



### Basic Course Information

Semester:	<b>Fall 2022</b>	Instructor Name:	<b>Sabrina Worsham</b>
Course Title & #:	<b>COMM 100</b>	Email:	<b>sabrinaworsham@gmail.com</b>
CRN #:	<b>10512</b>		<b>sabrina.worsham@imperial.edu</b>
Classroom:	<b>412</b>	Office #:	<b>406</b>
Class Dates:	<b>Aug 15-Dec 9</b>	Office Hours:	Mon 225-255 (Online) Tues 200-240 (Online) Wed 600-630 (Online) Thur 410-630
Class Days:	<b>Tues</b>	Office Phone #:	<b>760 355 6369</b>
Class Times:	2:40 PM-5:50 PM	Emergency Contact:	<b>760 355 6337</b>
Units:	3	Class Format:	In person

### 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

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

N/A

### Student Learning Outcomes

Upon completion of this course, you will be 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

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



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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

PDF on Canvas under “Files” of [publicspeakingproject.org](http://publicspeakingproject.org) (link will not work)

### Course Requirements and Instructional Methods

I want to help you on your speech process and you must reach out! Use Gmail, Facebook/messenger, and/or Canvas to get in touch with me with questions. If you need to talk to me, we can set up a Zoom or a Facebook video chat.

**Speeches:** You will perform live and record and upload a variety of speeches that will increase in difficulty as the semester progresses. Speeches need to adhere to the requirements on Canvas under announcements, as well as follow in class instruction.

**In/Out of Class Activities:** These are the interactions in class and will include games, speech feedback, and outlining activities. These games and activities cannot be made up.

**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.

**Homework:** 4 typed outlines and MLA Works Cited, when appropriate, that are due at the BEGINNING of class on the day assigned.

**“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,” IVC



## Course Grading Based on Course Objectives

Point/Assignment Breakdown:

(450 total points possible) Speeches (all formal speeches are extemporaneous speeches):

(25) Introduction: a quick 1-2 minute introduction to the class and the basic speech structure

(50) Info-phobia: a 2-4 minute speech about a phobia. Informative in nature, introduces research

(100) Demonstration: a 3-5 minute speech that uses visual aids to help explain a process

(125) Informative: a 4-6 minute speech that uses credible research to inform an audience

(150) Persuasion: a 5-7 minute speech that uses credible research to persuade an audience

(Varied, 300 points possible total) In Class Activities: Participation in a variety of in-class activities that are designed to work on speech skills and understanding.

(4 @ 20 points each = 80 points possible) Homework Assignments (Speech Outlines):

Typed outlines, works cited sheets, and notecards.

(2 @ 65 points each = 130) 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.

(1 @ 40 points each = 40 points possible) Final Presentation: done in pairs: Details to follow

Total Possible: 1000

A = 900-1000, B = 800-899, C = 700-799, D = 600-699, F = 599<

## Course Policies

**“Assignments:** It is your responsibility to complete all assignments in a timely matter and submit them at the beginning of class. All assignments are to be typed unless otherwise specified. In general, NO late work will be accepted, even with documentation,” SW.

**“Timeliness:** Be here with 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.

**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 that are not being used for class purposes should 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.
- Disruptive Students: Students who disrupt or interfere with a class maybe addressed/dismissed 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: Children are not allowed in the classroom per state law. Please contact me asap if there is an emergency. If your children are in the room, you risk me talking in front of them. I will be addressing conversations that you will likely have to address later...and I may swear. You have been warned.

### Other Course Information

***“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, please secure documentation. AGAIN, please remember that in-class activities and speeches cannot be made up. Do not miss my class.***

***REMINDER: scheduled doctor's appointments, scheduled dentist appointments, school appointments, job interviews, work meetings/etc... are NOT urgent situations. You know your school schedule. Please plan accordingly. Be “in” class and be prepared.***

#### 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. “Documentation MUST be provided and arrangements made ahead of time. An excused absence does NOT excuse the work done and activities missed,” SW*

#### Academic Honesty

*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.*

*Examples of Academic Dishonesty that can occur:*

- 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 (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);*
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;*
- Excessive revising or editing by others that substantially alters your final work;*
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);*
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.*

## **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.

## **Disabled Student Programs and Services (DSPS)**



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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 in Building NEW, 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 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 visit Room 1536, for more information.

