

COMM 1: Public Speaking (Hybrid)

“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.” – *Maya Angelou*

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Course Time: Mondays & Wednesdays, partially online

Location: L48

TBA: Monday 8:00 am – 9:00 am

Office Hours in F3A: Tuesday 8:00 am – 10:20 am (via [Zoom](#)), Wednesday 4:30 pm – 5:30 pm (on campus in F3A)

Course text: [The Public Speaking Project](#)

Course Overview and Student Learning Outcomes

Welcome to class! ☺ Not to brag, but this is arguably one of the greatest courses you can take in your college career. Developing your skills as a speaker is a crucial skillset to have both professionally and personally. This course is designed to introduce you to a variety of perspectives and approaches used to research, analyze, organize, present, and evaluate public presentations. You will also develop your listening skills to foster respectful, reflective, and critical listening appropriate in public presentations. Among other things, you also cultivate and apply effective research techniques.

Student Learning Outcomes for Public Speaking:

1. Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
 2. Display increasing confidence in speaking extemporaneously.
 3. Demonstrate effective listening skills in various public speaking contexts.
 4. Identify, locate, evaluate and use information technologies and information sources.
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Communication and Office Hours

There is a **48-hour turnaround time** (apart from weekends & holidays) for any inquiries you may have. I typically log out of my inboxes on Friday at noon, but please send your inquiries regardless and I will get to them on Monday!

I’m available and happy to help with assignments or other items, but you should bring your assignment questions to me within a practical time frame to ensure you receive the feedback and information you need within a reasonable time frame. Failure to do so may result in not receiving adequate feedback as well as minimal time to apply recommended feedback.

Student Success

Students need turn their Canvas notifications on and be vigilant in checking their inboxes and the Canvas site regularly. Students are responsible for remaining current on information shared both in class *and*

online, failure to do so may result in missing vital information pertaining to the class, which could result in consequential outcomes to your success. I recommend starting a class discord!

Class Meetings and Time Commitment

According to the college's [credits and load limitations](#) formula, each unit of a class equals one hour with an additional 2 hours of outside preparation for every unit. So, for a 5-unit class, that's 15 hours total per week (hence why "12 units" is considered "full time"), however this may be less depending on your familiarity with Canvas and ability to retain information. Please plan your time accordingly. A hardcover planner can be a great tool to help manage your time/efforts throughout the term.

We will complete engagement activities in class each week which may or may not require some preparation in advance of meeting for the week. Not only will in-class engagements correlate to the week's material being covered, but also contribute to your grade. When you miss class, you miss engagement activities.

Extended or multiple absences will affect your success in the class.

We will meet twice a week for class (this is not optional). Part of the course occurs online which makes this course hybrid. This online unit could include, but is not limited to, watching lecture, taking quizzes, reading materials, submitting small assignments, or contributing to a discussion. These online engagements may have two parts, but more often will have one part which will typically be due on Mondays. If there is a second part, it will be due on Wednesday. Be sure to check the due dates in Canvas as you may be asked to prepare content for use in class that week!

Quizzes

Each quiz will be comprised of 5 questions from each chapter covered. Everyone has 3 opportunities to take each quiz and Canvas will keep the highest score earned. Quiz content may require you to look up material from the text, weekly content page, or online search. Quizzes do not have a time limit; however, I encourage you not to wait until the last minute.

Presentations and Feedback

Students complete a total of 5 presentations. Opportunities for review from your peers in focused areas will be provided on most presentations. There will also be opportunities provided to students to work on their small group communication skills, providing feedback on work is just one of those instances.

Students will provide feedback to their peers on their presentations in both written and oral format. Feedback should be honest and constructive. I recommend taking notes during the presentations, so you have thoughtful feedback to post in Canvas later for your peer. This is crucial to any learning experience and will help you develop as speakers *and* listeners!

Academic Integrity

Instances of academic misconduct will result in disciplinary action. What is academic misconduct?

This includes, but is not limited to: plagiarism (representing the work of someone else as your own), submitting work written by an outside party, the submission of work that is not the product of a student's personal effort, or work in which in some way circumvents the given rules and regulations, or misrepresenting facts to receive a changed grade, etc.

Further information on the college's academic integrity policy can be found on [De Anza's website](#). The De Anza Student Handbook specifies that students can be subject to college discipline (including suspension and expulsion) for plagiarism and/or cheating.

If you need further clarification, please see me as there is no gray area when it comes to this subject. Students may also be tempted to use artificial intelligence (AI) to complete work; do not engage in this practice. You *will* earn a 0.

Attendance and Late Work

We have a tight schedule to reach important outcomes during specific points in the term. 12 weeks is a short period of time to accomplish our goals, but with a combined effort we can make it happen. I will be taking attendance each class meeting. As a reminder, attendance is required. **Students who miss 4+ classes may be dropped from the course.**

Late work is generally not accepted; however, each student may **drop one of each of the following**: lowest quiz, lowest online engagement, and lowest in-class engagement for a total of 3 dropped items (these may also be interchanged for one another). There will be a 0-point assignment in week 11 to provide students an opportunity to list which items they would like dropped, past that assignment drops will not be accepted, no exceptions.

