

Office Hours: T, 12-1pm

Course Syllabus

WELCOME TO PUBLIC SPEAKING – COMM 1

Section: 61Z

Instructor: Dr. Stephen Hinerman

Email: Through Canvas Email (preferred)

hinermanstephen@deanza.edu

Office Hours online: T: 1-2pm in zoom link on Homepage

Course Materials: The Public Speaking Text (Virtual Text) (and it's FREE!)

[Textbook Links to an external site.](#)

It is also already uploaded for you in the Module section.

Course Overview

Welcome to COMM 1! This course will help you design organized, researched, extemporaneous speeches on topics of social significance adapted to a diverse audience. As an online Public Speaking class, we have a unique opportunity to leverage technology and practice our speaking skills in a virtual environment: My hope is that this course allows you to refine your skills in such a way that you will excel at delivering presentations in **all** environments, whether you are delivering a pitch on a conference call, or advocating for yourself and others in a room full of strangers. Together, I hope we create an experience that is not only comparable to, but exceeds that of a traditional COMM 1 course.

Student Learning Outcome Statements (SLO)

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

Course Policies

A Foreword Regarding Technology

Online courses can be a challenge for many, thus I will do what I can to ease the process and resolve any issues within my control (assignments not showing up, being unable to access documents, etc.). Regardless, **discomfort or unfamiliarity with technology, or**

technical difficulties (software, hardware, or Wi-Fi issues) will not be an acceptable excuse for late or incomplete work in this course. If you experience issues with Canvas, contact their technical support at **1-844-592-2207**.

Attendance: Failure to log in and complete assignments during the first 2 weeks of the session may result in being dropped from the course. Although this is an online course, please do not mistake it for a *correspondence* course: You'll need to log on regularly and complete assignments, discussions, and other activities. Remember, this is a 5 unit course: Ideally, you should set aside a **minimum** of 5 hours over the week if you expect to be successful in this course.

Also, attendance will be taken at all speeches in your group for the class. You will be expected to be there the entire time and only valid medical excuses apply.

Contacting the Instructor: I am accessible via e-mail, office hours, or by phone.

Remembering the following will ensure smooth communication between both of us:

Ø Putting your **name, the course** and its **time** in the subject line helps me a lot (e.g. "Hinerman – COMM 1 – Online"). I receive a lot of e-mail each day, so I don't want to miss yours.

Ø I'll usually respond within 24 hours (if not sooner) Monday through Friday.

Ø Sometimes, I don't respond on weekends, so anything sent then may not see a response until Monday.

Ø A simple greeting, a bit of kindness, or a funny story go a long way in establishing a good rapport. This is true in life as well....in case you didn't know, now's a good time to learn it.

Submitting Assignments: Keep the following in mind when submitting assignments

Ø Please use .doc, .docx, .rtf, or .pdf for submissions: depending on which online tech piece I'm using, I may or may not be able to open a .pages file.

Ø Unless I've explicitly requested it, please do not e-mail me an assignment. I will not accept it.

Speeches: Speeches in this class are conducted in a live, virtual environment using the Zoom app and they will take place for you at 5 specific times during the quarter, which you agree to the first week of class. Make sure you have access to a stable connection, a quiet space, and a functioning camera so that we can see you. I expect you to stay through the entire session to not only give your speech, but to be an audience member for your peers. Leaving early generally means I won't give you any feedback on your presentation. The dates for speeches are posted on the course calendar below.

Late Work: Sorry – no late work without a valid medical excuse....Allowances for assignments missed, as well as missed speeches, will require you to reach out and schedule a time for us to meet with me live (office hours, or Zoom) where we can discuss the issue and determine if a make-up is possible. Otherwise the assignment receives a 0.

Academic Honesty: Instances of academic misconduct will result in disciplinary action, which can include receiving a 0 on the assignment, or a recommendation for dismissal

from the course. This includes, but is not limited to: plagiarism, submitting work from a previous course, submitting work written by an outside party, misrepresenting facts to receive a changed grade, etc.

Accommodations: If you are eligible for accommodations by Disability Support Services (DSS), please follow up to ensure that your accommodations have been authorized for the current quarter. If you are not registered with DSS and need accommodations, please go to the DSS office in the Registration & Student Services Building (RSS) - Room 141 for information on eligibility and how to receive support services. You can also go online to <http://www.deanza.edu/dss> for additional information.