### **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 IVC'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 visit room 401

### **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 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. We look forward to serving you! - EOPS/CARE Staff

## Anticipated Class Schedule/Calendar

		Pts	Score	Topic/Assignment
	16-Aug			Intro to Class
CH 1 & 2		25		In Class Activity # 1: Welcomes and Introductions
	23-Aug	25		Speech 1: Introduction Speech
Ch 3 & 4				Lecture: Structure, Feedback, and Research Claim Info Ph
Ch 5 & 7	30-Aug	25		In Class Activity # 2: Fun Weekend
Ch 13 & 8	6-Sep	25		In Class Activity # 3: Nonverbal Comm
		25		In Class Activity # 4: Tutorials Gone Wild
	13-Sep	25		In Class Activity # 5: Sources and credibility
		25		In Class Activity # 6: Corona got me like...
		20		Homework: Outline and Works Cited due for Speech 2
	20-Sep	50		Speech 2: Info Phobia
				Lecture: Visual Aids, demo speeches, and using the room
		25		In Class Activity # 7: Body part impromptu
Ch 15	27-Sep			Lecture: Informative Structure
		20		Homework: Demo Outline and VA plan due
	4-Oct	100		Speech # 3: Demo Speech
	11-Oct	65		Exam 1 (Chapter 1, 2, 3, 5, 7, 8, and 13 plus lectures)
				Claim: Informative Topic
Ch 6 & 9	18-Oct	20		Homework: Outline and Works Cited due for Info Speech
	25-Oct	25		In Class Activity # 8: Persuasion and pop culture
Ch 10 & 12	1-Nov	25		In Class Activity # 9: Power of words and privilege
		125		Speech # 4: Informative Speech Claim: Per Topic
Ch 14	8-Nov	20		Homework: Per outline and works cited due FINAL DRAFT
		25		In Class Activity # 10: Eulogies
	15-Nov	65		Exam 2 Chapter 6, 9, 10, 12, 14, 15, and lectures
		25		In Class Activity # 11: Tell me a story
	29-Nov	150		Speech # 5: Persuasion Speeches
	6-Dec	25		In Class Activity # 12: Job interviews
		40		Final speech with partners: FUN speeches
		1000		



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

## Tentative Study Guides: Subject to Change

### Exam One Study Guide

Chapter One: Benefits of Public Speaking

Personal, Professional, Public

Models of Communication

Linear, Transactional

Elements of the Communication Process

Encoding and Decoding, Communicator

Message, Channel, Noise

Worldview & Context

Types of Speeches

Speaking Competencies

Useful Topic

Engaging Introduction

Clear Organization

Well-Supported Ideas

Closure in Conclusion

Clear and Vivid Language

Suitable Vocal Expression

Corresponding Nonverbals

Adapted to the Audience

Adept Use of Visual Aids

Convincing Persuasion

Chapter Two

Rhetoric

Cicero's desire for audience analysis

Cicero's criteria to get an audience to act

Aristotle: Ethos, Pathos, Logos

Power and Persuasion

Chapter Three

Ethics, Ethical Standards, Honesty

Avoiding Plagiarism

Citing Sources Responsibly

Setting responsible speech goals

Develop ethical listening skills

Provide ethical feedback

Chapter Four

Three areas of our lives that are benefited when we value listening? Academic, Professional, Personal

What are the three attributes of an active listener?

Attention, Attitude, Adjustment

What are the three barriers to effective listening?

Anticipating, Judging, Acting Emotionally

What is Nonverbal communication?

What are nonverbal adaptors?

What are the strategies the text lays out to improve effective listening?

Keep an open mind, Identify distractions, Come prepared, TAKE NOTES!

Chapter 5

Approaches to Audience Analysis:

Direct Observation,

Inference, Sampling

Categories of Audience Analysis

Situational Analysis, Demographic Analysis

Psychological Analysis, Multicultural Analysis

Interest and Knowledge Analysis

Chapter 7

Personal and Professional Knowledge, Personal Testimony, Interviews, Library Resources, Books

Periodicals, Full Text Databases, Internet Resources

Search Engines, Defining Search Terms

Websites, Government Documents

Evaluating Information

Citing Sources and Avoiding Plagiarism

Style Sheets

Plagiarism

Chapter Eight

Main points, sub points, and ideas

Organizing Informative Speeches

Topical, Spatial, Chronological

Source Citation (When, why, and how)

Paraphrasing verses quoting

Source Criteria: Recency, Variety, Publication, Bias, Connect to the Subject

Chapter Thirteen

Effective Visual Aids

Types of Visual Aids

Personal Appearance, Objects and Props, Demonstration, Posters and Flip Charts

Audio and Video, Handouts, Slideware

Design Principles & Slide Layout

Backgrounds and Effects

Colors, Fonts, Text, Images, Graphs and Charts

Sabrina Adds:

10 steps to the speech making process

1. Purpose

2. Audience Analysis

3. Topic Selection

4. Brainstorm

5. Narrow to an outline

6. Research to the outline

7. Finalize outline and Works Cited

8. Notecards

9. PRACTICE

10. Deliver & celebrate!

Sabrina's Structure (thus far):

AGD: Attention Getting Device

Link:

THESIS:

