

## COMM 60 – Communication Skills

T/R– PC, SP 2021

Santa Rosa College

Professor John D. Perez

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### COMM – 60 CRN 5199

10:30 – 12:00 PM, Room Zoom

**Required Text:** Roth, J.D. (2020). Practically Speaking. 3<sup>rd</sup> edition. New York, NY: Oxford University Press. ISBN: 978-0-19-752823-5. Second edition will also work.

**Course description:** This class focuses on four areas: public speaking, interpersonal communication, intercultural communication, and communication in groups with special emphasis on career-focused communication.

**Transfer Credit:** CSU, (AA Degree Applicable)

#### C-ID:

Student Learning Outcome's (SLO's *\*verified 1/20/21*):

1. Conceive, research, organize and prepare coherent oral presentations incorporating qualified sources and effective verbal and nonverbal delivery.
2. Develop effective listening and interpersonal skills for various communication contexts.
3. Develop skills and strategies to work effectively in small groups.

### COVID-19 Course Modifications

Due to the shelter in place orders for Sonoma County, this course will meet virtually via Zoom. Please review the Canvas course for specific details. We will meet via Zoom Tuesday and Thursday.

**Zoom Course:** This course is offered in multiple formats. It requires physical attendance in the classroom (via Zoom) 3 hours per week and an additional 2 hours per week of required online class time. Students must have regular access to the internet and be able to complete extensive assignments online. We will meet Tuesday afternoons in-person.

**Electronic resources:** It is imperative that you have access to reliable high-speed internet access and a laptop or computer. All assignments must be submitted online and you need access for research.

**Canvas:** In this section of COMM-60 grades and attendance will be tracked online in Canvas. To access your information, login to Canvas and enter your credentials. This will give you direct access to your assignments, discussion boards, as well as your cumulative grade for the semester. Do not email me attachments, these emails are deleted.

**Speech anxiety:** We will explore the types of reactions, how to manage this anxiety, and what to look for when identifying stressors. At the end of this course, you will have learned several techniques to help manage this anxiety and make you a better speaker. The key to being successful in this area is to try, push yourself, and not give up. It may be a bit uncomfortable, but you will get through it.

**Instructional philosophy:** This course will be highly interactive and you will be exposed to many different opinions with which you may or may not agree. We will learn from our commonalities as well as our differences. I invite you to learn together in a safe environment that respects other people's ideas, beliefs, values, and experiences. Let's expect the unexpected and enjoy the possibilities.

**ALL ASSIGNMENTS MUST BE SUBMITTED ONLINE VIA CANVAS. NO EXCEPTIONS!**

## Office Hours, Communication, and Participation

**Office hours:** Tuesday, via Zoom 12:00 – 1:00 PM and by appointment as needed. Please email me at [jperez@santarosa.edu](mailto:jperez@santarosa.edu) to request a meeting time. Zoom meeting ID 993 746 1501 Password: perez

**Instructor absence:** If I have an unplanned absence and Core speeches are due that day, those scheduled speeches will be due the next class session. Core speeches originally assigned for that next class session will be moved forward one class session. I also send an email from Canvas.

**Communication:** Please contact me via email for the most efficient response. When contacting me via email, please include the basic information: Subject – Class time and section, formal greeting (Dear Mr. Perez), formal closure (Sincerely, Thank you, etc.). The best way to contact me is via Canvas mail. This tool connects your name, course, section number with your email. Please allow 48 hours for a response. Generally speaking, I do not reply to emails on Sunday. If you do not receive a response after 48 hours, please try sending me a note to my college email.

**Methods:** We will use a variety of tools to solicit feedback and measure performance; including quizzes, group activities, rehearsals, and final polished performances. It is important to stay current on the weekly readings as well as attend class. **You are responsible for the content in your text book!**

**Class Etiquette/Netiquette:** Be respectful of yourself and others by being polite. This being respectful online during discussions and speech critiques. You will be expected to use proper English, and critique performance behaviors and arguments, not individuals. Do not post offensive language, or threaten students online. If you are unsure, send me an email. If you fail to be respectful you will be given a warning, if you do not improve you will be referred to the Vice President of Student Services. Online communication is not restricted to discussion boards. There will be times you will need to work “offline” with a peer. These electronic interactions that are class based are subject to the course Netiquette rules. Remember, there is a person behind the screen reading your comments. Be nice, and have fun!

**Electronic Recording Devices (ERDs):** Students are not permitted to make recordings in class or in any campus meetings without the approval of the instructors involved. This includes online courses. Exceptions shall be made for students with disabilities who have permission from the Disabled Student Programs and Services.

