



## Spring 2024 COMM 1 – Public Speaking CRN: 46744

### Details & Contact Information

TYPE	INFORMATION
Instructor	Ruth Zylka, M.A.
Email	zylkaruth@fhda.edu
Virtual Student Hours	Mondays from 11:00am-11:30am or by appointment Zoom link: <a href="#">Ruth Zylka's Meeting Room</a>
TBA Instructor Hours	Mondays from 11:00am-12:00pm
Class Days, Time, Location	Asynchronous on Canvas and via Zoom on Specified Dates
Course Format	Online Instruction & Speech Presentations via Zoom

### 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 lectures, large/small group discussions, 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 attending speech presentations via Zoom at the days and times noted on the course calendar.
2. Engagement and participate in class discussions and assignments. 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 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 10%. This means if you turn in an assignment worth 30 points two days late, 6 points will be automatically deducted before the assignment is graded. There will be no make ups for the 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 effective oral communicators.

## **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**

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

### **Course Objectives**

- A. Examine historical and cultural traditions of oral communication in both domestic and global contexts and assess their impact on our views, beliefs, and practices relating to speaking in public.
- B. Evaluate how making the decision to respect diversity, speak ethically, and think critically influences communication outcomes.
- C. Select, locate, evaluate and use information technologies and information sources.

- D. Apply research, analyze, organize, compose, present, and evaluate informative and persuasive speeches.
- E. Develop confidence in delivering speeches extemporaneously in front of a live audience.
- F. Develop listening skills to foster respectful, reflective, and critical listening appropriate in public presentation.

### **Assessments, Assignments and Speeches**

There is a total of 5 Speeches along with written outlines, personal evaluations, peer evaluations that will help me assess your understanding of course content. I will also use weekly 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, 9<sup>th</sup> Edition* by Randy Fujishin
2. Recording Device: phone, computer, tablet or camera.
3. Computer and access to the Canvas platform.

### **Modality, Participation and Attendance Policy**

Our course is an asynchronous course with set speech presentation days via Zoom (all listed on the course calendar at the end of the document). In an online course your participation is your attendance, but I also expect you to attend our prescheduled Zoom meetings to present your speeches as there are no make-ups for these presentations.

### **Guidelines for Respect**

I desire our online course 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 De Anza's Disabilities Support Services (DSS) each quarter to be allowed academic accommodations. If you need help contacting DSS, 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)	35
Information Speech (3-5 minute speech)	60
Demonstration or Tribute Speech (5-6 minutes speech)	70
Persuasive Speech (6-8 minutes)	80
Peer Evaluation (3 speech discussion posts, 10 pts. each)	30
Outlines (3 outlines, 25 pts. each)	75
Personal Evaluations (1 per speech, x 4 speeches, 15 pts. each)	60
Final – Impromptu Self-Evaluation Speech	65
Weekly Module Exercises (10 pts x 10 modules)	100
Weekly Discussion Board Posts (10 pts. x 9 posts)	90
<b>Total</b>	<b>675</b>

### 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 De Anza 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**

De Anza College is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin or other similar factors for admission to the college, enrollment in classes, student services, financial aid and employment in accordance with the provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45CRF 86), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Americans With Disabilities Act as amended (ADAAA) in 2008. (Statement retrieved from: <https://www.deanza.edu/policies/antidiscrimination.html>)

## **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 via Canvas where the assignments will also be turned in and graded. Please check our class page for details about each assignment.

### **Grading**

All grades and instructor comments will be posted in 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: 4/8 - 4/12 Read Chapter 1	Syllabus & Introduction to Public Speaking - Models of Communication, Types of Speeches, Parts of a Speech Origins of Public Speaking – Rhetorical Appeals	Get textbook, Review Syllabus, Review Canvas Syllabus Quiz Due 4/12
Week 2: 4/15 – 4/19 Read Chapter 2 & 6	Role of Public Speaker, Public Speaking Ethics, Listening, Feedback, Audience Analysis	All About Me Speeches 4/19
Week 3: 4/22 – 4/26 Read Chapter 4 & 5	Research – Library resources, Proper sources, Selecting Topics, Citing Sources (APA formatting)	Personal Evaluation Due 4/28
Week 4: 4/29 – 5/3 Read Chapter 3 & 8	Informative Speaking, Organizing a Speech & Outlining	Informative Speech Topic Due 5/3
Week 5: 5/6 – 5/10 Read Chapter 7	Using Effective Language Types of Delivery Presentation Aids Speaking with Confidence Vocal Delivery, Note Cards	
Week 6: 5/13 – 5/17	Informative Speeches	<i>Present Informative Speeches 5/15 at 7pm or 5/17 at 12pm</i>
Week 7: 5/20 – 5/24 Read Chapter 10	Demonstrative Speaking, Special Occasion Speaking, Narrative & Story Telling	Demonstration or Tribute Speech Topic Due 5/22 Personal Evaluations Due 5/26
Week 8: 5/27 – 5/31	Demonstration and Tribute Speeches	<i>Present Demonstration or Tribute Speeches 5/30 at 7pm or 5/31 at 12pm</i>
Week 9: 6/3 – 6/7 Read Chapter 9	Persuasive Speaking & Civic Engagement	Persuasive Speech Topic Due 6/7

		Personal Evaluations Due 6/7
Week 10: 6/10 – 6/14	Persuasive Speeches	Prepare Persuasive Speeches
Week 11: 6/17 – 6/21	Persuasive Speeches	<i>Present Persuasive Speeches 6/20 at 7pm or 6/21 at 12pm</i>
Week 12: 6/24 – 6/28	Review Module and Final Reflection Speech	Final Self Reflection Speech Due 6/28

### 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 or Demonstration and Persuasive Speeches:** for these three speeches you will join me on Zoom (same meeting link as my student hours) during the preset presentation dates listed below. There will be two presentation dates for each speech, you only need to attend one meeting for each speech. Requirements for each speech will be posted on Canvas.

#### Speech Meeting Dates on Zoom:

Informative Speech: Wednesday, May 15 at 7pm or Friday, May 17 at 12pm

Tribute/Demonstration Speech: Thursday, May 30 at 7pm or Friday, May 31 at 12pm

Persuasive Speech: Thursday, June 20 at 7pm or Friday, June 21 at 12pm