Basic Course Information

Semester:	**Spring 2022**	Instructor Name:	**Patrick Kjellander**
Course Title & #:	**COMM 100 Oral Communication**	Email:	**patrick.kjellander@imperial.edu**
CRN #:	**20520**	Webpage (optional):	
Classroom:	**1602**	Office #:	**2789 + Zoom**
Class Dates:	**2/14 – 6/10**	Office Hours:	**Mon/Wed 1-3 PM**
Class Days:	**Mon/Wed**	Office Phone #:	**760-355-6507**
Class Times:	**9:40 – 11:05**	Emergency Contact:	
Units:	**3**	Class Format:	Face-to-face

Zoom link for Online Office Hours (If you can't visit my office): https://cccconfer.zoom.us/j/4710979225

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)

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

N/A

Student Learning Outcomes

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

- 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)

Textbooks & Other Resources or Links

Optional Textbook (You do not have to get this – it is suggested for those who wish to dive deeper into the class material).

The Art of Public Speaking (12th Edition) by Stephen E. Lucas

ISBN-13: 978-0073523910

ISBN-10: 0073523917

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- Define, explain and apply the principles of oral communication
- Incorporate and demonstrate ethical practices in all phases of speech preparation
- Acquire, organize, interpret and utilize research materials
- Analyze and adapt a speech topic to a variety of diverse audiences
- Develop a clear, cohesive thesis and create a concise speech outline
- Compose, organize and present to a live audience relevant speeches to introduce, inform and persuade
- Demonstrate the characteristics of effective delivery
- Support speech context through utilizing effective visual aids
- Analyze and evaluate live or recorded speeches
- Demonstrate active listening skills
- Recognize the elements of and demonstrate effective techniques for reducing communication apprehension

Course Requirements and Instructional Methods

This class will have a variety of lectures, quizzes, discussions, tests, speeches, and assignments. For a complete list and point values, see the latest information on Canvas.

Course Grading Based on Course Objectives

Final Grades: Your final grade in class will be determined based on how many points you have earned on all the assignments combined. Please verify and keep track of your grade throughout the semester on Canvas. Your grade is computed using a percentage. This percentage is calculated by dividing the number of points you've earned (to a given point in the semester) by the total number of points possible (to a given point in the semester). The grade breakdown is as follows:

A=90% - 100%   B=80% - 89%   C=70% - 79%   D=60% - 69%   F=below 60%

Course Policies

Attendance/Drop Policy: It is the student's responsibility to drop all classes in which they are no longer attending – I may not get around to dropping you. I will withdraw a student after the add/drop deadline due to excessive absences. In an online class, I count completion of quizzes, assignments, and discussion forums submitted on time as "attending" the class. Students who remain enrolled in a class beyond the published withdrawal deadline, will receive an evaluative letter grade in this class (A, B, C, D, F).

Late Work Policy: Any assignment submitted after the due date published on Canvas will be considered late. Should you submit an assignment late, your final grade on the assignment will be penalized by 10%. After that, late work will be penalized at an additional 10% per day. Late work will only be accepted up to 5 days from the day it is due for a maximum 50% deduction. **Only medical emergencies are acceptable exceptions to this rule.**

IVC Student Resources		
Location	**Description**	**Cost**
Mel Wendrick Access Center for Disability Support Programs and Services (DSPS Building)	The DSPS office assists with counseling, registering for classes, tutoring, interpretation, and many other services.	FREE!
IVC Kitchen, Building 600	The IVC Kitchen provides emergency food, groceries, and CalFresh screenings to those in need.	FREE!
IVC Student Housing	Click this link to fill out the screening form if you are facing housing insecurities.	FREE!
IVC Career Services Center	The Career Center helps with finding and applying to jobs, interview prep, networking, and many other services.	FREE!
IVC Foundation Office, Building 10	IVC offers several scholarships for those in financial need.	FREE!
Microsoft Website	Microsoft offers Office 365 (Word, Excel, PowerPoint) for free to those with a valid student email address. Apply by clicking this link.	FREE!

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit http://www.imperial.edu/studentresources or click the heart icon in Canvas.

Schedules may change. For the most updated due dates, please always refer to Canvas.

Modules	In-Class Topics	Assignments and Activities
Module 0+1		
	Course Introduction/Ice Breaker	
	The Communication Process	**Quiz (On Canvas)**
Module 2		
	Nonverbal Communication	**Activity 1**
	Language	**Activity 2 + Quiz (On Canvas)**
Module 3		
	Speech Anxiety	
	Speech Delivery	**Activity 3 + Quiz (On Canvas)**
Module 4		
	Speech Organization, Speech of Introduction Details, Lineup	**Watch Speeches (On Canvas)**
	Great Delivery Cont.	**Activity 4 + Quiz (On Canvas)**
Module 5		
	Speech of Introduction	**Speech of Introduction Outline Due (On Canvas - Optional)**
	Speech of Introduction	

Modules	In-Class Topics	Assignments and Activities
Module 6		
	Listening	**Activity 5 + Quiz (On Canvas)**
	Supporting Your Ideas + APA	**Quiz (On Canvas)**
Module 7		
	Informative Speech and Outline Details + Lineup	
	Outline Workshop	**Activity 6**
Module 8		
	Informative Speeches	**Informative Speech Outline Due (On Canvas)**
	Informative Speeches	
Module 9		
	Audience Analysis	**Activity 7**
	Intercultural Communication	**Activity 8 + Quiz (On Canvas)**
Module 10		
	Ethics	**Quiz (On Canvas)**
	Methods of Persuasion	**Midterm (On Canvas)**
Module 11		
	Persuasive Speech Details + Lineup	**Activity 8**

Modules	In-Class Topics	Assignments and Activities
	Visual Aids	
Break		
	Spring Break	
	Spring Break	
Module 12		
	Persuasive Speeches	
	Persuasive Speeches	

Modules	In-Class Topics	Assignments and Activities
Module 13		
	Persuasive Speeches	
	Persuasive Speeches	**Visual Aids Assignment Due (On Canvas)**
Module 14		
	Special Occasion Speech Details	
	Vocal Variety	**Activity 9**
Module 15		
	Special Occasion Speech Workshop/Discussion	**Activity 10**
	Final Exam Review	
Module 16		

	Special Occasion Speeches	
	Special Occasion Speeches	Final Exam (On Canvas)

Subject to change without prior notice