



Basic Course Information

Semester:	SPRING 2024	Instructor Name:	Prof. Manning
Course Title & #:	COM 100 – Oral Communication	Email:	Professor_BK@hotmail.com
CRN #:	20531	Webpage (optional):	
Classroom:	Bldg. 400 412	Office #:	Via Zoom (link below)
Class Dates:	Feb 12 – June 7, 2024	Office Hours:	Fridays, 12 – 1:00pm or by appointment
Class Days:	Tuesday & Thursday	Office Phone #:	
Class Times:	4:20 pm – 5:45 pm	Emergency Contact:	
Units:	3	Class Format/Modality:	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)

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

None.

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.

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

Textbooks & Other Resources or Links

You will need ONE of the following versions of the course packet:

1. Reading Packet (**physical version**): Manning, B. COMM 103 Course Packet. Montezuma Publishing, 2020. ISBN-13 of the printed version: 978-1-7269-0324-0.

OR: Digital version rental (electronic copy) available at **redshelf.com**: <https://redshelf.com/book/1516560/comm-103-course-packet-1516560-9781726903242-bk-manning> The ISBN-13 of the digital copy is 978-1-72690-324-2.

Digital version is approximately \$15 cheaper than the printed version.

OPTIONAL Textbook: Lucas, Stephen. 2023. *The Art of Public Speaking*. 13th McGraw-Hill Higher Education. ISBN: 9781260914276.

2. Note Cards (3x5)
3. Regular access to IVC Canvas website

Course Requirements and Instructional Methods

Out-of-class

(1) View speakers in venues other than class. (2) Visit the recycling center in IV in order to prepare a speech about the experience at a later date.

Reading and Writing

(1) Write an Oral Communication Outline for an informative speech using the three part deductive pattern of organization. Must be submitted prior to speech presentation. (2) Write a final exam. (3) Read the chapters in textbook. (4) Read daily newspapers for current events. (5) Read US Bill of Rights.

METHODS OF EVALUATION:

Class Activity
Mid-Term/Final Exam(s)
Oral Assignments
Problem Solving Exercise
Quizzes
Skill Demonstration
Written Assignments

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:



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

Generally speaking, a grade of “C” or better is required in this course for students planning to transfer to a University, but check with your institution of choice for specifics.

This is a Speech class. Therefore, completing the assigned speeches are MANDATORY. They must be completed to pass the class.

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

Assignments

Informative Speech & Outline – **100 pts.** Persuasive Speech & Outline – **100 pts**

Group Speaking Assignment – **pts TBD.** Final “Exam” (Written Journal) – **200 pts.**

Weekly Discussions & Other Assignments – **pts TBD**

Note: This is a “total point” grading system. Your individual grades are not converted into letter grades. Furthermore, grades are never “curved” based on how your fellow classmates are performing. Instead, your grade is based on a total accumulation of points at the end of the semester, using the grading scale above.

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

1. **Attendance:**

Regular attendance is as vital in an asynchronous class as it is in a traditional classroom. Your presence will be counted not by taking roll but by your regular contributions to discussions and activities. Attendance in an asynchronous course is determined by participation in academically related activities. You will be considered present if there is evidence of your participation in required course activities including, but not limited to, submitting an assignment, taking a quiz, participating in an online discussion, and working in a group. You will be considered absent if there is no evidence of your participation in the academic activities of this course.

Students who do not complete the first week's online assignments or are not making adequate progress in the course may be dropped. However, if *you* choose to drop the course you will need to do so officially through Admissions and then notify your instructor.

2. **Assignments:** Assignments for this course should be completed on time so that we are all moving through the class together. Sometimes, though, life gets in the way of learning. In unexpected situations leading to late work, please contact me to discuss a plan of success. Some deadline flexibility has already been built into this course: Late work will be accepted, although it will carry a 10% **per calendar day** deduction as a penalty, up to 7 days (one week) after the original assignment deadline. Once it becomes more than one week late, a zero is recorded.

3. **Grading Concerns:** It is important to understand that your instructor has the authority to evaluate required course material and to assign a letter grade to each student who was enrolled in that course on the basis of the work required and received for the entire course.
For individual assignments, instructor will not discuss any grades for any assignments on the day they are handed back, nor will discuss any grades in the classroom. If you feel you have been unfairly graded (**keeping in mind grading is often subjective**), you will need to submit a typed statement explaining why you feel the assigned grade was in error, along with the original assignment itself. Instructor will not discuss any grade disputes until at least 24 hours after you have received your grade. If the instructor refuses to change the original grade (which is a very likely occurrence in the absence of a simple mathematical error), it is then up to the student to pursue the dispute further by following the protocol set forth in the college catalog. As previously stated, please refer to the essay "Making the Grade" on page 13 of the course packet for further clarification on your instructor's viewpoint on attempts of arguing, negotiating, or bargaining over grades.

