

## Basic Course Information

Semester:	SPRING 2017	Instructor Name:	Rumaldo Marquez
Course Title & #:	COMM. 100 (Oral Comm.)	Email:	Rumaldo.marquez@imperial.edu
CRN #:	21082	Webpage (optional):	
Classroom:	1600 room: 1602	Office #:	306
Class Dates:	FEB 13 2017–JUN 9 2017	Office Hours:	M-W 11:30–12:30, T-TH 1:00–2:00
Class Days:	TR	Office Phone #:	760-355-6331
Class Times:	2:00–3:25	Emergency Contact:	Lency Lucas 760-355-6337
Units:	3		

## Course Description

*This course is an introduction to the fundamental principles and techniques of public address. Students will frequently prepare and present talks of informative or persuasive intent. Emphasis will be placed on the collection, analysis, and organization of material appropriate to typical public address situations, as well as on the linguistic, vocal, and physical skills needed for effective delivery.*

*Communication 100 offers an opportunity for training in the fundamental processes involved in oral communication. The specific purpose of this course is to improve the process of communication. This is achieved through the application of concepts such as: research, organization, and outlining/constructing, supporting materials, the preparing and delivery of speeches. Attention is given to the concepts of ethics and credibility and how these concepts relate to the communication process.*

*(CSU, UC)*

## Student Learning Outcomes

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

- 1. 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)*

2. 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)
3. Prepare and present a visual aid that illustrates a specific point. (ILO1, ILO3, ILO4)
4. Use statistics, quotations, definitions and detailed illustrations as supporting materials. (ILO1, ILO2, ILO3, ILO4, ILO5)
5. Identify the components of the nonverbal delivery process, which includes: eye contact, rate/pause, and appearance. (ILO1, ILO2, ILO3, ILO4, ILO5)

## Course Objectives

### **When you complete the course, you will:**

- Have a basic understanding of the history of oral communication.*
- Know how to select and research a topic.*
- Know how to organize a speech.*
- Understand the principles of ethics in speaking and listening.*
- Sharpen your critical thinking skills.*
- Improve your presentational skills.*
- The application and importance of supporting materials in a speech.*
- Understand and describe how the process of persuasion works.*
- Recognize and avoid using fallacies.*
- Understand and appreciate the importance of audience analysis and adaptation.*
- Develop appropriate visual aids for presentations.*
- Gain greater vocabulary*
- Construct a speech using the deductive pattern of organization.*
- Prepare and deliver an effective oral presentation.*
- Know yourself and your intelligences*
- Understand and be aware of the process of communication*
- An understanding the United States Constitution and its impact on society*
- Advocate for yourself and others*

***Become a more competent, confident public speaker!***

## Textbooks & Other Resources or Links

**College Dictionary Merriam Webster/Thesaurus**

**U.S. Constitution-Bill of Rights**

**A Journal/Diary and a Notebook to be used exclusively for this class. This can include**

reflections, essays, etc.

The access to several newswires such as CNN, MSNBC, FOX, etc.

## Course Requirements and Instructional Methods

**Please note: Professional attire is required for your speeches! You will dress up as if you were going to a job interview!**

*Read assigned materials.*

*Use journal/diary for your notes; turn in essays, reflections, etc.*

*Participate in class discussions and exercises.*

*Develop a Skeleton speech.*

*Present an Introductory speech.*

*Develop one Informative speech.*

*Develop one Persuasive speech.*

*Present a Visual Aid as a speech.*

*Present a Toast*

*Discuss and present Storytelling.*

*Work in groups*

*Do research on topics selected for presentations.*

*Demonstrate ethical behavior in the classroom.*

*Take daily/weekly exams.*

***I will judge your work and we will discuss your speeches in class. I will not negatively compare you to someone else. I will judge you on your own work. My emphasis is on the positive and to be growth-oriented.***

*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 Procedures

Grading is determined on the following criteria:

**Discussion/Participation/In-class/homework typed assignments/Journals/Essays/**

**30%**

**Speeches/Storytelling 40%**

**Exams/Final 30%**

**(Not taking the Final exam can cause you to fail the class!)**

The points you EARN determine grades. The total points possible will be determined as the semester concludes. Usually, the amount ranges between 200-250 points, depending on the size of the class. All grades will reflect level of scholarship, initiative, attitude, cooperation and individual improvement demonstrated throughout the course. Your homework assignments are to be typed and doubled spaced.

The following percentages illustrate the breakdown.

