



## Winter 2025 COMM 10 – Fundamentals of Oral Communication

CRN: 35243

### Details & Contact Information

TYPE	INFORMATION
Instructor	Ruth Zylka, M.A.
Email	<a href="mailto:zylkaruth@fhda.edu">zylkaruth@fhda.edu</a>
Virtual Student Hours	Tuesdays from 11:30am-12pm or by appointment Zoom link: <a href="#">Ruth Zylka's Meeting Room</a>
TBA Hour	Thursdays 12pm-1pm
Class Days, Time, Location	Online & Zoom Presentations (dates listed on course calendar)
Course Format	Asynchronous Instruction

### Why Take Fundamentals of Oral Communication?

Throughout the course we will examine what it means to be effective communicators. We will review principles of Interpersonal Communication, Small Group Communication and Public Speaking. These important skills can be applied to your personal and professional life. In this course you will learn how to become effective communicators within these three areas of communication studies. We will work to design well-organized, researched, effective extemporaneous speeches along with small group activities and interpersonal presentations. You will have the opportunity to practice these skills and build the necessary understanding of the elements of effective communication through our in-person lectures and class activities along with our Canvas modules, readings and assignments.

### 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. Communication effectiveness is an important life skill, and our class will prepare you in many ways to become an effective communicator.

## **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**

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**

- Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.
- Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback.
- Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
- Identify, locate, evaluate and use information technologies and information sources.

### **Course Objectives**

- A. Examine the principles of human communication in order to communicate effectively in interpersonal, group, and public speaking contexts.
- B. Apply principles of interpersonal communication in multiple contexts.

- C. Analyze the similarities and diversities among group members and develop skills to work together effectively.
- D. Organize, compose, present, and critically evaluate speeches appropriate in content and style to the audience and situation.
- E. Select, locate, evaluate and use information technologies and information sources.

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

There are 5 Presentations along with written outlines, personal evaluations, peer evaluations, and a Final Speech (all listed in a chart below) that will help me assess your understanding of course content. I will also use lectures, in-class activities, Canvas module assignments/quizzes and module content pages to ensure you are clearly understanding course readings and course content.

### **Required Textbook and Materials**

1. [Competent Communication – 2<sup>nd</sup> Edition](#) by William Turner, Lisa Coleman, & Thomas King (this is a free online downloadable textbook)
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 with required Zoom meetings on specific dates for presentations. This means that you will work through our Canvas modules at your own pace each week, following the required due dates and will join me on Zoom (dates will be listed below) to present three of your 5 presentations. Your participation in class is vital not only for you, but also for your classmates, teacher and the team you will be assigned to this quarter. Participation happens through your attendance on Zoom meetings, our discussion board posts and how you work with your team. I expect you to be an active participant in our course each week and your attendance is required at our Zoom meetings as there are no make ups for our presentations.

### **Guidelines for Respect**

I desire our class to be a safe, welcoming, and encouraging online 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”.

Being Dropped Due to Lack of Participation: If you do not submit any assignments within the first week of class, I will drop you from the class. Any student who stops submitting assignments and participating in our course may also be dropped throughout the semester after being contacted by the instructor.

### **Course Assignments and Points**

<b>Assignments</b>	<b>Possible Points</b>
Syllabus Quiz	10
All About Me Presentation (1-2 minute introduction speech)	35
Johari Window Presentations (3-4 minute speech)	65
Team Meeting and Minutes	50
Informative Speech (3-5 minute speech)	80
Team Mock Interview Presentation	70
Persuasive Speech (6-8 minute speech)	90
Outlines (2 outlines, 30 pts. each)	60
Personal Evaluations (2 total, 20 pts. each)	40
Weekly Module Quizzes (10 pts. x 10 quizzes)	100
Canvas Discussion Board Posts (10 pts. x 10 posts)	100
<b>Total</b>	<b>700</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 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.

## AI Policy

In this course, limited use of artificial intelligence (AI) is permitted for specific assignments or within set parameters and when it is allowed it will be noted in Canvas. Any student work submitted using AI tools should clearly indicate what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, please reach out to me for a conversation before submitting your work.

