



## COURSE SYLLABUS – Fall 2021 (8/16/21-12/12/21)

<b>Course:</b>	COMM 100 Oral Communication	<b>Professor:</b>	Carmen G. Munoz
<b>CRN:</b>	10516	<b>Email:</b>	<a href="mailto:carmen.galvan@imperial.edu">carmen.galvan@imperial.edu</a>
<b>Class Time:</b>	Tuesday 2:40pm-5:50pm (on zoom)	<b>Office Hours:</b>	Email me. I will get to you back as soon as I can.
<b>Units:</b>	3.00	<b>Classroom:</b>	Asynchronous Online

### Course Description

Training in the fundamental process involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches.

### Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. prepare and present a visual aid that illustrates a specific point;
2. use statistics, quotations, definitions and detailed illustrations as supporting materials;
3. identify the components of the nonverbal delivery process, which include eye contact, rate/pause, appearance.

### Textbook & Other Resources or Links

You will be using “Connect” which already provides your textbook.

### Course Requirements and Instructional Method

Course requirements are the following: Lecture, discussion, group work, speeches, critiques of speeches, quizzes, homework

If you need to borrow a laptop, MiFi device, or other electronic device, please submit your request

here: <https://imperial.edu/students/student-equity-and-achievement/>

If you would like to access the Wi-Fi at the IVC campus, you can park in parking lots "I" & "J." Students must log into the IVC student Wi-Fi by using their IVC email and password. The parking lots will be open Mon-Fri 8:00 a.m. - 7:00 p.m.

### Guidelines for using parking Wi-Fi:

- Park in every other space (leaving empty space between vehicles).
- You must have a face mask available.
- For best reception, park near buildings.
- Only park in marked student spaces.
- Only owners of a valid disabled placard may use disabled parking spaces.
- Only members of the same household may be in the same vehicle.
- Occupants **must** remain in vehicles.
- Restrooms and other on-campus services not available.

- College campus safety will monitor the parking lot.
- Student code of conduct and all other parking guidelines are in effect.
- Please do not leave any trash behind.
- No parking permit is required.

If you have any questions about using parking Wi-Fi, please call Student Affairs at 760-355-6455.

## Objectives and Grading

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)

<u>Speeches</u>	50%
<u>Public speaking exercises, group presentations, quizzes, homework, participation</u>	40%
<u>Attendance (get on zoom on time)</u>	10%

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59%-0%

## Attendance (very important in this course)

Any students who do not attend the first meeting will automatically be dropped from the class by the instructor. Should readmission be desired, the student's status will be the same as that of any other student who is in the waiting list. . It is the student's responsibility to drop or officially withdraw from the course if they will not attend. See General Catalog for details.

Regular attendance in all classes is expected of all students. The instructor will take attendance within the first 5-8 min. during the zoom meeting. A student with continuous, unexcused absences that exceed the number of hours the class is scheduled to meet per week 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.

Students who are registered for online classes must still attend class regularly. Acceptable indications of attendance in online classes are:

- student submission of an academic assignment;
- student submission of an exam;
- student participation in an instructor-led Zoom conference;
- documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules;
- a posting by the student, showing the student's participation in an assignment created by the instructor; • a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters;
- an email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

## **Zoom Classroom Etiquette and Online Netiquette**

Netiquette is a term used to describe 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 in discussions and emails; (2) include a subject line in emails; (3) avoid sarcasm; (4) respect others' opinions and privacy; (5) acknowledge and return messages promptly; (6) do not spam others or sell services to classmates; (8) be concise; (9) use appropriate language; (10) use appropriate intensifiers to help convey meaning [e.g., do not use ALL CAPS].

Attending a synchronous class via Zoom involves etiquette as well. Follow the tips below for best results: 1) Keep your written, verbal, and non-verbal communications respectful and focused on the learning topics of the class.

