COMM 10   Fundamentals of Oral Communication

DeAnza College, Fall Quarter 2023

Class Meetings: On Campus: Room L83   T TH 10:30am – 12:20pm

Instructor: David A. Hamilton, Department of Speech Communication

Email: hamiltondavid@fhda.edu

Office Hours:

   On Campus - Every Tuesday and Thursday I will be on De Anza Campus available for office meetings, Building L, Room 49 between 7:00am to 7:30am and Building L, Room 83 between 9:30am to 10:30am (Standard Pacific Time)

   By appointment - If you need an on Campus or Zoom meeting, use the Canvas inbox to schedule an appointment. We will find a day and time that is convenient for both of us.

Need help? The Student Success Center offers free tutoring for most De Anza classes. See http://www.deanza.edu/studentsuccess for details.

Advisory: EWRT 1A or EWRT 1AH or ESL 5.
Hours: Five hours lecture (60 hours total per quarter).

Course Materials

Survey of Human Communication. (2021, January 3). OER textbook on interpersonal, small group and public communication (this book is available online in the course Canvas section).). https://socialsci.libretexts.org/@go/page/23963

Public Speaking Project - OER textbook on Public Speaking (this book is available online in the course Canvas section).

Description

An introduction to the basic principles and methods of oral communication with emphasis on improving speaking and listening skills in the multicultural contexts of interpersonal, small group, and public communication. Students will develop and apply effective research strategies.

Course Objectives

Student Learning Outcome Statements (SLO)

• **Student Learning Outcome**: Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.
• **Student Learning Outcome**: Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback.
• **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**: Identify, locate, evaluate and use information technologies and information sources.

Online Canvas

You are required to complete the online materials during the quarter. Each week contains different readings, assignments and quizzes. You are to log onto your Canvas for this class to accesses each week. Each week's assignments will open on the Monday of that week and class Sunday night at 11:59pm of that week. You will need to complete the week's assignments within that time period. Attendance points are rewarded by completing each week's assignments.

Being aware of the grading criteria and knowing how to submit the assignments and discussion questions is an important step to staying on top of things in an online class. I am detailing some important need to know information which will help everyone understand the submission and grading process. Instructions on how to submit are also repeated in all the assignments towards the end of the assignment. Each assignment has clear guidelines to help you submit and not do something wrong. It is very important in the Canvas section to carefully read everything and follow the instructions. Most of the mistakes are committed from hasty or incomplete reading of the assignment and its writing and submission guidelines.

Assignments

1 As soon as you click on the assignment and scroll down to the bottom of the page, you will see a button which says ' Add Submission'. You will see statements above it let you know the submission and grading status for the assignment.

2. Clicking on this button opens up a text box, (scroll to the bottom of the page. It is going to open right below the assignment) you can type the response to the assignment or if you did it offline, cut copy paste it. Click on 'Saves Changes' button right below the text box. This saves your submission on the server. Please know that you can go back and change this assignment any number of times before the deadline. Each time the assignment will be updated with your changes when you click on 'Save changes'. After the deadline is past the system will still let you paste or type the assignment and submit it

but it will be marked as a late submission. For late submission syllabus guidelines apply.

3. If when you paste the assignment and see a change in the formatting, please note that this is due to a compatibility issue with MSWord etc. Just paste the assignment in Notepad first which removes embedded coding and then paste it from Notepad onto the text box in Canvas. You should then be able to format the document without any trouble.

Policies

Participation: Since this is a course in communication competency, your regular attendance and participation is expected. This means that it is in your best interest to attend and actively participate in each and every session. By being present, by listening and reacting to the assigned activities, you contribute to the learning process for yourself and fellow classmates. 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, such work may be subject to a fifty percent grade penalty or additional, elaborative, assignments.

Attendance: Attendance is randomly taken at the beginning or end of every class. You are expected to be here when class starts and ends. It is my responsibility that I consider a reasonable request. If you are more than 20 minutes late, you will probably be able to participate in the activities of that day, but it will be counted as an absence. This is a college course, and I do expect you to be present every class session. It is your responsibility to practice constructive learning and great participation. Note: If you do not show up for the second class, and I have not been notified in advance of your absence, I will drop you and continue taking students from the "wait list."   If you do not attend the first two sessions of class you will be dropped from the class.

