Basic Course Information

Semester:	**Winter 2016**	Instructor Name:	**Sabrina Worsham**
Course Title & #:	**SPCH 100: Oral Communication**	Email:	**sabrina.worsham@imperial.edu sabrinaworsham@gmail.com**
CRN #:	**15060**	Units:	3.0
Classroom:	**315**	Office #:	**316**
Class Dates:	**1/5/16-2/5/16**	Office Hours:	**By appointment**
Class Days:	**M, T, W, Th, Fr**	Office Phone #:	760-352-8320 X6369
Class Times:	12:30-2:40	Emergency Contact:	Mrs. Maria Sell 760-355-6337

Course Description

"Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches. (C-ID COMM 110) (CSU,UC)," IVC

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

Use the three-part deductive pattern of organization and apply the extemporaneous style of delivery when presenting the required informative speech of 4-6 minutes. (ILO1, ILO2, ILO3, ILO4, ILO5)

Deliver an organized informative speech to class audience members. The speech must adhere to specific time restrictions and requirements, as assigned by the instructor. (ILO1,ILO2,ILO3,ILO4,ILO5)

Prepare and present a visual aid that illustrates a specific point. (ILO1,ILO3,ILO4)

Use statistics, quotations, definitions and detailed illustrations as supporting materials. (ILO1, ILO2, ILO3, ILO4, ILO5)

Identify the components of the nonverbal delivery process which includes: eye contact, rate/pause, appearance. (ILO1, ILO2, ILO3, ILO4, ILO5)

Course Objectives

1. Define, explain and apply the principles of oral communication

2. Incorporate and demonstrate ethical practices in all phases of speech preparation

3. Acquire, organize, interpret and utilize research materials

4. Analyze and adapt a speech topic to a variety of diverse audiences

5. Develop a clear, cohesive thesis and create a concise speech outline

6. Compose, organize and present to a live audience relevant speeches to introduce, inform and persuade

7. Demonstrate the characteristics of effective delivery

8. Support speech context through utilizing effective visual aids

9. Analyze and evaluate live or recorded speeches

10. Demonstrate active listening skills

11. Recognize the elements of and demonstrate effective techniques for reducing communication apprehension

Textbooks & Other Resources or Links

http://www.publicspeakingproject.org/psvirtualtext.html

Course Requirements and Instructional Methods

Assignment Breakdown:

Speeches (all formal speeches are extemporaneous speeches):

Introduction: a quick 1.5-2.5 minute introduction to the class and the basic speech structure

Info-phobia: a 2.5-4.5 minute speech about a phobia. Informative in nature, introduces research

Demonstration: a 3.5-5.5 minute speech that uses visual aids to help explain a process

Informative: a 4.5-6.5 minute speech that uses credible research to inform an audience

Persuasion: a 4.5-6.5 minute speech that uses credible research to persuade an audience

In-Class Activities: Participation in a variety of in-class activities that are designed to work on speech skills and understanding.

Homework Assignments (Speech Outlines): Typed outlines, works cited sheets (MLA format)

Reader's Notes: 1-2 FULL (one side) page(s) of HAND-WRITTEN notes per chapter. Identify key terms in your OWN words. DUE at the beginning of class. LATE reader's notes will NOT be accepted.

Exams: These exams cover the text and material used in lecture. The exams may include multiple choice, true/false, fill-in-the-blank, short answer, essay, and/or application questions.

Final Presentation: done in pairs: Details to follow

"Assignments: It is your responsibility to complete all assignments in a timely matter and submit them via the appropriate channels (in person or electronically, depending on the assignment). In general, **NO LATE WORK** will be accepted, **even with documentation**. All work must be typed, unless otherwise specified," SW.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives Evaluation of Student Progress:

Assignment Breakdown:

Speeches

(25) Introduction

(50) Info-phobia

(100) Demonstration

(125) Informative

(150) Persuasion

Activities/Homework

ICA (12 @ 10 points each = 120 points possible) In-Class Activities:

OUT (5 @ 10 points each = 50 points possible) Homework Assignments (Speech Outlines):

RN (17 @ 10 points each = 170) Reading Notes:

Ex (2 @ 80 points each = 160) Exams:

