

De Anza College

Department of Communication Studies

COMM 010, CRN 45524, Fundamentals of Oral COMM, Spring 2025

Instructor: Morgan C. McKnight

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

Email: McKnightMorgan@fhda.edu (preferred mode of contact)

Office Hours: Mondays, 9:00am – 10:00am

Class Days/Times: Mondays and Wednesdays, 10:30am – 12:20pm

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 10:00am – 11:00am on Tuesdays. 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 10:00am – 11:00am on Tuesdays, 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 10:00am – 11:00am on Tuesdays 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

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.

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, assignments, 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.
- Everyone will be expected to have access to the course textbook by the end of Week 1

Communication Plan

The best way to stay up-to-date with everything you need to succeed in this course will be to attend each in-person meeting throughout the term, and to regularly check Canvas for online work to be completed and course updates. However, if you are ever struggling or confused about what is expected of you, or if you still have additional course related questions or concerns you'd like to address, please consider the following options to get help from your instructor:

- **Don't hesitate to send an email or Canvas message!** This is the best way to contact your instructor throughout the semester
 - Your instructor will do his best to respond to any email or Canvas messages within 24 hours, Monday – Friday, between the hours of 8:00am – 4:00pm
- **Check Canvas!** New assignments, readings and other course materials will be made available as the semester progresses. Additionally, announcements are sent regularly through Canvas to provide updates and information you may need. Be sure to check Canvas regularly.
- **Looking for assignment feedback?** Your instructor will do his best to get assignment grades and feedback posted on Canvas within a week of submission.
- **Need to speak directly to your instructor?** See Student/Office Hours and Office Location information above. Office hours are open for drop-ins; however, it can be helpful if you can provide advance notice of your plan to drop by so your instructor can be better prepared to help.

What should you do if you can't reach me?

- I will do my best to respond to Canvas Inbox messages within 24 hours, Monday through Friday, between 8:00am and 4:00pm. If you don't hear from me within this timeframe, please email me again! I'm human and sometimes I miss messages.
- You can also try messaging me via my De Anza email: mcknightmorgan@fhda.edu
- If you are looking for information that is not specific to our class, you can find updates on the De Anza [homepage](#), [Facebook](#) or [Twitter](#) page. They may have updates or news before I do!

Our Community Goals

What you can expect from me

- I will treat you with dignity and respect and will do my best to be flexible to support your individual needs within reason.
- I will provide you with a clear, organized course that is designed to ensure you meet our course outcomes in a meaningful and timely manner.
- I will provide a variety of assignments to ensure your learning needs are met.
- I will grade assignments in a timely manner to facilitate your success on future assignments.
- I will be actively present in your learning.
- I will provide a supportive and safe environment for you to share and discuss ideas with your peers.
- I will reach out to you if I sense that you need support.

What I will expect from you

- Treat me and your peers with dignity and respect.
- Strive to be an active participant in this course.
- Maintain an open line of communication with me so I understand how to support you.
- Aim to meet due dates. Contact me if you have a concern with meeting a due date.
- Do your best to have patience with technology. There will be hiccups; expect them. We will get through them together.

What we can expect from each other

- We won't be perfect. We are human and will make mistakes at times. We will view mistakes as an opportunity to learn and grow.
- We will all strive to contribute regularly in collaborative activities to ensure all members of the community have ample opportunity to read/listen, reflect, and respond to all ideas.
- Disagreements are part of learning and growing, but we will always treat one another with dignity and respect. If you sense a negative emotion surfacing within yourself, step away for a while; reflect on what is happening; then return and respond by focusing on the issue, not the person.

Is there anything else you would like to add to any one of these lists? If so, you will have the opportunity to add your suggestions during the first weeks of class.

Attendance & Participation

This will be 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 communication 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 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>

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:

Speeches: 540 points. All students will complete the following 5 speeches during the quarter: 1) *Who Are You? Speech:* A 1-2 minute introductory presentation to present yourself to your classmates, get your first formal speaking experience in the course, and start to build our class community. 2) *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. 3) *Interpersonal Connections Speech*: A 2-3 minute presentation in which you will describe how a specific interpersonal relationship you have has developed and shaped who you are over time or contributed in a meaningful way to your life. 4) *Investigative Report*: A 5-7 minute informative speech that requires credible research and on a socially/culturally significant topic. 5) *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 the speech assignments prior to delivering your speech in class. 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 8 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: 85 points. Additional exercises that will either help you to prepare for the major speech assignments or demonstrate an understanding and application of course concepts.

Your final grade is based on the following point scale:

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—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.

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 in APA style and turned in on the day they are due. In order to complete the major speech assignments, 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, 4/7 and Sunday, 4/13. 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.

Bottom line: 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.

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.

