



## Basic Course Information

Semester:	<b>FALL 2023</b>	Instructor Name:	<b>Karin Deol Eugenio</b>
Course Title & #:	<b>Oral Communication/ COMM 100</b>	Email:	<b>Karin.deol@imperial.edu karindeol@gmail.com</b>
CRN #:	<b>10667</b>	Webpage (optional):	<b>N/A</b>
Classroom:	<b>N/A</b>	Office #:	<b>N/A</b>
Class Dates:	<b>8/14/23-12/09/23</b>	Office Hours:	<b>MON/ WED 6-8 pm</b>
Class Days:	<b>MON/ WED</b>	Office Phone #:	<b>N/A</b>
Class Times:	<b>11:20-12:45</b>	Emergency Contact:	<b>Martha Bandivas 760-562- 5591</b>
Units:	<b>3</b>	Class Format:	<b>Online Real Time</b>

### ZOOM LINK:

<https://imperial-edu.zoom.us/j/81273366417>

## Course Description

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

## 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. (ILO1,ILO3,ILO4)
2. Use statistics, quotations, definitions and detailed illustrations as supporting materials. (ILO1, ILO2, ILO3, ILO4, ILO5)
3. Identify the components of the nonverbal delivery process which includes: eye contact, rate/pause, appearance. (ILO1, ILO2, ILO3, ILO4, ILO5)

## Course Objectives

## MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

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

## Textbooks & Other Resources or Links

“Exploring Public Speaking, 4<sup>th</sup> Ed..”

<https://oer.galileo.usg.edu/cgi/viewcontent.cgi?article=1000&context=communication-textbooks>Links to an external site.

## Course Requirements and Instructional Methods

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 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 Monday through Friday from 8:00 a.m. to 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 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.

### Course Grading Based on Course Objectives

Speeches	70%
Quizzes/ Assignments	30%
<b>TOTAL:</b>	<b>100%</b>

Superior = A Above average = B Average = C Poor=D Unacceptable = F

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

### Course Policies

A student who fails to attend the first meeting of a 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. Absences attributed to the representation of the college at officially approved vents( 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. Merely logging onto Canvas is not an adequate means of demonstrating academic attendance.

## ZOOM online etiquette and Online Netiquette

Netiquette is 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].
- (2) **Course Objectives and Grading Attendance Zoom Classroom Etiquette and Online Netiquette** 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. 5) 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. 6) 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. 7) 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. 8) 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, but make sure you have unmuted your device. b. Do not speak when someone else is speaking. 9) 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. 10) 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. 11) 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.

(3) Disciplinary procedures will be followed as outlined in the General Catalog.

## Academic honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important 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 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](#) (Links to an external site.) 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.

## IVC Student Resources

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](#) (Links to an external site.).

### **Information Literacy**

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) (Links to an external site.) provides numerous [Information Literacy Tutorials](#) (Links to an external site.) to assist students in this endeavor.

### **Wait Lists and Add Authorization Codes**

Beginning on the first day each class meets, students must obtain an add authorization code from the instructor in order to register. Open seats should first be offered to students in the order their names appear on the Wait List. Thirty codes will be assigned to each class but will not be active until the 1st day of class. Each code may only be used once for that specific CRN. If you require additional codes, please e-mail me and I will assist. Please have students register immediately. If they encounter problems, please direct them to A&R, so we can assist them. Add authorization codes for full-term classes will not work past midnight, Wednesday, June 24th.

### **Admissions and Records Office Hours and Staff Info**

Monday -Thursday 8:00 a.m. to 5:00 p.m.

Officer David [Poordavid.poor@imperial.edu](mailto:Poordavid.poor@imperial.edu)

A& R Technician Isabel Contreras [isabel.contreras@imperial.edu](mailto:isabel.contreras@imperial.edu)

Technician Edgar Lara [edgar.lara@imperial.edu](mailto:edgar.lara@imperial.edu)

A & R Technician Cynthia Mora [cynthia.moran@imperial.edu](mailto:cynthia.moran@imperial.edu)

Evaluator Jose Alarcon [jose.alarcon@imperial.edu](mailto:jose.alarcon@imperial.edu)

Evaluator Cesar Supnet [cesar.supnet@imperial.edu](mailto:cesar.supnet@imperial.edu)

Evaluator Claudia Aguilar [claudia.aguilar@imperial.edu](mailto:claudia.aguilar@imperial.edu)

### **Staff Support**

Technician Daniel Sandoval [daniel.sandoval@imperial.edu](mailto:daniel.sandoval@imperial.edu)

Director Vikki Carr [VikkiCarrvikki.carr@imperial.edu](mailto:VikkiCarrvikki.carr@imperial.edu)



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Please contact us with any questions and have a Great Summer!\*Virtual Late Add Form information will be sent out upon the completion of Late Registration. It is YOUR responsibility to know about, understand and adapt to any changes that may be made to this syllabus. That includes dropping this course

## Anticipated Class Schedule/Calendar

- Week 1: Ice Breaker and Syllabus Introduction
- Week 2: Introduction Speeches
- Week 3: Read Chapters 1 & 2 in "Exploring Public Speaking" and summarize
- Week 4: Assignment Read and Summarize Chapters 4 & 5
- Week 5: In-Class Narrative Speech Groupwork
- Week 6: Speech 1: Narrative
- Week 7: Speech 1: Narrative
- Week 8: Informative/Demonstrative Assignment 1
- Week 9: Read and Summarize Chapters 6,7,8 & 9
- Week 10 Read Chapters 10, 11, 12, 13 & summarize
- Week 11: Informative/ Demonstrative Speeches
- Week 12 Informative/ Demonstrative Speeches
- Week 13 How to use Rhetoric to get what you want: Ethos, Logos and Pathos
- Week 14 Persuasive Speech Assignments due
- Week 15 Persuasive Speech
- Week 16 Persuasive Speech