

De Anza College Spring 2024 - On Site Hybrid in L43 for in person instruction every M/W 9:30am to 11:20am all quarter long.

E-mail: leepeter@fhda.edu

Office hours: Wednesdays from 1220pm - 120pm in Baldwin Winery (P/T offices)

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, 10th Ed. ISBN 10 = 0367748320 ISBN 13 = 978-0367748326

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.

May 31 Last Day to Drop with a W

June 24 to 28th Final Exam week

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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There are modules to complete, from 0 to 9. All assignments have due dates and quizzes will lock so do not miss them.

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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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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 \(Links to an external site.\) \(Links to an external site.\)](#).

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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:

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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 |
|------------------|---|----------------|
| Mon Apr 15, 2024 | Quiz Self-Check Quiz: Module 0 | due by 11:59pm |
| | Assignment Speech of Introduction Live | due by 11:59pm |
| Wed Apr 17, 2024 | Assignment Icebreaker Discussion | due by 11:59pm |
| Mon Apr 22, 2024 | Assignment Assignment -- Current Events | due by 9:59pm |

| | | |
|------------------|--|----------------|
| Thu Apr 25, 2024 | Assignment Story Time Outline | due by 11:59pm |
| Fri Apr 26, 2024 | Assignment De Anza Collge Library -- Information Literacy. | due by 11:59pm |
| Mon Apr 29, 2024 | Quiz Module 1 to 3 Quiz | due by 11:59pm |
| Mon May 6, 2024 | Assignment Story Time | due by 11:59pm |
| Wed May 15, 2024 | Assignment Impromptu Speech | due by 11:59pm |
| Sun May 19, 2024 | Assignment Canvas Discussion participation Midterm | due by 11:59pm |
| | Assignment Informative Speech Outline | due by 11:59pm |
| Fri May 24, 2024 | Quiz Modules 4 and 5 Quiz | due by 11:59pm |
| Mon Jun 3, 2024 | Assignment Informative Speech LIVE | due by 11:59pm |
| Tue Jun 4, 2024 | Assignment Info Speech Critique and Feedback Letter | due by 11:59pm |
| Sat Jun 8, 2024 | Assignment Persuasive Speech Outline | due by 11:59pm |
| Sun Jun 16, 2024 | Quiz Modules 5-9 Quiz (comprehensive all modules) | due by 11:59pm |
| Mon Jun 17, 2024 | Assignment Persuasive Speech LIVE | due by 11:59pm |
| Tue Jun 18, 2024 | Assignment Persuasive Speech Critique and Feedback Letter | due by 11:59pm |
| Sun Jun 23, 2024 | Assignment Canvas Participation Score Final | due by 11:59pm |
| Thu Jun 27, 2024 | Quiz FINAL EXAM | due by 11:59pm |

NEXT _____

COMM 001 Syllabus

Instructor: Peter Lee

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| Wed Apr 17, 2024 | Assignment Icebreaker Discussion | due by 11:59pm |
| Mon Apr 22, 2024 | Assignment Assignment -- Current Events | due by 9:59pm |
| Thu Apr 25, 2024 | Assignment Story Time Outline | due by 11:59pm |
| Fri Apr 26, 2024 | Assignment De Anza Collge Library -- Information Literacy. | due by 11:59pm |
| Mon Apr 29, 2024 | Quiz Module 1 to 3 Quiz | due by 11:59pm |
| Mon May 6, 2024 | Assignment Story Time | due by 11:59pm |
| Wed May 15, 2024 | Assignment Impromptu Speech | due by 11:59pm |
| Sun May 19, 2024 | Assignment Canvas Discussion participation Midterm | due by 11:59pm |
| | Assignment Informative Speech Outline | due by 11:59pm |
| Fri May 24, 2024 | Quiz Modules 4 and 5 Quiz | due by 11:59pm |
| Mon Jun 3, 2024 | Assignment Informative Speech LIVE | due by 11:59pm |

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| Tue Jun 4, 2024 | Assignment Info Speech Critique and Feedback Letter | due by 11:59pm |
| Sat Jun 8, 2024 | Assignment Persuasive Speech Outline | due by 11:59pm |
| Sun Jun 16, 2024 | Quiz Modules 5-9 Quiz (comprehensive all modules) | due by 11:59pm |
| Mon Jun 17, 2024 | Assignment Persuasive Speech LIVE | due by 11:59pm |
| Tue Jun 18, 2024 | Assignment Persuasive Speech Critique and Feedback Letter | due by 11:59pm |
| Sun Jun 23, 2024 | Assignment Canvas Participation Score Final | due by 11:59pm |
| Thu Jun 27, 2024 | Quiz FINAL EXAM | due by 11:59pm |