**100-91% =A Superior**

**90-81% =B Above average**

**80-71% =C Average**

**70-65% =D Below Average**

**64% or > = F**

## 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.*

*Attendance is crucial because class activities and speeches involve participation with your classmates. Missed class is treated as an absence. Students have a right to a positive learning experience and therefore students that are disruptive will be asked to leave. If you plan on dropping the class do so before the due date. If you miss class it is the responsibility of the student to get caught up. **You must be on time. If you are late you will not be permitted to take a test/quiz if given. Coming in late could also deduct points from your participation. Absolutely, no one walks in when a person is giving a speech or I***

**am lecturing!**

**Five points could be deducted from your speech!**

*More than two absences and you are dropped from class and/or your final grade could be downgraded! If you have a serious situation that requires an additional absence then the instructor must approve it. The approval will be judged case by case and will be at the instructor's discretion.*

*The class will be interactive, but keep in mind that we can only focus on one speaker at a time, so when you are not speaking, please be courteous and respectful. Do not conduct side conversations that disrupt the class or work on other issues than those involving this class. This will be noted and will have a negative impact on your participation grade. You may be asked to leave!*

**• Note: It is imperative that you attend each class and be fully prepared when you come to class. Do not leave early. Make your appointments around your class. Not your class around your appointments.**

**IT IS YOUR RESPONSIBILITY TO DROP THIS COURSE!**

### **Class Work**

*Students are expected to work effectively in diverse groups and groups to achieve tasks. They must collaborate and function well in team settings as both leaders and followers. They should respect human diversity and behave in a committed, tolerant, respectful, and professional manner toward colleagues and peers. Skills developed through learning team collaboration include: communication (both written and oral), critical thinking, interpersonal skills, active listening, organization/time management, and conflict resolution. There will be homework assignments.*

**All homework assignments are to be typed, doubled spaced and with font twelve. Some assignment will require research. Do not use Wikipedia as your source!**

### **Participation**

**Students will come to class prepared to engage the topic and respond to class discussion questions.**

Students will respect the instructor and other student's opinions. Participation is not simply agreeing or disagreeing with a premise. It is explaining, defining, and sharing experiences, clarifying terms or perspectives. Don't just tell us you agree but explain your reasoning or experiences. Don't feel intimidated by your fellow students. Everyone has something of significance to share! Your experiences and perception are an integral part of who you are.

## Classroom Etiquette

Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor. Please turn off all cell phones during class time, and do not answer or place calls or text messages during class. Cell phones can be confiscated and turned in to administration.

- 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. No gum\_chewing while presenting a speech.
- 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.

## Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

## 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.*

- *Anyone who disrupts the learning process in the classroom will be asked to leave. Examples of disruptive behavior include, but not limited to, the following: talking while the instructor or another person is addressing the class. Talking while students are making presentations. Inappropriate non-verbal behavior e.g., leaving the classroom before the class is finished, etc.*

- *Cell phones, iPods, computers and other electronic or battery operated devices are to be turned off before entering class—unless approved ahead of time by instructor.*

## **• Classroom Etiquette**

- *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 is prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.*

- *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.*

*Leaving class early or arriving late can count as a partial absence. You could be dropped from the class if you miss more than two classes. Missing a speech assignment can count as a double absence.*

- *Scheduled tests will usually be given at the beginning of each class—tests will not be given to students who arrive late for class.*

## Make-up tests are rare and depend upon the instructor's discretion!

### **Discipline Policy**

*“Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Students shall assume an obligation to conduct themselves in a manner compatible with the college’s function as an educational institution. An instructor **MAY REMOVE** a student for the day of removal and the next class meeting. Such action must be immediately reported to the **Dean of Student Development and Campus Events**. During the period of removal the student **MAY NOT** return without the consent of the instructor.*

## 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 provides 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

*The instructor will provide a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course.*

LAST DAY TO ADD COURSE FEB 25th  
LAST DAY TO WITHDRAW WITH A W MAY 12<sup>TH</sup>

**IT IS YOUR RESPONSIBILITY TO DROP THIS COURSE!**

Weeks 1-3

*Intro to course/ History/ Ethics/ Delivery/ Storytelling/ Intro Speech  
Weeks 4-6*

*Organization/ Power of Words, Support/ Perception/ Speeches  
Weeks 7-10*

*Fallacies/ Speeches/ Intelligence  
Weeks 11-13*

*Visual Aids/ Persuasion/ Speeches  
Weeks 14-16*

*Final Speeches/ Toast/ Final Exam*

***\*\*\*Tentative, subject to change without prior notice\*\*\****

***I, the Instructor/ Professor reserve the right to change the above schedule, as necessary. It is YOUR responsibility to know about, understand and adapt to any changes that may be made to this schedule.***

***WELCOME TO COMM. 100  
BE PREPARED TO CHANGE YOUR LIFE!***