Assignment List and Grade Monitoring Form

Speech Assignments	Speech #1: Who Are You Speech	out of 15 points
	Speech #2: Interpersonal Connections	out of 25 points
	Speech #3: Cultural Value Speech	out of 125 points
	Speech #4: Investigative Reporting	out of 150 points
	Speech #5: Group Problem-Solving	out of 225 points
Speech Outlines	Cultural Value Speech Outline	out 25 points
	Investigative Report Outline	out of 50 points
	Group Problem-Solving Outline	out of 50 points
Peer-Reviews	Peer-Review #1	out of 20 points
	Peer-Review #2	out of 20 points
Reflections	Reflection #1	out of 20 points
	Reflection #2	out of 20 points
Online Quizzes	8 quizzes at 10 points each, with the lowest quiz score being dropped (i.e.: not counted for credit)	out of 70 points
Additional In-Class & Online Assignments		out of 85 points
Final Exam		out of 100 points
Total		out of 1,000

COMM 10: Fundamentals of Oral Communication

This schedule is subject to change with fair notice. Any changes will be announced in class.

Date	Description	Reading	Assignments
4/7	<ul style="list-style-type: none"> Course Overview Introduction to Fundamentals of Oral Communication 	Syllabus p. 5 -13	
4/9	<ul style="list-style-type: none"> First Oral Presentation: <i>Who Are You?</i> Ch. 1: Communication: What and Why 	p. 18 - 31	Speech #1: <i>Who Are You?</i> Online: Survey Questions
4/14	<ul style="list-style-type: none"> Ch. 2: Communication: The Self, Perception, and Communication 	p. 36 - 55	Online Quiz #1: Ch. 1
4/16	<ul style="list-style-type: none"> Ch. 2: The Self, Perception, and Communication 	p. 55 - 61	Speech #2: <i>Interpersonal Connections</i> Online Quiz #2: Ch. 2
4/21	<ul style="list-style-type: none"> Ch. 3: Communication and Culture Refining Speech Outlines 	p. 69 - 78	Online Discussion: Cultural Values, Influences & Norms
4/23	<ul style="list-style-type: none"> Ch. 3: Communication and Culture Value Speech Workshop 	p. 78 - 91	Online Quiz #3: Ch. 3
4/28	<ul style="list-style-type: none"> Cultural Value Speeches 		Speech #3: <i>Cultural Values</i> Online: Outlines Online: Peer-Reviews Online: Reflections
4/30	<ul style="list-style-type: none"> Cultural Value Speeches 		Speech #3: <i>Cultural Values</i> Online: Outlines Online: Peer-Reviews Online: Reflections
5/5	<ul style="list-style-type: none"> Ch. 13: Informative Speaking Preview Speech #2: Investigative Reporting? 	p. 352 - 361	Online: Topic Proposal Discussion

5/7	<ul style="list-style-type: none"> Ch. 13: Informative Speaking Research and Credibility in the Digital Age APA Style Citations 	p. 361 - 365	APA Style Worksheet <u>Online Quiz #4:</u> Ch. 13
5/12	<ul style="list-style-type: none"> Research Day: Class Meets in ATC 		<u>Online:</u> Annotated Bibliography
5/14	<ul style="list-style-type: none"> Ch. 4: Language Investigative Reports Workshop 	p. 96 - 119	<u>Online Quiz #5:</u> Ch. 4
5/19	<ul style="list-style-type: none"> Investigative Reports 		<i>Speech #4: Investigative Reports</i> <u>Online:</u> Outlines <u>Online:</u> Peer-Reviews <u>Online:</u> Reflections
5/21	<ul style="list-style-type: none"> Investigative Reports 		<i>Speech #4: Investigative Reports</i> <u>Online:</u> Outlines <u>Online:</u> Peer-Reviews <u>Online:</u> Reflections
5/26	<ul style="list-style-type: none"> MEMORIAL DAY WEEKEND – No Class Meeting 		
5/28	<ul style="list-style-type: none"> Ch. 5: Listening Discussing Issues in Groups (Group Project Brainstorming) 	p. 125 - 141	<u>Online Quiz #6:</u> Ch. 5
6/2	<ul style="list-style-type: none"> Ch. 9: Communicating in Groups and Teams <i>The Marshmallow Challenge</i> 	p. 245 - 256	<u>Online:</u> Topic Proposal Discussion
6/4	<ul style="list-style-type: none"> Ch. 10: Solving Problems in Groups and Teams 	p. 273 – 280 & p. 284 – 290	<u>Online Quiz #7:</u> Ch. 9 & 10
6/9	<ul style="list-style-type: none"> Research Day: Class Meets in ATC 		
6/11	<ul style="list-style-type: none"> Ch. 14: Persuasive Speaking Group Project Workshop 	p. 375 - 392	<u>Online Quiz #8:</u> Ch. 14

6/16	<ul style="list-style-type: none"> Group Problem-Solving Speeches 		<i>Speech #5: Group Problem-Solving Speech</i> Online: Outlines
6/18	<ul style="list-style-type: none"> Group Problem-Solving Speeches 		<i>Speech #5: Group Problem-Solving Speech</i> Online: Outlines
6/25	<i>FINAL: 9:15am-11:15am, Wednesday</i>		<i>FINAL EXAM</i>