

Fundamentals of Oral Communication

Contents:

- General course information
- Zoom speech session schedule
- Course Learning Objectives
- Student learning Outcomes
- Student and Instructor Expectations
- Course requirements
- Grading scale
- Course calendar

General Course Information:

- Fundamentals of Oral Communication, Communication Studies 10
- Winter 2025 5 units
- Royce M. Cano, Instructor
- Email: canoroyce@fhda.edu
- Zoom Office Hours: [Mondays 12:30-1:30](#)[Links to an external site.](#) and [3:30-4:30pm](#)[Links to an external site.](#). If you can't connect at this time contact me and I can schedule a separate Zoom meeting.
- Required Text: Free online textbook: [Survey of Human Communication](#)[Links to an external site.](#)
- Transferable: This course meets the Communication Requirement: 5 units of credit.

Class Info:

Fundamentals of Oral Communication Public Speaking Comm D0010.50Z CRN 35242
[Links to an external site.](#)

NOTE: To stay in the course you must confirm you are an active student by taking [Week 1 Quiz](#) found in Week 1 Module by Saturday, January 11, 11:59pm. Any student who does not submit the quiz by the deadline will be considered inactive and dropped from the course. There is no late due date.

Zoom Speech Sessions and Signups:

See Week 1 Module for the Zoom signup instructions and assignment. All five speeches will be presented on Zoom. There are two Zoom speech session choices during each of the five speech weeks: You will sign up separately for each speech. See the Zoom speech signup assignment in Week 1 Module. Review your schedule carefully and sign up for all of your speech dates by Friday, January 10, 11:59pm. There is no late due date for this assignment.

Both sessions have limited slots so sign up early to get your first choice. If later in the quarter you want to change any dates, contact me. Since that change may not be possible, make your initial choices carefully.

See the [Speech Signup and Presentation Policy](#) in the Orientation Module for more details for on time and makeup speech presentations. Any student who does not sign up for the five Zoom speeches by the deadline will be randomly assigned to open spots and will be held to those dates. The five speeches are:

Presented during the Zoom session you signed up for:

- The Informative Speech: (Explain or inform us about a specific topic-Week 2)
- The Persuasive Speech: (Persuade us to agree with your opinion-Week 4)
- The Tribute Speech: (Choose a person, event or thing to honor- Week 6)
- The Interpersonal Communication Speech (Persuade us to agree with your opinion of analysis of interpersonal communication- Week 8)
- The Small Group Communication Speech (Persuade us to agree with your opinion of analysis of small group communication- Week 11)

Important Dates: (All dates are enforced by Admissions)

- January 19: Last day to add.
- January 19: Last day to drop a class without a W.
- February 28: Last day to drop with a W

Course Description: This course will examine the principles of human communication in order to communicate effectively in interpersonal, group and public speaking contexts. You will apply the principles of interpersonal communication in multiple contexts, analyze the similarities and diversities among group members and develop skills to work together. And in public communication you will organize, compose, present and critically evaluate speeches appropriate in content and style to the audience and situation as well as select, locate, evaluate and use information technologies and information sources.

Course Learning 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 member sand 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.

Student Learning Outcome Statements (SLO)

The student will:

1.
 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.

Help and Support beyond this class:

DeAnza offers a variety of services to help you be a successful student.

- You can get academic help like tutoring and nonacademic services like psychological services at [Your Guide to the Quarter](#)[Links to an external site.](#)

Policies

Note: You can find a more detailed description of course policies in [How this course works](#) in the Orientation Module.

