



Winter 2025 COMM 1 – Public Speaking CRN: 39331

Details & Contact Information

TYPE	INFORMATION
Instructor	Ruth Zylka, M.A.
Email	zylkaruth@fhda.edu
Virtual Student Hours	Tuesdays from 12pm-12:30pm or by appointment Zoom link: Ruth Zylka's Meeting Room
TBA Hour	Thursdays 1pm-2pm
Class Days, Time, Location	Online & Zoom Presentations (dates listed on course calendar)
Course Format	Asynchronous Instruction

Why Take Public Speaking?

Public speaking is an important skill that can be applied to your personal and professional life. In this course you will learn how to design well-organized, researched, effective extemporaneous speeches on topics of social significance. You will have the opportunity to practice these skills and build the necessary understanding of the elements of an effective speech through our class modules, discussion board posts, readings, assignments, and self-evaluations. This knowledge and experience will prepare you to present the required speeches throughout our course.

How to Engage with the Course

1. Read and review all Canvas modules in a timely manner. Our class is an Asynchronous course, so you will work at a self-paced schedule based on the assignment due dates along with presenting speeches via Zoom.
2. Engagement and participate in class discussions and activities. These are vital to your success and will ensure you get the most out of the course.
3. Read the textbook. You will have Canvas assignments on the content of our textbook. I will connect content from our textbook in our Canvas modules, so it is important you read and understand the required chapters on the course schedule.
4. Turn in all assignments through Canvas by 11:59pm on the due date (refer to course calendar at the end of the document). Your grade will suffer greatly if you turn in assignments late. For each day the assignment is late your grade will

automatically drop 5%. This means if you turn in an assignment worth 30 points two days late, 3 points will be automatically deducted before the assignment is graded. There will be no make ups for speeches.

5. Be willing to learn, grow and stretch yourself. Public Speaking is an important life skill, and our class will prepare you in many ways to become an effective public speaker.

Name and pronoun

If you'd like to be known by a name different from the name on the roll sheet or if you have a personal pronoun, please contact me, and I will make every effort to call you by the name and pronoun you use.

Course Information

Course Description

Theory and techniques of public speaking in a democratic society. An introduction to a variety of perspectives and approaches used to research, assess, organize, present, and evaluate public presentations. Students will develop and apply effective research strategies.

Student Learning Outcomes

- A successful student will be able to organize strategies for successful oral presentations.
- A successful student will be able to clearly evaluate oral presentations.

Course Objectives

- A. Investigate the process and nature of oral communication.
- B. Gain experience in the presentation and evaluation of public communication presentations.
- C. Organize and plan speeches for a variety of purposes, including narrative, informative, persuasive and special occasions.
- D. Utilize supportive materials, such as visual aids and documentation.
- E. Practice audience analysis with emphasis on cultural, gender and generational diversity.

Assessments, Assignments and Speeches

There are 5 Speeches along with written outlines, personal evaluations and peer evaluations (all listed in a chart below) that will help me assess your understanding of course content. I will also use weekly discussion board posts, Canvas module

assignments/quizzes and module content pages to ensure you are clearly understanding course readings and course content.

Required Textbook and Materials

1. *The Natural Speaker, 9th Edition* by Randy Fujishin
2. Recording Device: phone, computer, tablet or camera
3. Computer and access to the Canvas platform and Zoom

Modality and Participation Policy

Our course is an Asynchronous course, which means you will work through our Canvas modules at a self-paced schedule based on course due dates. Your participation in class is vital not only for you, but also for your classmates and instructor. I expect you to be an active participant in our course and thoughtfully/respectfully interact with your classmates. In an online course, participation = attendance, so make sure to regularly interact with our course.

Guidelines for Respect

I desire our class to be a safe, welcoming, and encouraging environment. This will require effort from all of us. Respect is always expected. We must also be willing to listen to one another, hear one another out and sometimes kindly agree to disagree. Our language needs to be uplifting and appropriate. Be willing to share honestly, but appropriately and only information you feel comfortable sharing.

Accommodation Needs

You must be enrolled in Foothill's Disability Resource Center (DRC) each quarter to be allowed academic accommodations. If you need help contacting DRC, please send me an email or talk with me during office hours and I will help you.

If You Fall Behind

Don't just give up! I understand that sometimes life happens and things beyond your control impact your ability to stay on track, so please contact me so we can develop a plan to help get you back on track.

Finding Grades and Reading Instructor Feedback

Finding grades and feedback from your instructor is important to your academic growth and overall success in our course. All grades will be posted on Canvas and feedback will be posted on your Canvas assignments. There are great resources on Canvas if you are unfamiliar with where to find this information that is included in our Orientation module.

Registration, Dropping and Withdrawal

It is your responsibility to make sure you are registered and or drop the course by the required deadlines. Ensure you know the final day to drop with a "W".