**ADA accommodations and accessibility:** The College has an excellent Disabilities Services and Accommodation program. Students have the right to request reasonable modifications to college requirements, services, facilities or programs if their documented disability imposes an educational limitation or impedes access to such requirements, services, facilities or programs. A student with a disability who requests a modification, accommodation, or adjustment is responsible for identifying himself/herself to the instructor and, if desired, to the Disability Services Department (DSD) office. Students who consult or request assistance from DSD regarding specific modifications, accommodations, adjustments or use of auxiliary aids will be required to meet timelines and procedural requirements established by the DRD office. DRD website: <https://drd.santarosa.edu/>



Rican Johnny  
@\_jungleboii18\_



College be like

You: Hey professor how you doing today?

Professor: It's on the syllabus

1:36 PM · 08 Sep 15

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**Participation:** There are multiple ways to participate in this course. This section defines participation in detail. Please read this section very carefully as there are several points associated with participation.

- Zoom Sessions
  - You will be **encouraged** to be active during our Zoom calls
  - You are expected to follow the course reading (outside of class) and be prepared to discuss textbook content during the Zoom calls
  - Zoom calls will be on Tuesday and Thursday
  - Zoom calls are the equivalent of our face-to-face classroom time
  - You are expected to be respectful
    - This may be accomplished by listening, hearing what is said and responding in non-threatening language, gestures, and tone
    - We will work on body language as part of your speech delivery this semester
  - Half of your speeches will be performed live on the Zoom session
    - If your camera is off you will not receive audience participation for this session
    - You are permitted to leave the session to use the restroom, deal with personal items, etc.
      - If you are gone for extended periods of time this will also not count as participation
      - If an emergency occurs, send me an email and we can work through it after things settle
- Discussion Boards
  - Each week we will have a discussion board to discuss key concepts, terms and speech analysis
  - You are expected to participate in these boards in a respectful manner
  - For most boards you will be required to post your initial response and then reply to three student responses
    - Responses should not be "I agree" or "cool", instead your responses should be 5 to 8 sentences per peer response
    - Each discussion board will have details on how many responses are needed
    - Most discussion boards will require an initial post prior to seeing your peer responses
    - Some discussion boards do not require a response
    - Read each discussion board BEFORE you post
  - If you make an error, you are able to edit your post
  - No edits accepted after the assignment due date
  - Due dates (Summer)
    - Initial post
      - For most discussion boards we will have a Tuesday and Thursday due date
      - All discussions must be posted by 11:59 PM on the due date
    - Peer responses
      - Most peer responses are due 3 days after the initial post
      - Peer responses should be in-depth
      - If the initial discussion is due Tuesday, responses are due Friday
      - If the initial discussion is due Thursday, responses are due Sunday
- Group Work
  - The course will be group work oriented
  - You are expected to participate and contribute an equal amount of work
  - If you are having problems within the group, try and work through those problems
    - If you cannot work through these problems, contact me immediately
    - If anything is unclear, send an email or ask during our Zoom session

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## Due dates and times

**Weekly schedule** for COMM-060 will run from Monday through Sunday. You will see new assignments and weekly objectives posted Monday and discussed during our Zoom sessions. You will then have until Sunday to complete the work. The discussion boards will have initial posts by Friday 11:59 PM and responses completed by Sunday 11:59 PM. Anything submitted after 11:59 PM will be stamped late. Multiple late submissions will impact your team-effort and ultimately your participation grade.

**Abstracts, Video Projects, and Research preparation assignments** are due Tuesday before 11:59 PM. If you submit at 11:59 PM you will receive a “late” stamp from Canvas and you will receive a substantial penalty (usually a 0). Canvas is the official time keeper for our class, if Canvas records your assignment as late, you receive the 0 grade. This is an automatic process.

**Discussions** are split into two parts initial post and peer reply. Initial or first post must be posted in Canvas by 11:59 PM on Friday. Peer replies may be entered any time after your initial post. All discussion work must be completed by end of day Sunday (11:59 PM). You should plan on typing 200-300 words per week in our discussion boards. This will be considered “participation”.

**Assignments and quizzes** are due before 11:59 PM on Sunday. Pay close attention to the assignments and plan accordingly. Do not take a quiz until you have been instructed to do so. Failure to read the instructions in Canvas will yield a 0 on the quiz. Read each quiz questions carefully. Do not cheat. It is not worth the penalty (see plagiarism for full details).