PREVIEW:

1 A B

2 A B

3 A B

REVIEW and TIE to AGD

Modes of Public Speaking:

Memorized, Manuscript, Impromptu, Extemporaneous

\*Dog Banter

**Exam 2 Study Guide: Chapter 6**

Critical Thinking Defined, Traits, and Skills

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Value of Critical Thinking	Preview and Structure the Speech
Defining arguments	Attention-Getting Strategies
Inductive and deductive reasoning	Tell a Story
Understanding Fallacies	Refer to the Occasion
Formal Fallacies	Refer to Recent or Historical Events
Bad Reasoning Fallacy	Refer to Previous Speeches
Masked Man Fallacy	Refer to Personal Interest
Fallacy of Quantitative Logic	Use Startling Statistics
Informal Fallacies	Use an Analogy
Accident Fallacy	Use a Quotation
Ad Hominem	*Ask a Question
Fallacy of Ambiguity	Use Humor
Fallacies of Appeal	Preparing the Introduction
Begging the Question	Construct the Introduction Last
Black and White Fallacy	Make it Relevant
Fallacy of Composition	Be Succinct
Fallacy of Division	Write it Out Word for Word
Non causa, pro causa fallacy	Functions of Conclusions
Red Herring Fallacy	Prepare the Audience for the end of the speech
Slippery Slope Fallacy	Present Any Final Appeals
Weak Analogy Fallacy	Summarize and Close
*Framing	End with a Clincher
Chapter 9	Appeals and Challenges
Functions of Introductions	Composing the Conclusion
Gain Attention and Interest	Prepare the Conclusion
Gain Goodwill	Do Not Include any New Information
Clearly State the Purpose	Follow the Structure

\*CONCRETE AND SPECIFIC

Chapter 10

The Power of Language

Communication vs. Language

Language Creates Social Reality

The Differences Language Choices Can Make

Constructing Clear and Vivid Messages

Use Simple Language

Use Concrete and Precise Language

Using Stylized Language

Metaphors and Similes

Alliteration

Antithesis

Parallel Structure and Language

Personalized Language

The Importance of Ethical and Accurate Language

Language and Ethics

Sexist and Heterosexist Language

Avoiding Language Pitfalls

Profanity

Exaggeration

Powerless Language

Incorrect Grammar

Other Language Choices to Consider

Clichés

Language that is Central to Pop Culture 11

Classifying Communication Apprehension (CA)

Trait anxiety vs. State anxiety

Scrutiny Fear

Frames of Reference

Habitual Frame of Reference

Personal Frame of Reference

Cognitive Restructuring (CR)

Sources of Apprehension

Impact of Apprehension

Learning Confidence

Techniques for Building Confidence

Prepare Well, Visualize Success, Avoid Gimmicks

Breathe and Release, Minimize What You Memorize

Practice Out Loud, Customize Your Practice

Chapter 12

Methods of Delivery: Manuscript Style, Memorized Style, Impromptu Style, Extemporaneous Style

Vocal Aspects of Delivery

Articulation vs Pronunciation

Accent, Dialect and Regionalisms

Vocal Quality

Pitch and Inflection

Rate of Speaking

Pauses Versus Vocalized Pauses

Vocal Projection

Nonverbal Aspects of Delivery: Personal Appearance

Movement and Gestures, Facial Expressions, Eye Contact

Mastering the Location

The Room: The Podium: The Equipment	Speech Organization
Using a Microphone: Water Rules	Linear Pattern vs. Holistic Pattern
Preparation, Practice and Delivery	Appropriate Verbal Expression
Preparing Notes	Denotative and Connotative Meaning
Rehearsing the Speech	Communication Style
Managing Stress	Effective Nonverbal Expression
Delivering the Speech	Kinesics
Chapter 14	Paralanguage
Reasons to Adopt a Global Perspective	Physical Appearance
The Economic Imperative	Chapter 15
The Technological Imperative	Functions of Informative Speeches
The Demographic Imperative	Provide Knowledge
The Peace Imperative	Shape Perceptions
Sensitivity and Respect	Articulate Alternatives
Stereotypes, Prejudices, Ethnocentrism	Allow us to Survive and Evolve
Understanding a Diverse Audience	Role of Speaker
High and Low Context Cultures	Informative Speakers are Objective*
Power Distance	Informative Speakers are Credible
Uncertainty Avoidance	Informative Speakers Make the Topic Relevant
Individualism vs. Collectivism	Informative Speakers are Knowledgeable
Masculinity vs. Femininity	Types of Informative Speeches: Definitional, Descriptive, Explanatory, Demonstration
Time Orientation	Developing Informative Speeches
Selecting Supporting Materials	Generate and Maintain Interest
Stories	Create Coherence
Facts and Statistics	Make Speech Memorable
Testimony	