

# De Anza College

## Department of Communications Studies

COMM 001, CRN 45504, Public Speaking, Spring 2024

**Instructor:** Morgan C. McKnight

**Office Location:** Online via Zoom (meeting ID available on Canvas)

**Email:** [McKnightMorgan@fhda.edu](mailto:McKnightMorgan@fhda.edu) (preferred mode of contact)

**Office Hours:** Wednesdays, 9:50am – 10:50am (online)

**Class Days/Times:** Mondays and Wednesdays, 2:30pm - 4:20pm

**Classroom:** L48

**Prerequisites:** Eligibility for English 1A or ESL 5

**Transferable:** This course meets the Communication Requirement: 5 units of credit

### Mode of Instruction: Hybrid Course

This is as a hybrid course, which means that you will need to be present in class each Monday and Wednesday, and you can also anticipate that multiple assignments will be required to be completed online throughout the quarter, outside of our in-person meeting times. We will cover how you can go about submitting your online assignments in the first week of the course. As long as you complete the weekly online assignments before the assignment due dates, you will be in good shape. Also feel free to contact me via Canvas or email if you ever have any questions on the online assignments for this course.

We will also be participating in an additional hour of online course work each week. Our hour of online instruction will take place from 10:00 AM - 11:00 AM on Mondays. What this means is that I will be digitally available to you during that time, just as I would be in a face-to-face class. Although you are required to participate in this hour of online instruction, you can complete the hour of instruction during a time that works with your schedule. For example, if you are not available from 10:00 AM - 11:00 AM on Mondays, you can complete any assignments during a time that works for you and turn it in by the appropriate due date. I will be available to you from 10:00 AM - 11:00 AM on Mondays to answer any questions and assist you with assignments, but you are not required to participate at that specific time. As long as you participate in all weekly online activities before assignment due dates, you will be in good shape.

### Catalog Description

Theory and techniques of public speaking in a democratic society. An introduction to a variety of perspectives and approaches used to research, assess, organize, present, and evaluate public presentations. Students will develop and apply effective research strategies.

### Course Description

Effective public speaking skills are essential for members of a democratic society. In this course, you will develop strategies for designing well-organized, researched, extemporaneous speeches on topics of social significance adapted to a diverse audience. The speaking engagements, in-class activities, small group discussions, and speeches allow you to practice and critique your

oral communication skills as well as observe and evaluate those of others. Readings, lectures, written assignments and class discussions serve as resources for you as you develop your public speaking abilities and become more at ease when addressing an audience.

### Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

**SLO1:** Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.

**SLO2:** Display increasing confidence in speaking extemporaneously.

**SLO3:** Demonstrate effective listening skills in various public speaking contexts.

**SLO4:** Identify, locate, evaluate and use information technologies and information sources.

### Course Objectives:

Throughout the semester students will work to meet the following additional objectives:

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

### Course Website

You will find copies of the course syllabus, readings, assignment sheets, and other resources in our Canvas course site: <https://deanza.instructure.com/>. You are responsible for regularly accessing the class website throughout the semester. I will post announcements and other important alerts about the class on the class website.

### Course Materials

Jaffe, C. I. (2013). *Public speaking: Concepts & skills for a diverse society* (8th Ed.). Boston, MA: Wadsworth.

Any additional readings will be made available on Canvas.

### Attendance & Participation

Public speaking is an intensive, skills-building class for most students—a class that involves and evolves from our collective discussions and risk-taking. This means that it is in your best interest to attend and actively participate in each and every one of our in-person class sessions.

Furthermore, your absence robs your peers of the audience members they need to further hone

their speaking skills. Therefore, by missing class, you are not only negatively impacting your own chances for success, but you are also depriving your classmates.

Since this is a performance-based class, it is very difficult for you to receive credit for assignments if you are not there to participate. It is also very difficult for you to accumulate enough points to pass the class if you are not present. Therefore, **you will be unable to pass the class if you miss more than 4 classes. If you miss 5 classes, you may be dropped from the course.** Additionally, leaving class early without instructor approval or arriving significantly late will be considered an unexcused absence, and any in-class assignments may not be accepted for that day.

### **Instructor Contact Policy**

If for some reason you cannot attend one of our regular class meetings, please send me an email or message via Canvas. I understand that sometimes life throws us unavoidable curve balls, but please keep me in the loop on your absences. You do not need to disclose what is going on in your life if it is a personal matter, but out of respect, please give me a heads up if you will not be in class. I am not capable of typing out the entire class lesson that you missed, but I am willing to try to catch you up during office hours.