**Speech/Oral performances**- 50% of this course is group-presentation based. You will have the option to select which date(s) and in what order you will perform. You will need to work with your team to confirm your performances date and position. If you miss your performance date you will be placed at the end of the performance list. There is a 30% penalty for any missed performance. If you have a medical or family emergency, contact me via email as soon as you know. Sending an email after your missed performance time will result in a 30% penalty. If you know of a conflict, select a date that doesn't overlap with our performances. The final performance cannot be rescheduled as we will not have time.

**Speech, Visual and Auditory Aids**- Also known as V.A.'s are any items used to assist in your speech performance. These items will be permitted and are dependent on the performances. See Canvas presentation assignments for specific speech supplemental details.

**General guidelines**- As a reminder, you do not have to wait until the last minute to submit an assignment, most assignments are open for several days and weeks. **DO NOT SUBMIT AT THE LAST MINUTE.** If there is a time difference in Canvas, please notify me immediately, sometimes dates move around, but the above is a detailed description of due dates. If you are unsure, then ask me. Never assume I meant to give you “extra” time!

**Missed/Late Assignments, Quizzes and Presentations:** Any assignment submitted late will automatically be assigned a 0 by Canvas. If an assignment is turned in late (within 24 hours), I will grade the assignment with a 30-35% late penalty. For example, an assignment that is worth 5 points will only receive a 3 (assuming no other errors). A 10-point assignment will receive no more than a 7/10. Be proactive, plan ahead, and **COMMUNICATE** problems you foresee. Yes, life happens, but never assume I know what's going on in your personal life. If you are consistently asking for extensions there is a good chance something else is going on. This course has an assignment due every week (some weeks have multiple assignments, see Canvas for a complete and detailed list of assignments and due dates).

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## Editorial Style, Citations, and Modifications

**Editorial style:** In this section we will use **APA format for all references and citations**. This will be discussed in class, along with expectations and resources. Failure to submit documents without the required references and format will yield a failing grade.

**Writing:** There will be a fair amount of writing involved. In order to develop a speech, an outline is required, followed by a typed draft of your speech. The outline varies by speech type, and we will discuss in class when and how to use. ***Prior to performing any speech, you are required to submit your typed outline and final draft of your speech.***



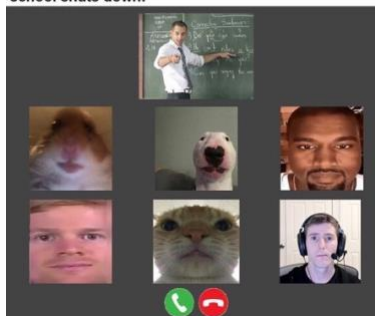
**APA format:** In this section we will use APA format. It is expected that all of your formal submissions include a title page, abstract, reference page and appendix (when images are used). References should be in hanging text, sentence case and follow the APA guidelines. There are a few sources for help, and these are located under the pages and module sections in Canvas. We are currently working in the 7<sup>th</sup> edition. Make sure you are using the correct edition. Some student samples are in the 6<sup>th</sup> edition. This is noted on the sample.

**Modified APA:** Some assignments use a modified version of APA. This is to save paper and help you meet the course requirements. There are a handful of assignments that are limited to one page, make sure you read the assignment guidelines carefully. All speech outlines are limited to one-page max. Other assignments that use modified APA include the library assignment and the California Propositions assignments. When in doubt, read the full description in Canvas. APA is a guide for publishing and since we are creating work for oral performances you will see more modifications throughout the semester.

**Citations:** In this section we will use APA format for all references and citations. This will be discussed in class, along with expectations and resources. Failure to submit documents without the required references and format will yield a failing grade. There is a detailed module in Canvas dedicated to APA citations. Please review this prior to asking questions. After reviewing this section in Canvas, bring questions to class and I will answer them.

**Research:** In order to build your credibility, your speeches must be researched utilizing academic articles along with credible news sources. **I do not accept Wikipedia** as a source for speeches. Together we will examine the components of different types of interpersonal communication, and review how to support your thoughts and arguments through research.

When you start your first online class after your school shuts down:



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**Earning points:** You receive points for most items you submit and class participation. It is imperative that you check-in with me when you are late or miss a class. Here are some ways to earn points:

**Rubrics:** There are two types of rubrics used in this course: Performance and non-performance rubrics. Performance rubrics are broken down into 15 to 20 areas of focus. These areas are customized for each performance and you are encouraged to review these PRIOR to performing. All performances focus on audience adaptation, memorization, structure, entertainment value, verbal and non-verbal delivery. In addition to these items, you are also graded on your ability to meet the speech performance times. All speech performances should be 5:15 – 5:45 in length.

