Basic Course Information

Semester:	**Summer Session**	Instructor Name:	**Rumaldo Marquez**
Course Title & #:	**COMM.100**	Email:	**Rumaldo.marquez@imperial.edu**
CRN #:	**30165**	Webpage (optional):	**N/A**
Classroom:	**Virtual/Online**	Office #:	**N/A**
Class Dates:	**June 22-July 30**	Office Hours:	**N/A**
Class Days:	**MTWTH**	Office Phone #:	**N/A**
Class Times:	Due dates of assignments will announced	Emergency Contact:	
Units:	3		

Course Description

This online 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)

Asynchronous online classes assume that there are either no scheduled virtual "meetings".

For asynchronous classes, students should be able to complete all coursework without committing to doing so on specific days/times.

Course Prerequisite(s) and/or Corequisite(s)

Recommended Preparation: ENGL 009 or ENGL 099 or higher Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches. (Formerly SPCH 100) (C-ID COMM 110) (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

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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)

Textbooks & Other Resources or Links

References: College Dictionary Merriam Webster/Thesaurus U.S. Constitution-Bill of Rights Required: A Journal/Diary and a Notebook to be used exclusively for this class. This will include writing reflections, essays, opinions, etc. The access to several newswires such as CNN, MSNBC, FOX, for analysis of contemporary society. Reading material will be assigned online (OER).
Notecards!

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/office wear! 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.
Do research on topics selected for presentations. Demonstrate ethical behavior in the classroom. Take daily/weekly exams.
 NO chewing gum when giving your speech!
! 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.
Although, this is an online class, students will come to class prepared to engage the topic and respond to class discussion questions or assignments. 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.

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/homework typed assignments/Journals/Essays/ 30% Speeches/ 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.

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!

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 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, only students enrolled in the class may attend; children are not allowed.

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.

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.

- CANVAS LMS. Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: Canvas Student Login. The Canvas Student Guides Site provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- 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 counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

Veteran's Center

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

 To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

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

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1-2 June 21 – July3	Syllabus & Introduction Lecture, intro to communication, listening, storytelling, Delivery	TBA
Week 3-4 July 6-16	ethics, speech with supporting materials, Main speech, perception, Main Speech, Lecture, Fallacies, one Item speech, visual aids	TBA
Week 5-6 July 20-30	Persuasion, Final, Persuasive speech, power of words	TBA

IMPORTANT DATES & DEADLINES:

Wednesday, June 24:   Late registration for full-term classes ends.

Sunday, June 28:   **Last day to verify your Census Roster online.**

Monday, June 29:   Census

Wednesday, July 1:   Last day for **Virtual Late Add Forms*** to be accepted.

Tuesday, July 21   Deadline to drop full-term classes.

Wait Lists and Add Authorization Codes

Beginning on the first day each class meets, students must obtain an add authorization code from the instructor in

order to register. Open seats should first be offered to students in the order their names appear on the Wait List.

Thirty codes will be assigned to each class but will not be active until the 1st day of class. Each code may only be

used once for that specific CRN. If you require additional codes, please e-mail me and I will assist. Please

have students register immediately. If they encounter problems, please direct them to A&R, so we can assist them.

Add authorization codes for full-term classes will not work past midnight, Wednesday, June24th.

Opening-Day

Faculty, please print a roster just before the first class meeting. Faculty should drop no-shows on their Opening Day Roster via WebSTAR (instructions are on other attachment). Deadlines for drop rosters are 6/23/20 for Opening Day and 6/29/20 for Census (Mandatory). Any drops after those dates may be done with the "W Roster" option (available 7/6 – 7/21).

Short term classes

Short term classes will need to print the opening day roster, highlight any no-shows, sign and date it. Upon completion please turn the roster into the A&R office for processing. **The deadlines to add and drop are listed in the top section of every roster whether a full-term or short-term class.** Please assist students in knowing what those dates are. Each short-term course has its own set of deadlines to register, drop and be eligible for a refund, etc. as calculated in accordance with state regulations.

Admissions and Records Office Hours and Staff Info

Monday - Thursday   8:00 a.m. to 5:00 p.m.

Officer   David Poor   david.poor@imperial.edu

A & R Technician   Isabel Contreras   isabel.contreras@imperial.edu

A & R Technician	Edgar Lara	edgar.lara@imperial.edu
A & R Technician	Cynthia Moran	cynthia.moran@imperial.edu
Evaluator	Jose Alarcon	jose.alarcon@imperial.edu
Evaluator	Cesar Supnet	cesar.supnet@imperial.edu
Evaluator	Claudia Aguilar	claudia.aguilar@imperial.edu
Staff Support Technician	Daniel Sandoval	daniel.sandoval@imperial.edu
Director	Vikki Carr	vikki.carr@imperial.edu

Please contact us with any questions and have a Great Summer!

*Virtual Late Add Form information will be sent out upon the completion of Late Registration

It is YOUR responsibility to know about, understand and adapt to any changes that may be made to this syllabus.
That includes dropping this course.

WELLCOME TO COMM. 100 BE PREPARED TO TRANSFORM YOUR LIFE!

Tentative, subject to change without prior notice