Graded Assignments

Category	Assignment Name	Point Total
Speeches		450
Speech #1: Job Interview	10	
Speech #2: Core Values	100	
Speech #3: Praise/Blame	100	
Speech #4: Information Speech	100	
Speech #5: Persuasion Speech	150	
Outlines		20
One per speech from #2 on (5 pts. each)		
Communication Goals	5	
Core Values	10	
Visual Aids Project	20	
Quizzes	3 Quizzes; 20 points each	60
Discussions	8 Weekly Discussions; 10 points each	80

Total

645 points

These are the maximum assignments. I have the right to eliminate something if time is an issue, although the speeches and the amount of speeches will always remain the same.

Grading Scale in percentages

: 99-93% = A
92-90 = A-
89-88 = B+
87-83 = B
82-80 = B-
79-78 = C+
77-73 = C
69-60 = D

I will reserve the right to go lower on the curve if there aren't enough grades in that rank - so a 90% will guarantee an A. I reserve the right to make it 89% if I feel the need. I'm sure you won't mind.

Speech Outline: Outlines are due for the final four speeches. You will be required to type these, and they must be full sentence, content outlines. They should be submitted online on the day of your speech, PRIOR to your speech in the appropriate area in Discussions. If, say, the section begins for you at 1:30, then the outline must be in then, and you cannot wait until your speech later in the hour to submit. If outlines come in AFTER your speech, you will receive a 0. Each is worth a maximum of five points, but points will be deducted if you do not follow the proper outline format.

I will not accept any late work.

MISSED PRESENTATIONS: If you are absent on the day you are assigned to make a presentation, you will receive a zero for that assignment unless you have a signed note from a physician that you were ill (we'll figure out the redo at the time). You must be online, signed in, ready to go at the time agreed, and you must show your face on camera to be counted in. If you show up online after everyone is done and logged out, that will be considered a "missed" class. Class will only continue as long as there are speeches to be delivered. So please, show up on time when the class begins.

Important College Dates

Last Day to Add: Oct 6

Last day to drop without a W: Oct 6

Last day to drop with a W: Nov 15

Final Exams: when you deliver your final speech and finish your final exam - due dates on site

1. **STUDENT SUCCESS CENTER:** Offers free tutoring for many De Anza classes and is housed on the third floor in The Advanced Technology Center. SSC services for this class include:

Academic Skills Center and quiet area for self-paced work (408-864-8253) in ATC 302

Listening and Speaking Center (408-864-5385) in ATC 313

Writing and Reading Center (408-864-8682) in ATC 309

Note: Individual program hours may vary somewhat depending on staff availability. See website for most up to date information:

<http://www.deanza.edu/studentsuccess>

2. **LIBRARY:** Many library materials can be accessed from an off campus computer. Go to the library webpage at

<http://www.deanza.edu/library/> You will need either our 14 digit library number, posted on the front of your DASB card or your 8 digit student identification number to verify your student status.

See the library webpage for more details. An in class orientation of library resources and how to use them will be conducted in this class.

3. **FREE ONLINE TUTORING:** Available to all De Anza students! Just login to MyPortal, go to the Students tab, and find the Smarthinking link. You can work with a tutor live (hours vary by subject) or post a question or piece of writing for a response. For more information, go to

<http://deanza.edu/studentsuccess/onlinetutoring.html>

4. **CAMPUS RESOURCES:**

- Academic Calendar: <http://www.deanza.edu/calendar/>

- Crisis Hotlines:

<http://www.deanza.edu/healthservices/hotlines.html>

- Faculty and Staff Directories:

<http://www.deanza.edu/directory/dir-phone-staff.html>

- Health Services: <http://www.deanza.edu/healthservices/>

- Psychological Services:

<http://www.deanza.edu/psychologicalservices/>

5. **COMMUNITY RESOURCES:**

- Billy de Frank LGBT Community Center:

<http://www.defrankcenter.org/>

- Second Harvest Food Bank: <http://www.shfb.org/>

- SIREN (Services Immigrant Rights & Education Network):

<http://www.siren-bayarea.org/Links to an external site.>