Student Expectations:

- - Ethics:
 - You should submit your own, original work for this course. Here is more information about [academic integrity](#)[Links to an external site.](#) at De Anza.
 - Disruptive Behavior
 - The college will enforce all policies and procedures set forth in the *Standards of Student Conduct* (see catalog). Any student disrupting the class may be asked to leave that class. Administrative follow-up may result.
 - Academic:
 - Speech presentations:
 - Be present and ready to deliver your speech extemporaneously in your scheduled Zoom session for each of your Zoom speeches.
 - Fulfill your role as an attentive, respectful audience member when critically evaluating presentations.
 - Online discussions
 - Participate actively in all discussions which will help you compose, organize and locate information sources for your speeches as you help others do the same.
 - For each discussion you will need to post your initial response Wednesday and then respond to two of your peers with questions and evaluations by Saturday.
 - Because of the dynamic nature of Online discussions there are no late due dates.
 - - Written Assignments
 - Follow instructions and submit on time written assignments (speech outlines, quizzes and the Self-evaluation) to maximize the benefit of critically evaluating your completed speeches as well as composing upcoming speeches.
 - Late submissions are deducted 20% off the points possible. There are no excused late assignments. If you don't make the late due date, you receive a zero for that assignment.
 - Course Management:

- If you find yourself in a situation that is keeping you from participating and completing assignments, I recommend that you consider your options early in the quarter. You are welcome to discuss those options with me at any time. Remember the earlier we talk, the more options you will have. You can reach me via my email canoroyce@fhda.edu or message me through Canvas. I regularly check both daytime Monday-Friday.
- Use the resources available. For academic and non-academic resources for DeAnza students see Orientation Module. For resources specific to this course see Resource Module.
- If despite your best efforts you find you must drop the class, please let me know and then **you need to process your drop promptly. Do not depend on being automatically dropped.**
- Sometimes life happens.
 - If you feel you may be eligible for an excused withdrawal after the withdrawal deadline, contact Admissions. Documentation may be required.
 - An incomplete is for a student who at the end of the course has only one or two assignments left to complete and extreme circumstances out of the student's control make it impossible to complete the course. Approval of an incomplete is at the instructor's discretion.

Instructor Expectations:

- - - - I will send out weekly overviews through Canvas announcements every Monday at 8am.
 - I will check my email and Canvas messages Monday-Friday during the day and will respond within 24 hours.
 - I will hold weekly office hours on Zoom. For days and times see top of the syllabus.
 - I typically grade assignments with comments within a week. Time sensitive assignments are graded in 1-2 days. If you want an assignment graded sooner let me know and I'll be glad to get you feedback more quickly.
 - I will grade and comment on late submissions but while you will get points (with a 20% deduction) you may not get feedback in time to use for your upcoming assignment.
 - I will allow you to present a makeup speech with a 20% point deduction **if time allows**. Because makeup speeches are not guaranteed, plan to present all your speeches on time. Recorded speeches may be available for makeup speeches if the speaker meets the requirements. For more details see [Speech Signup and Presentation Policy](#)

- My number one goal as an instructor is to help you successfully complete this course. If you need help, please contact me at canoroyce@fhda.edu or click on the inbox icon to the left of the Course Navigation to access [Canvas messaging](#). I encourage you to contact me promptly to maximize your options.

Course Requirements

- Technology requirements and resources:
 - Internet access, stable connection and able to navigate Canvas and Zoom for speeches, written assignments and resources.
- To access Canvas go to canvas.deanza.edu [Links to an external site.](#)
- To access Zoom office hours see "Important Links" or "How to be successful in this class" in the [Orientation Module](#). Or you can click on "[Zoom](#)" in the [Navigation Bar](#)
- Student resources related to online instruction including Canvas and Zoom go to the [Student Resource Hub](#) [Links to an external site.](#)

Grading

Your grade is determined by your performance in three areas.

- Speeches: (640 points)
 - Assignments
 - Rough draft outline (not required for the first speech)
 - Final outline
 - The presentation of the speech is on Zoom during assigned session using

[an extemporaneous delivery](#)

- - [Links to an external site](#)Written self-evaluation

All assignments and assignment resources are in Modules.

