

# Fundamentals of Oral Communication

In-Person Fall Quarter 2024

Sec. 05Y CRN: 24380

5 units

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## General Course Information:

**Instructor:** Anya Iyengar

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**Prerequisites:** (Not open to students with credit in COMM 10H.)

**Advisory:** EWRT 1A or EWRT 1AH or ESL 5.

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

**Office Location:** F31-L/ONLINE

**Office Hours:** [OnlineLinks to an external site.](#)—Office Hours: M/W-- 3:30 pm--4:30 pm L-47 or by appointment.

**Class Meets:** M/W 1:30 pm to 3:20 pm in MLC Room 260

**FINAL EXAM SCHEDULE:** Monday 12/09 from 1:45 pm to 3:45 pm

**Course Description**[Links to an external site.](#) (From DeAnza website) 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 Requirements**

1. Regularly attend class, on time, with a positive approach to learning.
2. Come prepared with assignments properly formatted and suitable for submission.
3. Participate actively in class discussions and activities (see 'Participation' under Policies)
4. Watch links and clips posted on the Canvas site and post thoughts and comments about them.
5. Regularly check the class Canvas site at <http://canvas.instructure.com>[Links to an external site.](#) as well as a personal email to be updated on course activities.

### **Student Learning Outcomes (SLO's)**

1.
  1. Display increasing confidence in using a range of speaking, listening, and collaboration skills.
  2. Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback.
  3. Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
  4. Identify, locate, evaluate, and use information technologies and information sources.

### **Course Outcomes**

1. Examine the principles of human communication to communicate effectively in interpersonal, group, and public speaking contexts.
2. Apply principles of interpersonal communication in multiple contexts.
3. Analyze the similarities and diversities among group members and develop skills to work together effectively.
4. Organize, compose, present, and critically evaluate speeches appropriate in content and style to the audience and situation.
5. Select, locate, evaluate, and use information technologies and information sources.

### **Course Materials**

- Internet Access

- [Stand Up, Speak Out The Practice and Ethics of Public Speaking](#)[Links to an external site.](#) (OER Text)
- One package of 4 X 6-inch index cards. (Phones are not permitted for use as notecards during speeches)

### Campus Resources

[Links to an external site.](#)[The Student Success Center](#)[Links to an external site.](#) offers free tutoring for many De Anza classes. Additional Services are also available:

- [Writing and Reading Center](#) [Links to an external site.](#) LC 107 (408) 864-8485
- [Math, Science and Technology Resource Center](#) [Links to an external site.](#) S-43 (408) 864-5422
- [General Subjects Tutoring](#) [Links to an external site.](#) L-47 & S-43 (408) 864-8585
- [Listening and Speaking Center](#) [Links to an external site.](#) L-47 (408) 864-5385
- [Academic Skills Center](#) [Links to an external site.](#) (Alternatives to Self-Paced Skills) (website: [Links to an external site.](#)): LC 107A (408) 864-8485

**Class Topics:** Due to the nature of this course, controversial and sensitive topics may arise at times. Some participants may find some of these topics unsettling. Please remember that this is in the spirit of learning and is not intended to be hurtful or offensive. Please also be empathetic and sympathetic towards your peers when choosing topics to discuss. Our goal is to grow and progress together in our journey toward clear speaking.

### POLICIES:

**First Week of Classes: Attendance: The first two classes of the term determine who will remain in the class.** In case you are unable to make the first two classes, your name will be replaced on the roster with the name of a wait-listed student's name. The exceptions would be for international students who are traveling, ill students, or COVID-19 positive (proof of illness is required.)

**Attendance Policy:** Students who are repeatedly either a. Absent or b. Tardy or c. Leaving class early may cause difficulty in passing the class. A lot of material is covered during class. Arriving to class 15 minutes or more late or exiting 15 minutes or more early qualifies as an unexcused absence.

**A minimum of 24 hours notice** is required to excuse an absence when an in-class assignment is due that day. This is a non-negotiable as regular participation is required in all Communication courses.

Exceptions are:

- Covid or Illness (Medical proof is required for Covid)

- Passing of a Loved one

Please note that Family Emergencies are NOT included as exceptions. Please plan.

### **Late Assignments:**

I allow one (1) day Grace period for late submissions. After that, you have up to 5 days to submit your assignment with 1 point deduction per day late. No late assignments are accepted after this week. Assignments must be completed and submitted on time to receive credit.

### **Missed Speeches:**

If a speech is missed **with** 24 hours' notice:

- It may be made up within a week (of the originally scheduled date/time of your speech) without penalty.
- Make-ups will not be given past one week of the original due date.
- Makeups may only be adjusted once; in other words, a makeup speech cannot be made up.
- Make-ups will not be given past one week of the original due date.

**Without** 24-hour notice (please see above for criteria on 24-hour notice:

- a missed speech may be made up for **a minimum 10 percent deduction** within the first week of its original due date.
- Make-ups will not be given past one week of the original due date.
- Makeups may only be adjusted once; in other words, a makeup speech cannot be made up.
- Make-ups will not be given past one week of the original due date.

Exceptions are:

- Covid or Illness (Medical proof is required for Covid)
- Passing of a Loved one

Note: Family Emergencies are NOT included as exceptions. Please plan.

**Participation:** Because this class is an experience-based, skills-focused course, your participation is critical. Your participation grade is based upon your active, and involved presence in the class.

Participation includes, but is not limited to, the following:

- Active, constructive involvement in discussions, activities, and group work in the classroom.
- On-time and thorough completion of your assignments.
- Focus on your work and tasks at hand and ask questions.
- Involvement in certain classroom assignments. Rubrics will have class participation built into the grading.

- Fulfill your commitments to your fellow students and me. Turn mobile devices on 'vibrate' to avoid in-class disruption.

#### Assignments

<b>Class Assignments</b>	15 Activities	237 points/28% of grade
<b>Online Activities</b>	8 Activities	40 points/5 % of grade
<b>Presentations</b>	4 Group (including Final)	145 points/17 % of grade
	2 Pairs	95 points/11% of grade
	2 Individual	80 points/10% of grade
<b>Outlines/Structure Check-Ins</b>	5	150 points/18% of grade
<b>Critiques</b>	4	30 points/Credit/No Credit/4% of grade
<b>Self Reflections</b>	4	60 points/7% of grade
	<b>Total Points:</b>	<b>837 Points</b>