4. **Behavior in the Virtual Classroom:** Rude or disruptive behavior from a student toward the instructor or another student is not acceptable. Penalties will range from loss of participation points to removal from class or possible forwarding the incident to the appropriate administrative office for further action. Such behavior includes, but is not limited to:
 - Negative comments about student's speech or instructor's lecture (note: constructive criticism is OK, but be nice about it!)
 - inappropriate language or comments, etc., as outlined below.
 - Academic cheating or plagiarism.

5. **Language:** In an effort to create and maintain a comfortable and equitable environment for everyone any language that is racist or sexist, or that discriminates against any person or group will not be tolerated in this class. Any such language in any speech, assignment, or class discussion will result in an automatic “F” for that speech or assignment as well as your possible removal from the class. Aside from that, however, students may exercise their right to free speech, and use any language or topic in their speeches that they feel is appropriate.

Other Course Information

Link to Professor Manning’s Zoom Room (for office hours):

<https://us06web.zoom.us/j/7083557558?pwd=bKJKxSab3bJIBzGe22HsC9nK2Rcnq1.1>

Meeting ID: 708 355 7558

Passcode: M7a8TT

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.

Anticipated Class Schedule/Calendar

[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]

WEEK	DATE	TENTATIVE COURSE SCHEDULE
		Instructor reserves the right to make changes as necessary
1	Week of Feb 12	Introduction to course, review syllabus. Speaking Activity: Self Intro Speeches
2	Week of Feb 20	How to succeed in your Public Speaking Class, Overcoming Communication Apprehension & Anxiety Assigned Reading: Purple Book pages 3 – 30 A First Look at Interpersonal Communication,



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		<p>Transactional Model of Communication, Perception</p> <p>Assigned Reading: Purple Book pages 37-48, 51</p> <p>No Classes Monday, Feb 19</p>
3	Week of Feb 26	<p>Intro to Public Speaking: Informative Speaking.</p> <p>Assigned Reading, Purple Book pages 105 & 106</p> <p>Choosing and Narrowing Down Your Topic.</p> <p>Assigned Reading, Purple Book pages 125-160</p> <p>Tutorial on outlining your speech</p> <p>Examples of Good and Bad outlines in Purple Book, pages 189-221</p>
4	Week of March 4	<p>Continue Tutorial on Outlining: Gathering Support Materials & Citing Sources. Analyzing the Audience.</p> <p>Assigned Reading, Purple Book pages 163-186, 237 - 246</p>
5	Week of March 11	<p>Tutorial on using notecards and visual aids</p> <p>Assigned Reading, Purple Book pages 267-277</p> <p>Delivery of Speech</p> <p>Assigned Reading, Purple Book 114 & 115, 247 - 264</p>
6	Week of March 18	<p>INFORMATIVE SPEECHES due! (see Canvas for details)</p>



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7	Week of March 25	INFORMATIVE SPEECHES (continued)
8	Week of April 8	Spring Break: No Classes week of April 1-5 Self Concept, Johari Window, Communication and Relational Dynamics Assigned Reading: Purple Book pages 52 – 54, 56 – 58, 101- 102

9	Week of April 15	Intro to Monroe's Motivated Sequence & Persuasive Speaking
10	Week of April 22	Monroe's Motivated Sequence & Persuasive Speaking Assigned Reading, Purple Book pages 107 – 113, 223 – 234
11	Week of April 29	Monroe's Motivated Sequence (outline) rough draft due



12	Week of May 6	PERSUASIVE SPEECHES due
13	Week of May 13	PERSUASIVE SPEECHES (continued) Small Group Communication Assigned Reading, Purple Book, pages 85-91
14	Week of May 20	Managing Interpersonal Conflicts Assigned Reading: Purple Book pages 95 – 97 Speaking in Small Groups
15	Week of May 28	Language: Barrier and Bridge Assigned Reading: Purple Book pages 59 – 66 Nonverbal Communication: Messages Beyond Words Assigned Reading: Purple Book pages 69 – 81 Listening: More than Meets the Ear Assigned Reading: Purple Book pages 49 & 50
	Week of	Last Day of Class



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16	June 3 (Finals Week)	Written Journal Due (submitted via Canvas)
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*****Subject to change without prior notice*****