- Quizzes: (120 points)
 - There will be weekly quizzes from the course content and from your free online textbook Survey of Human Communication
- Online discussion assignments: (240 points)
 - There will be graded class online discussion assignments throughout the course that will help you prepare for upcoming speeches and self-reflect about your speech and the concepts in the course and share feedback with fellow speakers.

TOTAL POINTS FOR THE COURSE: 1,000 points

- Optional Extra Credit opportunities:
 - Extra Credit Online discussion assignment (20 points)
 - Recorded speech (no audience required) (20 points)

Grade breakdown by percentage and points

percentage and point breakdown by grade

| Percentage | Points | Letter Grade |
|-----------------|----------|--------------|
| 97.5-100% | 975-1000 | A+ |
| 92.5-97.4% | 925-974 | A |
| 89.5-92.4% | 895-924 | A- |
| 85.5-89.4% | 855-894 | B+ |
| 82.5-85.4% | 825-854 | B |
| 79.5-82.4% | 795-824 | B- |
| 75.5-79.4% | 755-794 | C+ |
| 69.5-75.4% | 695-754 | C |
| 65.5-69.4% | 655-694 | D+ |
| 62.5-65.4% | 625-654 | D |
| 59.5-62.4 | 595-624 | D- |
| 59.4% and below | 594-0 | F |

WEEKS PREPARING FOR A SPEECH

WEEKS PRESENTING A SPEECH

Schedule of Assignment due dates Week 2-12*

| Assignment | Due Date | Assignment | Due Date |
|-------------------------|----------------------|-----------------------------------|--|
| Discussion Post | Wednesday 11:59pm | Speech Presentation on Zoom | See Zoom signup assignment in Week 1 Module for days and times |
| Rough Speech Outline | Thursday 11:59pm | Discussion Post | Wednesday 11:59pm |
| Quiz | Friday 11:59pm | Quiz | Friday 11:59pm |
| Discussion Replies | Saturday 11:59pm | Discussion Replies | Saturday 11:59pm |
| Final Speech Outline | Sunday 11:59pm | Written Self- Evaluation | Sunday 11:59pm |

*(Chart does not reflect late due dates, Week 1 due dates may differ)

weekly schedule of activities and assignments

| COURSE CALENDAR | | | | |
|---|--|----------------|---|------------------|
| Any changes to the course schedule will be sent via Canvas announcements. | | | | |
| Assignments in bold font. | | | | |
| Date | Topic | Textbk | Assignment(s) due | SLO |
| Week 1 1/6 | <ul style="list-style-type: none"> Introduction to the course | Ch 12 Ch 16 | <ul style="list-style-type: none"> Online discussion: Preparing for the Informative Speech (20pts) Outline: Informative Speech (10 pts) | CLO 1,4 SLO 3 |

