



## Communication Studies

### COMM 10, CRN 24382, Fundamentals of Oral Communication, Fall 2023

**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, 8:10am – 9:10am (online via Zoom)

**Class Days/Times:** Tuesdays and Thursdays, 9:30am - 11:20am

**Classroom:** L43

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

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

### Hybrid Course

This is as a hybrid course, and as such, we will participate 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 9:00 AM - 10:00 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 9:00 AM - 10:00 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.

### Course Description

*Fundamentals of Oral Communication* is an interactive and practical class that provides an introduction to the theory, basic principles, and methods of effective oral communication. In this class, we emphasize improving communication and listening skills in three contexts: public speaking, small group communication, and interpersonal relationships.

### Student Learning Outcomes (SLOs)

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

- SLO1: Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.
- SLO2: Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback.
- SLO3: Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
- SLO4: Identify, locate, evaluate and use information technologies and information sources.

### 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 Textbook

- *Understanding Human Communication*, by Adler, Rodman & du Pré, 13th ed., ISBN#: 9780190297084
- Any additional readings will be made available on Canvas.

## Instructor Contact Policy

If you cannot attend class, please send me an email. 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

In addition to my online office hours, you may be able to 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>

***Take notes, not pictures:*** 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, or to take pictures of material written on the board or displayed on a PowerPoint presentation.** 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.

Moreover, taking notes helps with retention of course concepts as it requires you to be an active learner; taking pictures, on the other hand, is a passive form of note taking, which diminishes the ability for you to retain that information.

## **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.

## **Assignments and Grading Policy:**

**Speeches: 500 points.** *Cultural Value Speech:* A 4-5 minute speech in which you explain to your listeners the social and/or cultural values that are meaningful within your community. *Investigative Report:* A 5-7 minute informative speech that requires credible research and on a socially/culturally significant topic. *Group Problem-Solving Speech:* An 8-10 minute persuasive speech designed to convince and motivate your audience to take some immediate action about an important policy decision. *You must submit an outline to earn credit for each speech.*

**Complete-Sentence Outlines: 125 points.** You must turn in a 500-1000-word (not including the reference page) complete-sentence outline with a reference page for each major speaking 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.

**Peer Responses: 40 points.** You'll complete peer responses for your classmates' speeches.

**Reflections: 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.

**Quizzes: 70 points.** There will be a total of 9 quizzes throughout the semester that will focus on the assigned readings from the week, as well as any material that is covered in class discussions and lectures. All quizzes will be worth 10 points, with the lowest quiz score being dropped (i.e.: not counted for credit)

**Final Exam: 100 points.**

**Additional In-Class and Online Assignments: 80 points.** Additional exercises that will either help you to prepare for the major speech assignments or demonstrate an understanding and application of course concepts.

**Attendance (45 pts.)** – Attendance will be taken at the start of each class, and you must be present, on time, and actively participating in any in-class discussions, exercises and activities to earn full attendance credit for each day. From the start of this course it is expected that you will be present each day, and as such each student will start the course with the full 45 attendance points.

Additionally, you each will be allowed one 'free day'—this means that you will be able to miss exactly one day of class without losing any attendance points (this does not mean you will be free of penalty if there are any in-class assignments due that day). For every class period that you miss beyond your one 'free day,' you will lose 10 attendance points. If you choose to use your one 'free day,' your attendance points will not be impacted, however any assignments due in class that day will not be accepted. **Please also keep in mind, four or more unexcused absences may result in your being dropped from the class.**

In most cases, once you have used your one 'free day,' all absences will be considered unexcused absences. For more information on how this will impact your ability to earn credit for assignments due on days you are absent, see "Note About Deadlines" below.

**Your final grade is based on the following point scale:**

	B+ = 870-899 points	C+ = 770-799 points	D+ = 670-699 points
A = 940-1000 points	B = 840-869 points	C = 740-769 points	D = 640-669 points
A- = 900-939 points	B- = 800-839 points	C- = 700-739 points	D- = 600-639 points
			F = 0-599 points

**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—we will cover APA style guidelines in class.

Please proofread all written assignments, sloppy grammatical structure and/or frequently misspelled words *will* negatively impact your grade.

**Note About Deadlines:**

To receive full credit, all assignments should be typed, proofread, appropriately referenced in APA style and turned in on the day they are due. I will only accept late work in cases of extreme personal emergency and with appropriate documentation. Furthermore, such work may be subjected to a fifty percent grade penalty or additional, elaborative assignments. I do not allow make-ups of in-class activities/assignments or homework. 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.

This means that it is in your best interest to attend and actively participate in each and every session and stay up-to-date on upcoming deadlines by regularly checking Canvas.