Non-performance rubrics are customized for each assignment and are attached to the assignment within Canvas. These rubrics grade your submissions on structure, correct answer responses, and formatting. All typed work is reviewed for formatting, in many cases formatting is worth 40 – 50% of the assignment grade. All assignments have detailed instructions in Canvas and you are encouraged to read these instructions prior to submitting work.

**Submission details:** Generally, each assignment will have a detailed description of the expectations; follow these points to avoid point deductions. If something isn't clear in regards to submission details, here are some tips:

- All submitted assignments MUST be typed
- Modified APA or Full APA (extra credit for some assignments)
- Arial font, 12-point font only
- Proofread, grammar check
- Submitted only via Canvas only (any assignment sent via email receives a 0)
- Multiple submission for the same assignment will default to a 0 grade (this will not be reversed)

In this course you will have access to documents that are formatted for screen readers and provided in MS Word and PDF formats. All of our videos are captioned and available for you to watch and re-watch at your leisure. If you need any additional support, you may contact our Disability Services office or send me an email for more guidance.

**Feedback:** In general, you will receive feedback for assignments that are worth 10 points or less within 72 hours. Assignments worth 15 to 150 points may take up to 9 days to grade. If you haven't received a grade after two weeks, please send me an email. There will be a delay in grading after the midterm exam and presentation.

**Regular & effective contact:** I will begin and end each day by checking my email and Canvas DM. I will respond to any inquiries about the assignments, quizzes, or content. I will check my email at least once over the weekend. However, the weekend communication will not be a set time. I encourage you to reach out to me during the week (Mon-Fri). I want you all to learn and stay on track. We can, if needed, set up a phone call to chat about the course and its related materials. DM me via Canvas or you can call or text me (phone number is listed on page 1).

**Audience requirements-** You are required to perform your speeches in front of a live audience. Audiences should consist of three persons who are able to maintain concentration on your delivery for 6 to 7 minutes. See detailed instructions within Canvas. You are required to have your videos on during performances.

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## Course assignments and descriptions:

**THERE ARE FIVE MAIN ACTIVITIES IN THIS CLASS; FAILURE TO COMPLETE ANY OF THE FIVE “CORE” ACTIVITIES WILL RESULT IN A COURSE GRADE OF “F”.** See Canvas for a complete list of assignments and instructions.

**Welcome/elevator speeches-** are short speeches that are designed to introduce yourself to your peers in an efficient manner. You are expected to record your speech and clearly present yourself to your peers. At the end of this speech, we should know who you are, why you are taking this course and what you intend to focus on.

**Informative speeches\*-** are well researched speeches designed to educate an audience on a topic or subject with interesting information. These types of speeches should “teach rather than influence” the audience and are supported through evidence and organized in a logical manner. Topics may include information about issues, objects, people, places, concepts, etc.

**Persuasive speeches\*-** are well researched speeches designed to influence or change the perception an audience member may have about an issue or topic. Persuasive speaking is an art which encompasses understanding motivation, and designing appeals to persuade or influence the audience member. These types of speeches are commonly found in politics, sales, and advertising. We will discuss the different types of persuasive speeches and prepare topics based on your interest areas.

**Cultural Artifact Speech and Paper\*-** group project incorporating an intercultural item into a paper and presentation.

**Group presentation\*-** are designed to reinforce what you have read with your understanding of the content. You and your partner(s) will then present the information to the class using key terms, images, and anything else to help make your points. You will be required to perform at least one of these presentations with different partners.

**Crash paper\*-** are well-researched papers based on the concepts in the film *Crash*. We will view this film in class, discuss the characters and connect their behavior with the concepts and terms from the course text. This film focuses on self-perception, biases and racism. These are themes we see in the news and in many interpersonal relationships. Some of the language in this film is crude and vulgar, and this is very similar to what you may have been exposed to at some point in your life. You will be required to submit a paper that identifies text terms with the character behavior(s) from the film. See detailed description under the Crash Paper assignment in Canvas. More information on *Crash* <https://www.imdb.com/title/tt0375679/>



**Speech performances/misc. items:** Topics: there will be a few topics that we will avoid for your speech delivery; these will be reviewed on a case-by-case basis. Your text goes into detail over some of these topics. Generally, I encourage free speech, and your right to select your own topics. However, with that said, any topic that I find inappropriate for our section will not be permitted for delivery. Therefore, it is essential that all topics are submitted on time, and included in your outline(s). Topics that are off limits: **Abortion, Gun Control, Political Candidate endorsements** (for any election).