| | | | | |
|----------------|---|----------------------|---|------------------------|
| | <ul style="list-style-type: none"> Preparing for the Informative Speech | | <ul style="list-style-type: none"> Week 1 Quiz (10 pts) Zoom speech signups (5 pts) | |
| Week 2 1/13 | <ul style="list-style-type: none"> Presenting the Informative Speech Self and peer evaluation on speeches | Ch 13 Ch 17 | <ul style="list-style-type: none"> Informative Presentations on Zoom (45 pts) Online discussion: Self-reflection for informative speech (20 pts) Week 2 Quiz (10 pts) Written self-evaluation: Informative Speech (10 pts) | CLO 4,5 SLO 1,3,4 |
| Week 3 1/20 | <ul style="list-style-type: none"> Preparing for the Persuasive Speech | Ch 11 Ch 14 | <ul style="list-style-type: none"> Online discussion: Preparing for the Persuasive Speech (20 pts) Rough Outline: Persuasive Speech (10 pts) Week 3 Quiz (10 pts) Final Outline: Persuasive Speech (10 pts) | CLO 1,4,5 SLO 3,4 |
| Week 4 1/27 | <ul style="list-style-type: none"> Presenting the Persuasive Speech Self and peer evaluation on speeches | Ch 10 Ch 15 | <ul style="list-style-type: none"> Persuasive Presentations on Zoom (100 pts) Online discussion: Self-reflection and peer reviews for persuasive speech (20 pts) Week 4 Quiz (10 pts) Written self-evaluation: Persuasive Speech (10 pts) | CLO 4,5 SLO 1,3,4 |
| Week 5 2/3 | <ul style="list-style-type: none"> Preparing for the Tribute Speech | Ch 1 Ch 2 Ch 3 | <ul style="list-style-type: none"> Online discussion: Preparing for the Tribute Speech (20 pts) Rough Outline: Tribute Speech (10 pts) Week 5 Quiz (10 pts) Final Outline: Tribute Speech (10 pts) | CLO 1,2,4 SLO 1,2,3 |
| Week 6 2/10 | <ul style="list-style-type: none"> Presenting the Tribute Speech Self and peer evaluation on speeches | Ch 4 Ch 5 | <ul style="list-style-type: none"> Tribute Presentations on Zoom (50 pts) Online discussion: Self-reflection and peer reviews for Tribute speech (20 pts) Week 6 Quiz (10 pts) Written self-evaluation: Tribute Speech (10 pts) | CLO 1,2,4 SLO 1,2,3 |

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|-----------------|--|--------------|---|----------------------------------|
| Week 7 2/17 | <ul style="list-style-type: none"> Preparing for the Interpersonal Comm Speech | Ch 6 Ch 7 | <ul style="list-style-type: none"> Online discussion: Preparing for the Interpersonal Comm Speech (20 pts) Rough Outline: Interpersonal Comm Speech (10 pts) Week 7 Quiz (10 pts) Final Outline: Interpersonal Comm Speech (10 pts) | CLO 1,2,4,5 SLO 1,2,3,4 |
| Week 8 2/24 | <ul style="list-style-type: none"> Presenting the Interpersonal Comm Speech Self and peer evaluation on speeches | Ch 8 | <ul style="list-style-type: none"> Interpersonal Comm Presentations on Zoom (150 pts) Week 8 Quiz (10 pts) Online discussion: Self-reflection and peer reviews for Interpersonal Comm speech (20 pts) Written self-evaluation: Interpersonal Comm Speech (10 pts) | CLO 1,2,4,5 SLO 1,2,3,4 |
| Week 9 3/3 | <ul style="list-style-type: none"> Preparing for the Small Group Speech Part 1 | Ch 9 | <ul style="list-style-type: none"> Online discussion: Preparing for the Small Group Speech (20 pts) Rough Outline: Small Group Speech (10 pts) Week 9 Quiz (10 pts) | CLO 1,3,4,5 SLO 1,2,3,4 |
| Week 10 3/10 | <ul style="list-style-type: none"> Preparing for the Small Group Speech Part 2 | | <ul style="list-style-type: none"> Online discussion: Preparing for the Small Group Speech (20 pts) Week 10 Quiz (10 pts) Final Outline: Small Group Speech (10 pts) | CLO 1,3,4,5 SLO 1,2,3,4 |
| Week 11 3/17 | <ul style="list-style-type: none"> Presenting the Small Group Comm Speech Self and peer evaluation on speeches | | <ul style="list-style-type: none"> Small Group Comm Presentations on Zoom (150 pts) Online discussion: Self-reflection and peer reviews for Small Group comm speech (20 pts) Week 11 Quiz (10 pts) Written self-evaluation: Small Group Comm Speech (10 pts) | CLO 1,3,4,5 SLO 1,2,3,4 |
| Week 12 3/24 | <ul style="list-style-type: none"> Self-reflection Speech makeups at instructor's discretion. | | <ul style="list-style-type: none"> Online discussion: Lessons Learned (20 pts) Week 12 Quiz (10 pts) | CLO 1,3 SLO 1,2 |