### **Office Hours**

My office hours will be held regularly at the times listed above. You are welcome to drop in via Zoom during my office hours to ask any course related questions you may have. Alternatively, you can also schedule an appointment to see me if you ever have questions or concerns. Sometimes it's easier for me to answer questions one-on-one (and perhaps for you to ask them) in a face-to-face context.

### **Classroom Protocol**

Together we will develop guidelines for our work together as a supportive learning community; I will share what we produce for your records.

In addition, in this classroom we will not tolerate hate speech (i.e., abusive language or gestures that could incite emotional distress or violent response,) violence, harassment or discriminatory conduct. Students will adhere to the Foothill/De Anza Community College District Student Code of Conduct, which states the following:

*Foothill and De Anza Colleges consider the following principles essential to their educational mission and community life:*

- 1) Mutual respect between students, faculty and staff;
- 2) Pursuit of studies with honesty and integrity;
- 3) Respect for College and personal property; and
- 4) Compliance with all rules and regulations.

Additional details of the Student Code of Conduct can be found by following this link:

<https://www.deanza.edu/dsps/dish/appendix/conducts.html>

Common courtesy and professional behavior dictate that you notify someone when you are recording her/him. You must obtain my permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not received any rights to reproduce or distribute the material. Course material developed by an instructor is the intellectual property of that instructor and cannot be shared publicly without her/his approval. You may not publicly share or upload instructor-generated material for this course such as exam questions, lecture notes, or homework solutions without my consent. In other words: Take notes, not pictures.

### **Assignments and Grading Policy:**

**Major Speech Assignments: 500 points.** Demonstration Speech: An approximately 5 minute speech in which you present to your listeners how to do something that is socially or culturally significant. Informative Speech: A 5 - 7 minute informative speech on an idea or concept that has broad social relevance. Persuasive Speech: A 6 - 8 minute persuasive speech designed to convince and motivate your audience to take some immediate action about an important topic of social relevance. You must be present in class, and on time on your scheduled speech date in order to earn credit for these assignments. You must also submit an outline, in proper format, to earn credit for each speech.

**Complete-Sentence Outlines: 155 points.** You must turn in a 500-1000-word (not including the reference page) complete-sentence outline with a reference page for each major speech assignment prior to delivering your speech. Submissions must be turned in via Canvas by the assignment deadline for credit. If you fail to submit your speech outlines by the deadlines, you will have the opportunity to submit your outlines late, but the most you'll be able to earn on any late submissions will be up to 50% of the original point value. Late submissions will only be accepted within 24 hours of the original deadline. Remember: Outlines are required in order to earn credit for the speech assignments.

**Midterm & Final: 100 points.**

**Engagements: 125 points.** In order to practice the skills you will need for the speeches, you will participate in five engagement assignments (brief speaking/writing exercises). These will include: A Cultural Artifact Speech, Outline Workshop, Value Speech, Annotated Bibliography, and an Audience Analysis Survey. The assignment guidelines for each engagement will be presented in class.

**Peer Responses: 30 points.** You'll complete peer responses for your classmates' speeches.

**Self-Evaluations: 40 points.** You will reflect on your performance in your first two speeches as a means of appraising your growth and setting future goals as a speaker. Each self-evaluation should be at least 500 words.

**Additional in-class and Homework Assignments: 50 points.** In order to contribute to a successful learning community, you will participate in frequent discussions and practice key concepts from the course, including small group work, focused freewrites, etc. If you leave

before class ends without notifying the instructor, it will be considered an unexcused absence, and any in-class work will not be accepted for a grade.

**Make-Up Speech Policy:** Please note: the following only applies to the Demonstration, Informative, and Persuasive Speeches. Your speech days will be assigned well before you give each speech. You must speak on your assigned speaking day or you are responsible for trading days with a classmate. You are responsible for making the trade and for notifying the instructor with at least 24 hours advance notice to receive full points. If you miss your speaking day without a pre-arranged trade, the categories listed below determine how the speech may be made up. Per the discretion of the instructor, the speech may be made up on the make-up speech day at the end of the semester. How slots are assigned on the make-up speech day and the points you can earn will depend on your communication with your instructor with 24 hours advance notice of your missed speech day and the number of speeches you have missed during the quarter. Once slots on the make-up speech day are filled, no additional make-ups will be permitted.