Course Assignments and Points

Assignments	Possible Points
Syllabus Quiz	10
All About Me Speech (1-2 minute introduction speech)	40
Informative Speech (3-5 minute speech)	65
Demonstration or Tribute Speech (5-6 minutes speech)	75
Persuasive Speech (6-8 minutes)	85
Outlines (3 outlines, 25 pts. each)	75
Personal Evaluations (4 total, 20 pts. each)	80
Final – Impromptu Self-Evaluation Speech	70
Discussion Board Posts (10 pts. x 10 modules)	100
Reading Quizzes (10 pts. x 10 quizzes)	100
Total	700

Academic Dishonesty

Student code of conduct will be upheld at all times in our course. Dishonesty such as plagiarism, cheating and knowingly furnishing false information will not be tolerated and will result in disciplinary action. This includes not properly citing sources or using proper references when writing an outline. It is my responsibility as an instructor of Foothill College to inform college authorities of any academic dishonesty. Incidences of academic dishonesty are something that will be on your record permanently for the rest of your college career, so turn in your own work and properly cite sources. By registering for this course, you have agreed you understand and will adhere to our student code of conduct.

Nondiscrimination Statement

Foothill College does not discriminate against any person in the provision of any program or service based on age, ancestry, color, gender, gender identity, marital status, medical condition, mental disability, national origin, physical disability, race, religious creed, sexual orientation or veteran status. (Statement retrieved from: <https://foothill.edu/handbook/academicpolicies.html#NondiscriminationPolicy>)

How the Class Works

Schedule

Below is a schedule of our course broken down week by week with coordinating content, reading schedule and assignments. If you follow this schedule, you should be able to stay right on track and not miss any important dates.

Assignments

Details for all assignments will be communicated and submitted via Canvas. No assignments will be accepted via email.

Grading

All grades and instructor comments will be posted on Canvas for student review. Assignments will be graded based on rubrics made available with the assignment instructions. Grading is based on how well a student follows given instruction and the expectations listed on a specific assignment rubric. As your instructor, I am committed to equitable and fair grading practices for every student. Please refer to the course assignments and points chart listed on page 4 for specific information regarding possible points for each assignment.

Your final grade will be based on the following point scale:

A = 700-665 (100%-94%)	C = 536-514 (77%-74%)
A- = 664-629 (94%-90%)	C- = 513-490 (74%-70%)
B+ = 628-606 (90%-87%)	D+ = 489-467 (70%-67%)
B = 605-583 (87%-84%)	D = 466-444 (67%-64%)
B- = 582-560 (84%-80%)	D- = 443-420 (64%-61%)
C+ = 559-537 (80%-77%)	F = 419 and fewer points (61% and below)

Tentative Course Calendar and Assignments

Weeks and Readings	Content	Assignments
Week 1: 1/6 – 1/10 Read Chapter 1	Syllabus & Introduction to Public Speaking - Models of Communication, Types of Speeches, Parts of a Speech	Get textbook, Review Syllabus, Review Canvas Syllabus Quiz Due 1/12
Week 2: 1/13 – 1/17 Read Chapter 2	Origins of Public Speaking – Rhetorical Appeals, Role of Public Speaker, Public Speaking Ethics, Listening, Feedback, Audience Analysis	All About Me Speeches 1/19
Week 3: 1/20 – 1/24 Read Chapter 4 & 5	Research – Library resources, Proper sources, Selecting Topics, Citing Sources (APA formatting)	Personal Evaluation Due 1/24

Week 4: 1/27 – 1/31 Read Chapter 3 & 8	Informative Speaking, Organizing a Speech & Outlining	
Week 5: 2/3 – 2/7 Read Chapter 6 & 7	Using Effective Language Types of Delivery Presentation Aids Speaking with Confidence Vocal Delivery, Note Cards	Informative Speech Topic Due 2/7
Week 6: 2/10 – 2/14	Demonstrative Speaking, Special Occasion Speaking, Narrative & Story Telling	
Week 7: 2/17 – 2/21	Informative Speeches	Present Informative Speeches – Zoom Dates: 2/19 at 7pm or 2/21 at 12pm
Week 8: 2/24 – 2/28 Read Chapter 9	Persuasive Speaking & Civic Engagement	Demonstration or Tribute Speech Topic Due 2/28 Personal Evaluations Due 2/28
Week 9: 3/3 – 3/7	Demonstration and Tribute Speeches	Present Demonstration or Tribute Speeches – Zoom Dates: 3/5 at 7pm or 3/7 at 12pm
Week 10: 3/10 – 3/14 Read Chapter 10	Persuasive Speaking Review & Speech Prep	Persuasive Speech Topic Due 3/14 Personal Evaluations Due 3/14
Week 11: 3/17 – 3/21	Persuasive Speeches	Present Persuasive Speeches 3/19 at 7pm or 3/21 at 12pm
Week 12: 3/24 – 3/28	Review Module and Final Reflection Speech	Final Self Reflection Speech Due 3/28

How Speeches will work in our class:

Get to Know You Speech and Final Reflection Speech: these two speeches will be recorded individually and submitted via Canvas. Specific requirements for each of these speeches will be posted on Canvas.

Informative, Tribute/Demonstration and Persuasive Speeches: for these three speeches you will join me on Zoom (same meeting link as my student hours) during the pre-set presentation dates listed below. You will have two date options to choose from to present each speech, but you are only required to attend one of the presentation dates.

Speech Meeting Dates on Zoom:

Informative Speech: Wed., February 19 at 7pm or Fri., February 21 at 12pm

Tribute/Demonstration Speech: Wed., March 5 at 7pm or Fri., March 7 at 12pm

Persuasive Speech: Wed., March 19 at 7pm or Fri., March 21 at 12pm