"> <li>Quiz #3</li> <li>Outlining <b>Engagement</b> (optional)</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>Speaking with Confidence</li> <li>Delivering your Speech</li> <li>Speaking to a Global Audience</li> </ul>	Ch. 11 Ch. 12 Ch. 14	Wednesday (5/1)
			<ul style="list-style-type: none"> <li><b>Expert</b> Speech Peer Review</li> <li>Discuss Speech to <b>Inform</b></li> </ul>
			Friday (5/3)
			<ul style="list-style-type: none"> <li>Quiz #4</li> <li><b>Check-In</b> Survey #1</li> <li>Speech to <b>Inform</b> topic, first come, first serve, no repeat topics</li> </ul>
Week 5	<ul style="list-style-type: none"> <li>Visual Aids</li> <li>Informative Speaking</li> </ul>	Ch. 13 Ch. 15	Wednesday (5/8)
			<ul style="list-style-type: none"> <li><b>Expert</b> Speech Presentation SLOT 1: 8:00 am – 10:00 am SLOT 2: 5:00 pm – 7:00 pm</li> </ul>
			Friday (5/10)
			<ul style="list-style-type: none"> <li>Quiz #5</li> <li><b>Written</b> Critiques</li> <li>Speech to <b>Inform</b> <b>Engagement</b> (optional)</li> </ul>
			Wednesday (5/15)

Week 6			<ul style="list-style-type: none"> <li>○ Visual Aid Practice <b>Engagement</b></li> </ul>
Week 7			<b>Wednesday (5/22)</b>
			<ul style="list-style-type: none"> <li>○ Speech to <b>Inform</b> Presentation SLOT 1: 8:00 am – 10:00 am SLOT 2: 5:00 pm – 7:00 pm</li> </ul>
			<b>Thursday (5/23)</b>
			<ul style="list-style-type: none"> <li>○ Speech to <b>Inform</b> Presentation SLOT 3: 8:00 am – 10:00 am</li> </ul>
			<b>Friday (2/23)</b>
			<ul style="list-style-type: none"> <li>○ <b>Reflection #2</b></li> <li>○ <b>Written Critiques</b></li> </ul>
Week 8	○ <i>Critical Thinking and Reasoning</i>	Ch. 6	<b>Wednesday (5/29)</b>
			<ul style="list-style-type: none"> <li>○ Quiz #6</li> <li>○ Discuss Speech to <b>Persuade</b></li> <li>○ Age of Algorithms <b>Engagement</b></li> </ul>
			<b>Friday (5/31)</b>
			<ul style="list-style-type: none"> <li>○ <b>Check-In Survey #2</b></li> <li>○ Speech to <b>Persuade</b> topic, first come, first serve, no repeat topics</li> </ul>
Week 9	○ <i>Persuasive Speaking</i>	Ch. 16	<b>Wednesday (6/5)</b>
			<ul style="list-style-type: none"> <li>○ Quiz #7</li> <li>○ Speech to <b>Persuade Engagement</b></li> <li>○ Discuss <b>Impromptu</b> Speech</li> </ul>
Week 10			<b>Wednesday (6/12)</b>
			<ul style="list-style-type: none"> <li>○ Speech to <b>Persuade</b> Presentation SLOT 1: 8:00 am – 10:00 am SLOT 2: 5:00 pm – 7:00 pm</li> </ul>
			<b>Thursday (6/13)</b>
			<ul style="list-style-type: none"> <li>○ Speech to <b>Persuade</b> Presentation SLOT 3: 8:00 am – 10:00 am</li> </ul>
			<b>Friday (6/14)</b>
			○ <b>Written Critiques</b>
Week 11			<b>Monday (6/17)</b>
			<ul style="list-style-type: none"> <li>○ <b>Make up</b> Speech Day – Make up speech critiques allowed SLOT: 5:00 pm – 7:00 pm</li> </ul>
			<b>Wednesday (6/19)</b>
			<ul style="list-style-type: none"> <li>○ <b>Impromptu</b> Speech <b>Engagement</b> (optional)</li> </ul>
Week 12			<b>Monday (6/24)</b>
			<ul style="list-style-type: none"> <li>○ <b>Impromptu</b> Speech Presentation SLOT 1: 8:00 am – 10:00 am SLOT 2: 5:00 pm – 7:00 pm</li> <li>○ <b>EXIT SURVEY</b></li> <li>○ <b>Late assignments NOT accepted</b></li> </ul>