Assistance: If you need course adaptations or other assistance because of a disability, if you have emergency medical information you feel you should share with me, or if you need special arrangements in case this building must be evacuated, please arrange to chat with me during office hours. I also encourage you to reach out to our Disability and Support Resource Services (https://www.deanza.edu/dsps/) and speak with a counselor (https://www.deanza.edu/dsps/our-counselors.html). You can contact a counselor by emailing dss@deanza.edu or calling 408.864.8753. You can also look through our Disability Information Student Handbook (https://www.deanza.edu/dsps/dss/dish.html) for more information. If you prefer in person services, you can stop by the Advanced Technology Center AT 209 Monday-Thursday from 8am-5pm, and Friday from 8am-3pm. I look forward to working with you in this class.

Plagiarism: You must submit your own, original work for this course. I will uphold DeAnza College policy on academic honesty. Consequently, an 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 a failing

course grade.   Please refer to the DeAnza course catalog or make arrangements to chat with me to discuss this further if you have questions.

Format: Please format all assignments as follows: Typed or word-processed (using a dark ink) in APA/MLA citation style, double-spaced, 10 or 12 point font, one inch margins on all sides. Be sure to include your name, as well as a title for the assignment.

Grading is based on fulfillment of the assignment, grammar, punctuation, and etc, as the quality and organization of the content.

Grade Monitoring Form

Speeches:

Speech 1 (Introduction)=   _____   out of 25 points possible
Speech 2 (Demonstration)=   _____   out of 50 points possible
Speech 3 (Informative)=   _____   out of 100 points possible
Speech 4 (Persuasive)=   _____   out of 100 points possible
Speech 5 (Tribute)=   _____   out of 100 points possible

Outlines:

Outline Demonstration =   _____   out of 20 points possible
Outline Informative =   _____   out of 40 points possible
Outline Persuasive =   _____   out of 40 points possible
Outline Tribute=   _____   out of 50 points possible

Response Assignments:

Chapter Response 1   _____   out of 30 points possible
Chapter Response 2   _____   out of 30 points possible
Chapter Response 3   _____   out of 30 points possible
Internet Activity 1 & 2   _____   out of 30 points possible
Ethics Activity   _____   out of 30 points possible

Participation   _____   out of 100 points possible

Total: _____   out of 775 points possible

Your final grade is based on the following point scale:
        A= 90%-100%
        B= 80%-89.9%
        C= 70%-79.9%
        D= 60%-69.9%

To receive general education credit for this course, you must earn at least a C.

Tentative Course Calendar (Subject to change)

	Date	Wk D	Assignments / Topics (note detailed instructions will be provided for each assignment/readings in class and in Canvas)
Wk 1	Sept. 26	T	Roster / Green Sheets / Canvas / **Introductions Speech**
	Sept. 28	TH	Communication Apprehension Pt. 1
Wk 2	Oct. 3	T	Comm App. Pt 2 / Demo Sp topic
	Oct. 5	TH	Demo sp outline/specs / sign up
Wk 3	Oct. 10	T	**Demonstration Speech**
	Oct. 12	TH	**Demonstration Speech**
Wk 4	Oct. 17	T	**Demonstration Speech**
	Oct. 19	TH	VA's & Interpersonal Comm. Theory
Wk 5	Oct. 24	T	Info prep - outlines, supporting material, research
	Oct. 26	TH	info prep - specs , sign up
Wk 6	Oct. 31	T	**Informative Speech**
	Nov. 2	TH	**Informative Speech**
Wk 7	Nov. 7	T	**Informative Speech**
	Nov. 9	TH	Group Theory
Wk 8	Nov. 14	T	Group Dynamics
	Nov. 16	TH	Persuasion Tech
Wk 9	Nov. 21	T	**Persuasion Group Activity** / Tribute Specs - sign up
	Nov. 23	TH	**NO CLASS – Thanksgiving Break**
Wk 10	Nov. 28	T	Interpersonal Comm. in action
	Nov. 30	TH	**Tribute Speech**
Wk 11	Dec. 5	T	**Tribute Speech**
	Dec. 7	TH	**Tribute Speech**
Wk 12	Dec. 12		
			Final