



IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	Fall 2023	Instructor Name:	Patrick Kjellander
Course Title & #:	COMM 100 Oral Communication	Email:	patrick.kjellander@imperial.edu
CRN #:	10503	Webpage:	
Classroom:	302	Office #:	2796
Class Dates:	8/14/23 – 12/09/23	Office Hours:	Tue/Thu 8-9:30 AM + 1-1:30 PM
Class Days:	Tue/Thu	Office Phone #:	(760) 355 - 6507
Class Times:	11:20 AM – 12:45 PM	Emergency Contact:	
Units:	3	Class Format/Modality:	Face-to-face, IVC campus

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:

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 includes: eye contact, rate/pause, appearance.

Optional Textbook

The Art of Public Speaking (12th Edition) by Stephen E. Lucas
ISBN-13: 978-0073523910
ISBN-10: 0073523917

Course Requirements and Instructional Methods

This is a public speaking course. Therefore, completing the assigned speeches are **MANDATORY**. There is a total of 4 speeches (Introductory Speech, Informative Speech, Persuasive Speech, and Special Occasion Speech) that must be completed to pass the class.

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

Updated 6/2023



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Course Objectives

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

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
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

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%

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

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

Week	Class Topics	Assignments
Aug 15	Communication Process	Ice-Breaker Activity
Aug 17	Nonverbal Communication	Speech Activity 1
Aug 22	Language	Speech Activity 2
Aug 24	Speech Anxiety	Speech Activity 3
Aug 29	Speech Delivery	Speech Activity 4
Aug 31	Speech Organization + Outline Workshop	Speech Activity 5
Sept 5	Speech of Introduction (Mandatory)	Outline
Sept 7	Speech of Introduction (Mandatory)	
Sept 12	Listening	Speech Activity 6
Sept 14	Supporting Your Ideas	Speech Activity 7
Sept 19	Audience Analysis	Speech Activity 8
Sept 21	Culture	Speech Activity 9
Sept 26	APA	Speech Activity 10
Sept 28	Visual Aids	
Oct 3	Ethics	Speech Activity 11
Oct 5	Workshop	
Oct 10	Informative Speech (Mandatory)	Outline Test
Oct 12	Informative Speech (Mandatory)	
Oct 17	Informative Speech (Mandatory)	
Oct 19	Informative Speech (Mandatory)	
Oct 24	Methods of Persuasion	Speech Activity 12
Oct 26	Workshop	
Oct 31	Persuasive Speech (Mandatory)	
Nov 2	Persuasive Speech (Mandatory)	
Nov 7	Persuasive Speech (Mandatory)	
Nov 9	Persuasive Speech (Mandatory)	
Nov 14	Persuasive Speech (Mandatory)	



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Nov 16	Midterm Exam (Take Home – no class)	Midterm Exam (Take Home – no class)
Nov 21	Thanksgiving Break – No class	
Nov 23	Thanksgiving Break – No class	
Nov 28	Speaking on Special Occasions	Speech Activity 13
Nov 30	Special Occasion Speeches (Mandatory)	
Dec 5	Special Occasion Speeches (Mandatory)	
Dec 7	Final Exam (Take Home – no class)	Final Exam (Take Home – no class)

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