- a. First missed speech day with contact with the instructor with 24 hour's advance notice: Students will be allowed to make up the speech for up to full credit. These students will be provided the first opportunity to sign up for the make-up speech day at the end of the semester.
- b. Second missed speech day with contact with the instructor with 24 hour's advance notice or no contact with the instructor within 24 hours of a first missed speech: Students will only be allowed to make up the speech for up to 50% credit. These students will have secondary priority when signing up for the make-up speech day at the end of the semester.
- c. Subsequent missed speech day(s) with or without contact with the instructor with 24 hour's advance notice: Students will not be allowed to make up the speech up for points. If they want to deliver the speech for practice and feedback, they will be the last to sign up for the make-up speech day at the end of the semester.

**Grading:**

A+ = 100%-96%  
A = 95.9%-93%  
A- = 92.9%-90%  
B+ = 89.9%-86%  
B = 85.9%-83%  
B- = 82.9%- 80%  
C+ = 79%-76%  
C = 75.9%-70%  
D+ = 69.9%-66%  
D = 65.9%-63%  
D- = 62.9%-60%  
F = 59.9% or less

## Formatting Instructions

Unless instructed otherwise, all written work should be typed, double-spaced, with one-inch margins all around, in standard 12-point Times New Roman font. Please do not include a title/cover page. Citations should be formatted in accordance with APA guidelines.

Please proofread all written assignments, sloppy grammatical structure and/or frequently misspelled words will negatively impact your grade. All assignments uploaded to Canvas must be in a PDF, .doc, or .docx file type; submission of any other file types may result in the assignment not being accepted for a grade.

## Academic Honesty

Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. **The use of AI (such as Chat GPT and other generative software) will not be allowed for any assignments submitted in this course.** If use of AI is detected on any submitted assignments, that will count as a violation of the Academic Honesty policy, and such instances may result in academic sanctions. For this course, all assignments are to be completed by the individual student unless otherwise specified. Any assignments submitted for this class that have been determined to have violated this academic honesty policy may not be accepted for credit.

## Note about deadlines

To receive full credit, all assignments should be typed, proofread, appropriately referenced and turned in on the day they are due. In order to complete the three major speeches (demonstrative, informative and persuasive), as well as the associated outlines and self-evaluations, you are required to submit an electronic copy of your speech outline via the assignment drop-boxes in Canvas. (By submitting this electronic copy to Canvas, you are also submitting your work to Turnitin.com, an online plagiarism detection service.) All assigned readings as listed in the course calendar are expected to be completed in advance of that class meeting.

If you are reading this paragraph, congratulations: You've found the syllabus extra credit. In order to earn this extra credit (5 points total), you will need to send your instructor an email or Canvas message, and type "syllabus extra credit" in the subject line or body of that message. You will only be able to earn this special extra credit in the first week of class, which means you'll need to email your instructor sometime between Monday, 4/8 and Friday, 4/12. Contacting your instructor before or after these dates will not be sufficient for earning this extra credit.

Back to deadlines: It is in your best interest to attend and actively participate in each and every class session. However, should an emergency arise, please do everything in your power to contact me prior to missing class so that we might try to make alternative arrangements. Please be aware that I will **ONLY** accept late work in cases of extreme personal emergency; furthermore, any late work I accept may be subject to a fifty percent grade penalty or additional, elaborative, assignments. You must be present in class and on time on your scheduled speech date in order to earn credit for speech assignments.

# **De Anza College Policies:**

## **Note to Students with Disabilities**

If you have a disability-related need for reasonable academic accommodations or services in this course, provide me with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five-day notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number TTY:408.864.8748) or EDC advisor (864-8839 EDC main number).

## **Occupational/Vocational Students**

Limited English language skills will not be a barrier to admittance and participation in this course.

## **Academic Integrity**

Your own commitment to learning, as evidenced by your enrollment at De Anza College, and the Student Honesty Policy, requires you to be honest in all your academic course work. You should, therefore, submit your own, original work for this course. I will uphold De Anza College's policy on academic honesty. Consequently, any instance of academic misconduct (e.g., plagiarism, cheating, taking credit for others' work, submitting work for another course as work for this one, etc.) will likely result in disciplinary action, which may include recommendation for dismissal and/or a failing course grade.

## **Need Help?**

The Student Success Center offers free tutoring for many De Anza classes. See <http://www.deanza.edu/studentsuccess> for details.