FP (1 @ 50 points each = 50 points possible) Final Presentation

There are 1000 points

possible in this class:

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 599 >

Attendance

- "A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences," IVC "Documentation MUST be provided and arrangements made ahead of time. An excused absence does NOT excuse the work done and activities missed," SW
- "This is a skills based class and EVERY class is crucial. In class activities and assignments CANNOT be made up. On-time attendance is necessary for the successful completion of the class. If you must miss class for a verifiable emergency, it is advisable secure documentation.*

REMINDER: scheduled doctor's appointments, scheduled dentist appointments, school appointments, job interviews, work meetings/etc...are NOT urgent situations. You know your school schedule. Plan accordingly.

Classroom Etiquette

"Timeliness: Arrive in enough time to be settled, signed in, and ready to go when class begins. Being late is rude, disruptive, and anxiety-inducing for many. Additionally, missing class hurts you and your peers. Be here, be ready, let's learn and create a positive community. DO NOT ARRIVE LATE!

Language: In an effort to create and maintain a critical, comfortable and equitable environment for everyone, any language that is racist, sexist, homophobic, or that discriminates against any person or

group will be discussed in the classroom. Any such language in any speech, assignment, or classroom discussion may result in a failing grade for that speech or assignment and the occurrence will be documented in case any further disciplinary actions are warranted," SW

Recording lectures/Social Media: DO NOT record my lectures and/or take my picture for use on the internet. DO NOT use social media during my classes.

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms.   Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- **Library Services.** There is more to our library than just books. You have access to tutors in the Study Skills Center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC Mental Health Counseling Services at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC General Catalog.

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC Library Department provides numerous Information Literacy Tutorials to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Tentative, subject to change without prior notice

Tues	5-Jan	**ICA1**		**10**
Wed	6-Jan	**OUT 1**		**10**
Wed	6-Jan	**RN 1**		**10**
Wed	6-Jan	**RN 2**		**10**
Thurs	7-Jan	**SP 1**		**25**
Thurs	7-Jan	**ICA2**		**10**
Fri	8-Jan	**RN 3**		**10**

Fri	8-Jan	**RN 4**		**10**
Fri	8-Jan	**RN 8**		**10**
Fri	8-Jan	**OUT 2**		**10**
Mon	11-Jan	**ICA3**		**10**
Tues	12-Jan	**SP 2**		**50**
Tues	12-Jan	**RN 5**		**10**
Tues	12-Jan	**RN 7**		**10**
Tues	12-Jan	**RN 13**		**10**
Wed	13-Jan	**ICA 4**		**10**
Thurs	14-Jan	**EX 1**		**80**
Fri	15-Jan	**ICA5**		**10**
Fri	15-Jan	**RN 10**		**10**
Fri	15-Jan	**RN 6**		**10**
Fri	15-Jan	**RN 9**		**10**
Tues	19-Jan	**OUT 3**		**10**
Wed	20-Jan	**ICA6**		**10**
Wed	20-Jan	**RN 11**		**10**
Wed	20-Jan	**RN 12**		**10**
Wed	20-Jan	**RN 17**		**10**
Thurs	21-Jan	**SP 3-SP**		**75**
Thurs	21-Jan	**SP 3-VA**		**25**
Fri	22-Jan	**ICA7**		**10**
Fri	22-Jan	**RN 14**		**10**
Fri	22-Jan	**RN 15**		**10**
Fri	22-Jan	**RN 16**		**10**
Fri	22-Jan	**ICA8**		**10**
Mon	25-Jan	**OUT 4**		**10**
Mon	25-Jan	**EX 2**		**80**
Tues	26-Jan	**ICA9**		**10**
Wed	27-Jan	**ICA 10**		**10**
Thurs	28-Jan	**SP 4**		**125**
Fri	29-Jan	**SP 4 CONT…**		
Mon	1-Feb	**ICA11**		**10**
Mon	1-Feb	**Out 5**		**10**
Tues	2-Feb	**ICA12**		**10**
Wed	3-Feb	**SP 5**		**150**
Thurs	4-Feb	**SP 5 CONT… & Partners**		
Fri	5-Feb	**FP**		**50**