Everyone will be allotted **1 pass** to submit **one noncollaborative** assignment 7 days late with no deductions via Canvas inbox except for content due during the week of finals, late work cannot be accepted during the week of finals. For example, if a major assignment is due Wednesday, you would have until 11:59 pm of the following Wednesday to get the work in via Canvas inbox, *no exceptions*. The maximum late window is 1 week because of the mechanics of our schedule. I have either graded the item in question and handed it back to your peers, begun grading the item, or we have moved on from that unit in our schedule altogether. Past that content may not make sense and other areas of your understanding are in danger of suffering as a result. Emergency circumstances outside of this policy will be considered if a student comes to speak with me during office hours in addition to immediately notifying me via written correspondence.

A Personal Note

Enrolling in *any* college course is a huge commitment whether you are familiar with the subject matter or not. Different instructors, different due dates, responsibilities outside of class, etc., it can be a lot to take on. Sometimes life happens and our focus gets shifted and suddenly your college trajectory gets unexpectedly interrupted - which is **normal**. If you find yourself overwhelmed or otherwise, know that **your mental and physical health come first**. Please notify me as soon as possible so we can discuss a possible plan of action and avoid further obstacles. More importantly remember that this course will be available the following quarter and every quarter thereafter, so please do not hurt yourself trying to "stay on track." Sometimes it's not the right time to take a class and that's okay.

Important Dates

- 4/20 - Last day to drop without a “W”
- 5/27 - NO class: Memorial Day
- 6/19 - NO class: Juneteenth
- 5/31 - Last day to drop with a “W”

Assignments and Grading Policies

Assignments	Learning Objectives	Points Earned	Points Possible
Myself in a Minute Speech (1 - 2 min.)	SLO: 1,2,3		20
Expert Speech (2 - 3 min.)	SLO: 1,2,3,4		40
Speech to Inform (5 - 7 min.)	SLO: 1,2,3,4		125
Speech to Persuade (5 - 7 min.)	SLO: 1,2,3,4		150
Impromptu Speech (2 - 3 min.)	SLO: 1,2,3		50
Reflections (3 total)	SLO: 1,3,4		30
Speech Topics (2 total @ 2.5 points)	SLO: ~		5
Speech Critiques	SLO: 1,3		100
Quizzes (7 total @ 5 points per chapter)	SLO: 3,4		80
Online and In-Class Engagements	SLO: 1,2,3,4		100
		/	700

Percentage Ranges for Final Grade							
100% - 97%	A+	89.99% - 87%	B+	79.99% - 77%	C+	66.99% - 63%	D
96.99% - 93%	A	86.99% - 83%	B	76.99% - 70%	C	62.99% - 60%	D-
92.99% - 90%	A-	82.99% - 80%	B-	69.99% - 67%	D+	59.99% - 0%	F

- Because extra credit is offered, some items may be dropped, and there are opportunities to retake quizzes for higher scores, grades are *not* rounded.
- Discussion of grades earned must be done during office hours or scheduled via Zoom appointment within a week of getting work back.

Course Schedule

Things to remember regarding the schedule and assignments:

- The schedule is tentative, but I will not change it without good reason. If a change does occur, I will make an announcement and notify everyone via Canvas.
- All assignments will be submitted via Canvas following the detailed schedule below unless otherwise stated.
- All readings should be *done before* the calendar date first noted for the week.
- There is 1 day dedicated to the **makeup of missed speeches**. Only 1 speech may be made up on this day. Only 10 people total may sign up for this day. First come, first serve. Availability may be limited depending on how many students sign up. To qualify for the make-up presentation, speech outlines

must be sent via Canvas inbox no later than the Wednesday of the prior week by 11:59 pm. No exceptions.