- 2) Find a quiet location and silence your phone during the class.
- 3) Eat at different time.
  - a. Crunching food or chugging drinks is distracting for others.
  - b. Synchronous Zoom times are set in advance so reserve meals for outside class meetings.
- 4) Adjust your lighting so that others can see you.
  - a. It is hard to see you in dim lighting so find a location with light.
  - b. If your back is to a bright window, you will be backlit, which is hard on the eyes and turns you into a silhouette. Position your camera so that your face and eyes are showing. Allowing others to see your face allows you to express yourself nonverbally, which is vital in public speaking and debate.
- 5) Attending Zoom class in your pajamas or without a shirt on is not acceptable. Wearing appropriate clothing when on camera communicates your respect for others in the class.
- 6) Use your mute button when something loud or distracting happens in your location. For example, if your child or roommate enters the room, mute yourself before you communicate with them.
- 7) Remember to unmute yourself when you speak.
  - a. Follow your instructor's directions about using the "raise hand" icon or chat function to be recognized and to speak, and make sure you have unmuted your device.
  - b. Do not speak when someone else is speaking.
- 8) Remain focused and pay attention.
  - a. Remember that others can see your actions. Demonstrate your engagement in the class by looking at the camera and answering questions when asked.
  - b. Avoid doing other tasks (e.g., answering emails, texting, etc.) during the class.
- 9) Stop your video if you need to move or do something that might be distracting. Emergencies do happen, so if you need to leave the room or let your dog outside, stop your video.
- 10) Students who disrupt or interfere with a Zoom class may be dropped from that Zoom meeting 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.

## **Academic Honesty**

Academic honesty requires that all students and instructors respect the integrity of one another's work and

recognize the importance 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 the writings/ideas of others as if they are your own ideas/writing. If you are quoting someone, you must place their words inside quotation marks and cite 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, 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.

When taking course online, be sure to:

- Keep your passwords confidential so that no one else can log into your account and use your work to cheat.
- Complete your own coursework. When you register for an online class and log into Canvas, you do so with the understanding that you will produce your own work, take your own exams without the assistance of others (unless directed by the instructor to work with others).

Examples of academic dishonesty, which can occur in an **online environment**:

- copying from others on a quiz, test, examination, or assignment;
- allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- having someone else take an exam or quiz for you;
- conferring with others during a test or quiz (unless the instructor explicitly assigns a group project; taking any work of another, even with permission, and presenting the work as your own);
- buying a research paper online (or by any means) and presenting it as your own;
- sharing information that gives other students an advantage on an exam or debate (e.g., telling a peer what to expect on a make-up exam or sharing a test or debate topic with a student from another section);
- intentionally or unintentionally presenting any work - whether it be oral, written or artistic - as your ownwork.

## Additional Student Services

To access services while IVC is online:

- 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 as is the Canvas support hotline: 877-893-9853.

- [Learning Services](#). In order to accommodate students and maximize student success during the COVID-19 pandemic, all tutoring support is being provided through one Zoom link ([IVC online Tutoring](#)). When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus reopens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups.
- [Career Services Center](#). The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.

- [Child Development Center](#). The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: <https://forms.imperial.edu/view.php?id=150958>

## Disabled Student Programs and Services

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. When campus is open, the DSP&S office is 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, but you must make an appointment. 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 (or when campus reopens, visit 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 for appointments (or when campus reopens, visit Room 1536) for 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 in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, 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, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing 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 about the EOPS or CARE Programs, please contact our program office at 760.335-6407 and/or visit our program website [www.imperial.edu/students/eops](http://www.imperial.edu/students/eops) for eligibility criteria and application procedures.

## Student Equity Program

The Student Equity & Achievement 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. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses VIC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need. SEA strives 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 enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or when campus reopens, visit Building 401. **If you cannot afford food, books, or need other help**, we have many resources that are available to you. Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>

## 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.

## Tentative Schedule/Calendar

**\*\*\*Subject to change without prior notice\*\*\***

Week	Activity and/or Topic
1	Introduction to course ☺
2	Speaking and Listening: Chap. 1 and 2
3	Speaking and Listening: Chap. 3 and 4
4	Speech Preparation: Getting Started Chap. 5 and 6
5	Speech Preparation: Getting Started Chap 7 and 8
6	Speech Preparation: Organizing and Outlining Chap. 9 and 10
7	Speech Preparation: Organizing and Outlining Chap. 11
8	Presenting the Speech 12,13,14
9	Varieties of public speaking Chap. 15-Speaking to Inform
10	Speaking to Inform Presentations
11	Varieties of public speaking Chap. 16 – 17 on Persuasion
12	Speaking to Persuade Presentations
13	Presentations
14	Chap. 19 Presenting your Speech Online
15	Presentations
16	Final