In addition, you may also want to consult De Anza's Listening and Speaking Center (LSC) for tutoring and support in order to further develop your communication skills. Information on the LSC can be found here: <http://www.deanza.edu/studentsuccess/lsc/>

## **Dropping and Adding**

It is students' responsibility to read and understand De Anza Community College's policy regarding adding and/or dropping a course. These policies can be found by following this link: <http://www.deanza.edu/registration/add-drop.html>

An absence on the first day of class may automatically result in your being dropped from this course. If you are unable to attend for a legitimate reason, it is advisable to notify me before class meets (documentation, e.g.: a doctor's note, may be requested to verify that an absence is legitimate.) You can request that your place be held, though that potential decision will be at my discretion.

In addition to the policies detailed above, students may be dropped from this course if they exceed four unexcused absences throughout the semester. (Note: two tardies will count as an

absence; i.e.: arriving to class late more than ten times may also result in your being dropped from the course.) Again, these policies are designed to encourage regular, active participation in this course, which is essential for student success.

### Important Dates

- Last day to ADD this class: April 19
- Last day to DROP this class without a “W”: April 20
- Last day to DROP this class with a “W”: May 31
- FINAL EXAM for this class: Wednesday, June 26, 1:45pm – 3:45pm

## **COMM 001: Public Speaking Class Schedule**

*This schedule is subject to change with fair notice. Any changes will be announced in class and posted on Canvas.*

<b>Date</b>	<b>Description</b>	<b>Reading</b>	<b>Assignments</b>
<b>4/8</b>	Course Overview Introduction to Public Speaking and Culture	Ch. 1 Syllabus	
<b>4/10</b>	Ethics in a Diverse Society	Ch. 3	Online: Information Literacy: Pt. 6: Academic Honesty
<b>4/15</b>	Giving Your First Speech: Developing Confidence	Ch. 2	Online: Student Info Sheet
<b>4/17</b>	Speech #1: Cultural Artifact Speech		Engagement #1: Cultural Artifact Speech Online: Quiz #1
<b>4/22</b>	Selecting Your Topic and Purpose Audience Analysis	Ch. 5 Ch. 6	Topic Selection Sheet
<b>4/24</b>	Outlining Your Speech Organizing Your Main Points	Ch. 11 Ch. 9	Online: Quiz #2
<b>4/29</b>	Introductions and Conclusions Delivering Your Speech <b>Class Meets in ATC 307: Outline Workshop</b>	Ch. 10 Ch. 14	Engagement #2: Outline Workshop Online: Quiz #3
<b>5/1</b>	Speech #2: Demonstrative		Demonstrative Speeches

Date	Description	Reading	Assignments
			Outline(s) and Peer Review(s) Online: Self-Evaluations due
5/6	Speech #2: Demonstrative		Demonstrative Speeches Outline(s) and Peer Review(s) Online: Self-Evaluations due
5/8	Midterm Informative Speaking Researching Your Speech in the Digital Age	Ch. 15 Ch. 7	Midterm  Online: Information Literacy: Pt. 5: Internet Credibility
5/13	Speech #3: Value Speech  Choosing Supporting Materials Using Language Effectively	Ch. 8 Ch. 12	Engagement #3: Value Speech  Online: Information Literacy: Pt. 1: Library Resources  Online Quiz 4: Ch. 7, Ch. 8, Ch. 15  Engagement #4: Annotated Bibliography
5/15	<b>Academic Research Class Meets in ATC 307</b>		
5/20	Outline Workshop <b>Class Meets in ATC 307: Outline Workshop</b>		
5/22	Speech #4: Informative		Informative Speeches Outline(s) and Peer Review(s)
5/27	<b>MEMORIAL DAY No Class Meeting</b>		
5/29	Speech #4: Informative		Informative Speeches Outline(s) and Peer Review(s) Online: Self-Evaluations due
6/3	Persuasive Speaking	Ch. 17	Engagement #5: Audience Analysis Surveys

<b>Date</b>	<b>Description</b>	<b>Reading</b>	<b>Assignments</b>
			Online: Information Literacy: Pt. 2: Databases
<b>6/5</b>	Foundations of Persuasion	Ch. 16	
<b>6/10</b>	Outline Workshop In-Class Debates <b>Class Meets in ATC 307: Outline Workshop</b>		Outline Workshop In-Class Debates
<b>6/12</b>	Speech #5: Persuasive		Persuasive Speeches Outline(s) and Peer Review(s)
<b>6/17</b>	Speech #5: Persuasive		Persuasive Speeches Outline(s) and Peer Review(s)
<b>6/19</b>	<b>JUNETEENTH No Class Meeting</b>		
<b>Wed. 6/26</b>	<b>FINAL: 1:45pm – 3:45pm</b>  And Make Up Speech Day		<b>FINAL</b>