Weekly Topic/Activity		Read	Assignment(s) Due:
Week 1	<ul style="list-style-type: none"> ○ <i>Origins of Public Speaking</i> ○ <i>Ethics in Public Speaking</i> 	Ch. 2 Ch. 3	Monday (4/8)
			<ul style="list-style-type: none"> ○ Student Information Survey ○ Syllabus Quiz ○ Getting to know you Engagement
			Wednesday (4/10)
			<ul style="list-style-type: none"> ○ Quiz #1 ○ (PRCA-24 Pre-Survey) Engagement ○ Discuss Myself in a Minute Speech
Week 2	<ul style="list-style-type: none"> ○ <i>Listening Effectively</i> ○ <i>Audience Analysis</i> ○ <i>Supporting your Ideas</i> 	Ch. 4 Ch. 5 Ch. 7	Monday (4/15)
			<ul style="list-style-type: none"> ○ Quiz #2 ○ Ethical Guidelines for Speakers & Listeners Engagement ○ Discuss Expert Speech
			Wednesday (4/17)
			<ul style="list-style-type: none"> ○ Myself in a Minute Presentations – Arrive with 2 printed copies of your outline. Outline should be uploaded to Canvas prior to the start of class (everyone). ○ Reflection #1
Week 3	<ul style="list-style-type: none"> ○ <i>Organizing and Outlining</i> ○ <i>Introductions and Conclusions</i> ○ <i>Using Language Well</i> 	Ch. 8 Ch. 9 Ch. 10	Monday (4/22)
			<ul style="list-style-type: none"> ○ Quiz #3 ○ Outlining Engagement ○ Select group on Canvas: 1,2,3,4
			Wednesday (4/24)
			<ul style="list-style-type: none"> ○ Expert Speech Crowd Source and Outline Engagement
Week 4	<ul style="list-style-type: none"> ○ <i>Speaking with Confidence</i> ○ <i>Delivering your Speech</i> ○ <i>Speaking to a Global Audience</i> 	Ch. 11 Ch. 12 Ch. 14	Monday (4/29)
			<ul style="list-style-type: none"> ○ Quiz #4 ○ Expert Speech Peer Review: – Bring 2 printed copies of your outline to class (this is NOT a “rough” draft) ○ Discuss Speech to Inform
			Wednesday (5/1)
			<ul style="list-style-type: none"> ○ Check-In Survey #1 ○ Expert Speech Presentations – Arrive with 2 printed copies of your outline. Outline should be uploaded to Canvas prior to the start of class. Oral and written speech critiques: Groups 1 and 2
Week 5	<ul style="list-style-type: none"> ○ <i>Visual Aids</i> ○ <i>Informative Speaking</i> 	Ch. 13 Ch. 15	Monday (5/6)
			<ul style="list-style-type: none"> ○ Quiz #5

			<ul style="list-style-type: none"> ○ Expert Speech Presentations – Arrive with 2 printed copies of your outline. Outline should be uploaded to Canvas prior to the start of class. Oral and written speech critiques: Groups 3 and 4
			Wednesday (5/8)
			<ul style="list-style-type: none"> ○ Speech to Inform topic, first come, first serve, no repeat topics, topic must be vetted/approved by instructor for approval
Week 6			Monday (5/13)
			<ul style="list-style-type: none"> ○ Speech to Inform Crowd Source and Outline Engagement
			Wednesday (5/15)
			<ul style="list-style-type: none"> ○ Visual Aid Practice Engagement ○ Discuss Speech to Persuade
Week 7			Monday (5/20)
			<ul style="list-style-type: none"> ○ Inform Speech Presentations – Arrive with 2 printed copies of your outline. Outline should be uploaded to Canvas prior to the start of class. Oral and written speech critiques: Groups 3 and 4 ○ Reflection #2: Groups 3 and 4
			Wednesday (5/22)
			<ul style="list-style-type: none"> ○ Inform Speech Presentations – Arrive with 2 printed copies of your outline. Outline should be uploaded to Canvas prior to the start of class. Oral and written speech critiques: Groups 1 and 2 ○ Reflection #2: Groups 1 and 2
Week 8	○ <i>Critical Thinking and Reasoning</i>	Ch. 6	Monday (5/27)
			<ul style="list-style-type: none"> ○ NO class: Memorial Day ○ Quiz #6 ○ Age of Algorithms Engagement
			Wednesday (5/29)
			<ul style="list-style-type: none"> ○ Speech to Inform Presentations ○ Check-In Survey #2 ○ Speech to Persuade topic, first come, first serve, no repeat topics, topic must be vetted/approved by instructor for approval
Week 9	○ <i>Persuasive Speaking</i>	Ch. 16	Monday (6/3)
			<ul style="list-style-type: none"> ○ Quiz #7 ○ Speech to Persuade Engagement ○ Discuss Impromptu Speech
			Wednesday (6/5)

			<ul style="list-style-type: none"> ○ Persuade Speech Presentations – Arrive with 2 printed copies of your outline. Outline should be uploaded to Canvas prior to the start of class. Oral and written speech critiques: Groups 2 and 3
Week 10			Monday (6/10)
			<ul style="list-style-type: none"> ○ Persuade Speech Presentations – Arrive with 2 printed copies of your outline. Outline should be uploaded to Canvas prior to the start of class. Oral and written speech critiques: Groups 1 and 4
			Wednesday (6/12)
			<ul style="list-style-type: none"> ○ Speech to Persuade Presentations ○ Impromptu Engagement
Week 11			Monday (6/17)
			<ul style="list-style-type: none"> ○ Make up Speech Day – Arrive with 2 printed copies of your outline and the rubric needed for your presentation. Failure to bring these items <i>on time</i> will result in not presenting your content. No exceptions.
			Wednesday (6/19)
			<ul style="list-style-type: none"> ○ NO class: Juneteenth
Week 12	FINAL TIME: Check “final schedule” on De Anza Website		Wednesday (6/26)
			<ul style="list-style-type: none"> ○ Impromptu Speech Presentations and Oral Critiques: ALL GROUPS ○ EXIT SURVEY ○ Late assignments NOT accepted