Using an AI-content generator such as ChatGPT to complete an assignment without proper attribution violates our course AI policy. By submitting assignments in this class, you pledge to affirm that they are your own work and attribute your use of any tools and sources. To ensure academic integrity, students must openly disclose any AI-generated material they utilize and provide proper attribution, including in-text citations, quotations, and references. To indicate the use of an AI tool, a student should include the following statement in their assignments: "The author(s) acknowledge the utilization of [Generative AI Tool Name], a language model developed by [Generative AI Tool Provider], in the preparation of this assignment. The [Generative AI Tool Name] was employed in the following manner(s) within this assignment [e.g., brainstorming, grammatical correction, citation, specific section of the assignment]." [How to cite generative AI output \(APA\)](#)

## 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	Intro to Principles of Communication: theories, models of communication, effective & ethical communication	Review Syllabus, Review Canvas  <b>Syllabus Quiz Due 1/12</b>
Week 2: 1/13 – 1/17 Read Chapter 5	Listening – what it is, why it matters & how it impacts communication Communication Styles & Communication Competence	<b>All About Me Presentation Due 1/19</b>
Week 3: 1/20 – 1/24 Read Chapters 3 & 4	Verbal & Non-Verbal Communication Relationship Building & Networking	<b>Personal Evaluation Due 1/24</b>

	Perception & Self-Concept Johari Window	
Week 4: 1/27 – 1/31 Read Chapters 2 & 6	Conflict Management & Resolution Barriers to Communication – intercultural communication & finding common ground	<b>Johari Window Presentations – Zoom Meeting Dates: 1/29 at 7pm or 1/31 at 12pm</b>
Week 5: 2/3 – 2/7	Informative Speaking Interview Skills	
Week 6: 2/10 – 2/14 Read Chapter 8	Team Building & Roles – small group process Meeting Management & Leadership	<b>Team Meeting and Minutes Due on Zoom with your Team Due 2/17</b>
Week 7: 2/17 – 2/21 Read Chapter 10	Research Audience Analysis APA Formatting Outlining Presentation Aids	
Week 8: 2/24 – 2/28	Informative Presentations	<b>Informative Speeches – Zoom Meeting Dates: 2/26 at 7pm or 2/28 at 12pm</b>
Week 9: 3/3 – 3/7 Read Chapter 7	Feedback & Decision Making Critical Thinking Persuasive Speaking Overview	<b>Personal Evaluation Due 3/7</b>
Week 10: 3/10 – 3/14	Interview Presentations	<b>Team Mock Interview Presentations on Zoom with your Team Due 3/17</b>
Week 11: 3/17 – 3/21 Read Chapter 9	Effective Persuasive Speaking Social Media Communication	
Week 12: 3/24 – 3/28	Class Final - Persuasive Presentation	<b>Persuasive Speeches – Zoom Meeting Dates: 3/26 at 7pm or 3/28 at 12pm</b>

**Assignments that Required a Zoom Meeting:**

- **Johari Window Presentations:** For this assignment we will meet as an entire class, you will have two date options to present, you are only required to attend one of the dates.  
Presentation Date Options: Wed., January 29 at 7pm or Fri., January 31 at 12pm
- **Team Meetings and Minutes:** For this assignment you will meet with your team on Zoom at a date and time your team agrees upon and record your meeting. You will submit the recording for grading.

- **Informative Speech:** For this assignment we will meet as an entire class, you will have two date options to present, you are only required to attend one of the dates.

Presentation Date Options: Wed., February 26 at 7pm or Fri., February 28 at 12pm

- **Team Mock Interviews:** For this assignment you will meet with your team on Zoom at a date and time your team agrees upon and record your meeting. You will submit the recording for grading.

- **Persuasive Speech:** For this assignment we will meet as an entire class, you will have two date options to present, you are only required to attend one of the dates.

Presentation Date Options: Wed., March 26 at 7pm or Fri., March 28 at 12pm