**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.

### Assignment List and Grade Monitoring Form

<b>Major Speech Assignments</b>	Speech #1: Cultural Value Speech	out of 125 points
	Speech #2: Investigative Reporting	out of 150 points
	Speech #3: Group Problem-Solving	out of 225 points
<b>Speech Outlines</b>	Cultural Value Speech Outline	out 25 points
	Investigative Report Outline	out of 50 points
	Group Problem-Solving Outline	out of 50 points
<b>Peer-Reviews</b>	Peer-Review #1	out of 20 points
	Peer-Review #2	out of 20 points
<b>Reflections</b>	Reflection #1	out of 20 points
	Reflection #2	out of 20 points
<b>Online Quizzes</b>	8 quizzes at 10 points each, with the lowest quiz score being dropped (i.e.: not counted for credit)	out of 70 points
<b>Additional In-Class &amp; Online Assignments</b>		out of 80 points
<b>Attendance/Participation</b>		out of 45 points
<b>Final Exam</b>		out of 100 points
<b>Total</b>		<b>out of 1,000</b>

## COMM 10: Fundamentals of Oral Communication

*This schedule is subject to change with fair notice. I will announce any changes in class.*

Date	Description	Reading	Assignments
9/26	<ul style="list-style-type: none"> <li>Course Overview</li> <li>Introduction to Fundamentals of Oral Communication</li> </ul>	Syllabus p. 5 -13	
9/28	<ul style="list-style-type: none"> <li>First Oral Presentation: <i>Who Are You?</i></li> <li>Ch. 1: Communication: What and Why</li> </ul>	p. 18 - 31	<i>Who Are You?</i> Presentations <b>Online:</b> Survey Questions
10/3	<ul style="list-style-type: none"> <li>Ch. 2: Communication: The Self, Perception, and Communication</li> </ul>	p. 36 - 55	<b>Online Quiz #1:</b> Ch. 1
10/5	<ul style="list-style-type: none"> <li>Ch. 2: The Self, Perception, and Communication</li> <li>Preview of Speech #1: Value Speech?</li> </ul>	p. 55 - 61	<b>Online Quiz #2:</b> Ch. 2
10/10	<ul style="list-style-type: none"> <li>Ch. 3: The Self, Perception, and Communication</li> <li>Outlining?</li> </ul>	p. 69 - 78	<b>Online Discussion:</b> Cultural Values, Influences & Norms
10/12	<ul style="list-style-type: none"> <li>Ch. 3: The Self, Perception, and Communication</li> <li>Value Speech Workshop</li> </ul>	p. 78 - 91	<b>Online Quiz #3:</b> Ch. 3
10/17	<ul style="list-style-type: none"> <li>Cultural Value Speeches</li> </ul>		Value Speeches <b>Online:</b> Outlines <b>Online:</b> Peer-Reviews <b>Online:</b> Reflections
10/19	<ul style="list-style-type: none"> <li>Cultural Value Speeches</li> </ul>		Value Speeches <b>Online:</b> Outlines <b>Online:</b> Peer-Reviews <b>Online:</b> Reflections
10/24	<ul style="list-style-type: none"> <li>Ch. 13: Informative Speaking</li> <li>Preview Speech #2: Investigative Reporting?</li> </ul>	p. 352 - 361	<b>Online:</b> Topic Proposal Discussion
10/26	<ul style="list-style-type: none"> <li>Ch. 13: Informative Speaking</li> <li>Research and Credibility in the Digital Age</li> <li>APA Style Citations</li> </ul>	p. 361 - 365	APA Style Worksheet <b>Online Quiz #4:</b> Ch. 13
10/31	<ul style="list-style-type: none"> <li><b>LAB DAY</b></li> </ul>		<b>Online:</b> Annotated Bibliography
11/2	<ul style="list-style-type: none"> <li>Ch. 4: Language</li> <li>Investigative Reports Workshop</li> </ul>	p. 96 - 119	<b>Online Quiz #5:</b> Ch. 4

11/7	<ul style="list-style-type: none"> <li>Investigative Reports</li> </ul>		Investigative Reports <b><u>Online:</u></b> Outlines <b><u>Online:</u></b> Peer-Reviews <b><u>Online:</u></b> Reflections
11/9	<ul style="list-style-type: none"> <li>Investigative Reports</li> </ul>		Investigative Reports <b><u>Online:</u></b> Outlines <b><u>Online:</u></b> Peer-Reviews <b><u>Online:</u></b> Reflections
11/14	<ul style="list-style-type: none"> <li>Ch. 5: Listening Discussing Issues in Groups (Group Project Brainstorming)</li> </ul>	p. 125 - 141	<b><u>Online Quiz #6:</u></b> Ch. 5
11/16	<ul style="list-style-type: none"> <li>Ch. 9: Communicating in Groups and Teams</li> <li><i>The Marshmallow Challenge</i></li> </ul>	p. 245 - 256	<b><u>Online:</u></b> Topic Proposal Discussion
11/21	<ul style="list-style-type: none"> <li>Ch. 10: Solving Problems in Groups and Teams</li> </ul>	p. 273 – 280 & p. 284 - 290	<b><u>Online Quiz #7:</u></b> Ch. 9 & 10
11/23	<b>NO CLASS – Thanksgiving Holiday</b>		
11/28	<ul style="list-style-type: none"> <li><b>LAB DAY</b></li> </ul>		
11/30	<ul style="list-style-type: none"> <li>Ch. 14: Persuasive Speaking</li> <li>Group Project Workshop</li> </ul>	p. 375 - 392	<b><u>Online Quiz #8:</u></b> Ch. 14
12/5	<ul style="list-style-type: none"> <li>Group Problem-Solving Speeches</li> </ul>		Group Problem-Solving Speeches <b><u>Online:</u></b> Outlines
12/7	<ul style="list-style-type: none"> <li>Group Problem-Solving Speeches</li> </ul>		Group Problem-Solving Speeches <b><u>Online:</u></b> Outlines
12/12	<b>FINAL: 9:15am-11:15am, Tuesday</b>		<b>FINAL EXAM</b>