**Examinations-** You are required to take the exams during the allotted time, online. There are no makeups. Each week there may be 1-2 quizzes, that will be available only for that week. Please pay attention to these due dates, as it is the only assignment without a grace period. There are two exams, midterm and final.

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For your speeches, you are encouraged to be creative with supplemental items to support your message. With that said, you may not bring in live animals, any illegal item, items that are deemed illegal under California State law. Items that do not violate the college's code of conduct policies are acceptable. Please refer to the student code of conduct located on the [www.santarosa.edu](http://www.santarosa.edu) website.



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**Grading:** Your final grade will be determined by using the following percentage breakdown:

Letter Grade	Point Total	Percentage Total
A	630 – 700	90-100%
B	560 – 629	80-89%
C	490 – 559	70-79%
D	420 – 489	60-69%
F	> 419	0-59%

I do not round up, if you receive **629 points**, your final grade will be a B. I do not use +/- when reporting final grades. DO NOT EMAIL THE LAST WEEK OF CLASS ASKING FOR A HIGHER GRADE.

You are responsible for your own grades and tracking; I use Canvas to track your grades and progress. You have access to these same grades, and you should be monitoring weekly to ensure accuracy. Mistakes happen, and can be corrected. However, if you approach me within the last two classes of the semester for incorrect grades that occurred during the semester start, no changes will be made. Email me as soon as you notice a grade problem, I try to respond to grade concerns as they occur. Performance grades are final, if you receive a grade you do not like, review the feedback, and make adjustments for the next speech. The easiest way to prevent performance deductions is to practice your speech!

**Earning points:** You receive points for most items you submit and class participation. It is imperative that you check-in with me when you are late or miss a class. Here are some ways to earn points:

Activity	Value
Writing assignments (weekly discussions)	150 points
Informative	50 points
Persuasive Speech	100 points
Group Projects	150 points
Examines and Quizzes	Up to 100 points
Misc. activities	Up to 10 points per assignment
Participation	30 – 100 points

**Extra credit:** There will be several opportunities for extra credit in this course. Extra credit assignments may include attending Speech Night and writing a paper, participating in the on-campus speech tournament, or helping out with the on-campus speech tournament. Extra credit is not required, but encouraged.

Activity	Value
Dress (interview attire, law firm)	5 points per speech (20/semester)
Full APA (final draft only)	2 points per speech (max 4 points)
Misc. activities	Up to 5 points

**Final Grade Calculation:** Your final grade is a comprehensive summary of your semester performance. You will be able to track and predict your grade throughout the semester through Canvas under the grades tab. Throughout the semester there will be 700 points available for you to earn. These points are acquired through participation, quizzes, outlines and performances. Each point is worth the same value, grades are not weighted. More points are assigned to performances as this is a performance-based course.

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## Information for Students – Rights and Responsibilities

**Title IX, Sexual Misconduct, Harassment and Assault:** The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This nondiscrimination policy covers admission, access and treatment in District programs and activities including but not limited to academic admissions, financial aid, educational services and athletics and application for District employment.

The Sonoma County Junior College District is an equal opportunity employer: <https://titleix.santarosa.edu/>

**Emergency preparedness:** There are many things that may occur during a class or a semester. It is important to stay alert and be aware of your surroundings. If you see something, say something. We are all responsible for safety, and this may include fire, floods, natural disasters and anything outside of normal operations. Our section meets at night, find a buddy, never walk alone to your vehicle or around campus after hours. Know your emergency exits, phone numbers for emergency contacts and be prepared. Campus police may be reached at (707) 527-1000. For emergencies, please use 911, for more information please check out our campus police website <https://police.santarosa.edu/>

**Schedule:** The schedule is subject to change based on class needs. **Check Canvas** for the most up to date information. If you subscribe to notifications in Canvas, you will receive an email or text with any assignment updates.

### Key dates: (subject to change)

Event	Date	Note
Semester begins	January 19	
<b>Holiday</b>	February 12-15	Campus closed
Spring break	March 22-28	Campus closed
Flex day	March 26	No class
Last day to drop with a "W"	April 25	
Last day of instruction	May 21	Online (Zoom)
<b>Final exam</b>	<b>May 25</b>	<b>Online 10:00 am -12:45 pm</b>

**Full calendar located at** <https://admissions.santarosa.edu/academic-calendar>

### First Day Assignments:

- Course understanding complete prior to next class (submission)
- Introductory video posted in Canvas by end of the week (submission)
- Class life-line/contact for content (no submission)
- Group members for the first presentation (group project) (submission date discussed in class)
- News articles specific to group communication, communication, and professional communication
  - These will be discussed in class prior to lecture material

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