

Basic Course Information

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| Semester: | Spring 2023 | Instructor Name: | Patrick Kjellander |
| Course Title & #: | COMM 100 Oral Communication | Email: | patrick.kjellander@imperial.edu |
| CRN #: | 20517, 20518, 20799, 21030, 21031, 21062 | Webpage (optional): | |
| Classroom: | N/A | Office #: | Zoom |
| Class Dates: | 2/13/23 – 6/9/23 | Office Hours: | Mon/Wed 1-3 PM |
| Class Days: | N/A | Office Phone #: | |
| Class Times: | N/A | Emergency Contact: | |
| Units: | 3 | Class Format: | Online Asynchronous |

Zoom link for Office Hours: <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 is a public speaking course. Therefore, completing the assigned speeches are **MANDATORY**. There is a total of 3 speeches (Introductory Speech, Informative Speech, and Persuasive Speech) that must be completed to pass the class.

This class will also have a variety of lectures, quizzes, discussions, tests, and outline 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. **However, if you do not complete the assigned mandatory speeches, you will not pass the class, regardless if you scored above a certain percentage.**

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 emergencies are acceptable exceptions to this rule.**



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| 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 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.

Anticipated Class Schedule/Calendar

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

| Module | Class Topics/Discussions | Assignments |
|------------|---|--|
| Module 0+1 | Course Introduction/Expectations Syllabus & Ice-Breakers | Ice-Breaker Discussion Syllabus Quiz |
| Module 2 | The Communication Process + Nonverbal Communication | Quiz |
| Module 3 | Language + Speech Anxiety | Discussion Quiz |
| Module 4 | Delivering a Great Speech + Speech Organization | Quiz |
| Module 5 | Speech of Introduction (Mandatory) | Submit Outline + Recording Provide Peer Feedback |
| Module 6 | Listening | Quiz |
| Module 7 | Supporting Your Ideas | Quiz |
| Module 8 | Informative Speech (Mandatory) | Submit Outline Test + Recording Provide Peer Feedback |
| Module 9 | Audience Analysis + Culture | Discussion Quiz |



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| Module 10 | Midterm | Midterm |
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| Module 11 | Ethics | Quiz |
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| Module 12 | Methods of Persuasion + Visual Aids | Discussion |
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| Module 13 | Persuasive Speech (Mandatory) | Submit Visual Aids Assignment + Recording Provide Peer Feedback |
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| Module 14 | Final Exam | Final Exam |

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