IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	**FALL 2024**	Instructor Name:	**Prof. Manning**
Course Title & #:	**COM 100 – Oral Communication**	Email:	**Professor_BK@hotmail.com**
CRN #:	**10506**		
Classroom:	**Bldg. 300 Room 302**	Office #:	**Via Zoom (link below)**
Class Dates:	**Aug 13 – Dec 5, 2024**	Office Hours:	**T/Th After Class, Fridays, 12 – 1:00pm via Zoom or by appointment**
Class Days:	**Tuesday & Thursday**	Lecture Hours	54
Class Times:	9:40 am – 11:05 am	Out of Class Hours	108
Units:	3	Class Format/Modality:	In-Person

Course Description

Provide students with the foundational skills of public speaking to enable them to effectively communicate ideas both informatively and persuasively to a variety of audiences in various contexts. (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 and demonstrate effective nonverbal and verbal delivery skills.

Measurable Course Objectives

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

1. Compose, organize and present to a live peer audience, relevant speeches to introduce, inform and persuade in the English language.
2. Evaluate rhetorical strategies in historical and contemporary public discourse.
3. Define, identify and apply the three Aristotelian appeals of ethos, pathos, and logos.
4. Recognize and demonstrate ethical practices in all phases of speech preparation.
5. Acquire, organize, critically evaluate &include credible research materials (primary and secondary) to support ideas in a speech.
6. Analyze and adapt a speech topic to a variety of diverse audiences with a particular sensitivity to diversity, equity, inclusion, belonging, and accessibility.
7. Develop a clear, cohesive thesis and create a concise speech outline.
8. Recognize and demonstrate the characteristics of effective verbal and nonverbal delivery.
9. Design and incorporate effective visual aids.
10. Analyze and evaluate peer speeches with faculty guidance.
11. Demonstrate active listening skills and constructive criticism to peers.
12. Recognize the elements of and demonstrate effective techniques for reducing communication apprehension.

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Textbooks & Other Resources or Links

You will need <u>ONE</u> of the following versions of the course packet:

1. Reading Packet (**physical version**): Manning, B. <u>COMM 103 Course Packet</u>. 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) for when you are delivering your in-class speeches (using your phone, written outline, or anything else is not allowed).

3. Regular access to IVC Canvas website. Class material (assignments, grades, and readings) as well as announcements and other communication will be posted there.

Course Requirements, Core Content, and Instructional Methods

Out-of-class work Examples:
(1) View speakers in venues other than class.
(2) Rehearse speeches with or without an audience

Reading and Writing:
Introductory speech: Prepare and present a speech of introduction.
Informative speech: Prepare and present a speech that informs the audience about a specific topic.
Visual Aids presentation: Design and present a visual aid presentation to enhance a speech.
Persuasive speech: Prepare and present a persuasive speech utilizing *ethos*, *pathos* and *logos* appeals.
Peer evaluation and feedback

Core Content:
Lecture Outline

1. Verbal and nonverbal delivery skills and practice
2. Ethical practices in speech composition and delivery
3. Composition, organization and rehearsal of speeches
4. Methods of research and use of supporting materials
5. Introduction to rhetorical appeals and persuasion
6. Reduction of communication apprehension
7. Active verbal and nonverbal listening

8. Topic selection
9. Analysis of diverse audiences with an emphasis on equity, inclusion, belonging, and accessibility
10. Evaluation and criticism of speeches with faculty guidance
11. Creation and use of effective visual aids
12. Introductions and conclusions in public speaking

INSTRUCTIONAL METHODOLOGY:
Audio Visual
Computer Assisted Instruction
Demonstration
Discussion
Group Activity
Individual Assistance
Lecture
Simulation/Case Study
Distance Learning

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:

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.

Updated 8/2024

Assignments

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

Group Speaking Assignment – **100 pts.**   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 a vital aspect of your success in this course! Your presence will be counted not only by taking roll but by your regular contributions to discussions and 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 a 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 are absent the first day of class or who do not complete the first week's assignment(s) 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 <u>subjective</u>)**, 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 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. **Inclusivity Statement**: 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

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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

WEEK	DATE	TENTATIVE COURSE SCHEDULE Instructor reserves the right to make changes as necessary
1	Week of Aug 13	Introduction to course, review syllabus. Speaking Activity: Self Intro Speeches
2	Week of Aug 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, Transactional Model of Communication, Perception Assigned Reading: Purple Book pages 37-48, 51
3	Week of Aug 27	Intro to Public Speaking: Informative Speaking. Assigned Reading, Purple Book pages 105 & 106 Choosing and Narrowing Down Your Topic. Assigned Reading, Purple Book pages 125-160 Tutorial on outlining your speech Examples of Good and Bad outlines in Purple Book, pages 189-221
4	Week of Sept 3	Continue Tutorial on Outlining: Gathering Support Materials & Citing Sources. Analyzing the Audience. Assigned Reading, Purple Book pages 163-186, 237 - 246
5	Week of Sept 10	Tutorial on using notecards and visual aids Assigned Reading, Purple Book pages 267-277 Analyzing the Audience, Delivery of Speech Assigned Reading, Purple Book 114 & 115, 247 - 264
6	Week of Sept 17	INFORMATIVE SPEECHES due! (see Canvas for details)
7	Week of Sept 24	INFORMATIVE SPEECHES (continued)
8	Week of Oct 1	INFORMATIVE SPEECHES (continued, IF NECESSARY) Self Concept, Johari Window, Communication and Relational Dynamics Assigned Reading: Purple Book pages 52 – 54, 56 – 58, 101- 102

9	Week of Oct 8	Intro to Persuasive Speaking (Ethos, Pathos, Logos appeals) Monroe's Motivated Sequence & Persuasive Speaking Assigned Reading, Purple Book pages 107 – 113, 223 – 234
10	Week of Oct 15	Language: Barrier and Bridge Assigned Reading: Purple Book pages 59 – 66 Nonverbal Communication: Messages Beyond Words

		Assigned Reading: Purple Book pages 69 – 81
11	Week of Oct 22	PERSUASIVE SPEECHES due! (see Canvas for details)
12	Week of Oct 29	PERSUASIVE SPEECHES (continued)
13	Week of Nov 5	PERSUASIVE SPEECHES (continued, IF NECESSARY) Small Group Communication Assigned Reading, Purple Book, pages 85-91 Managing Interpersonal Conflicts Assigned Reading: Purple Book pages 95 – 97 Speaking in Small Groups, Group Speech assigned

14	Week of Nov 12	**Group Work Sessions (in class)**
15	Week of Nov 19	**GROUP SPEECHES DUE! (see Canvas for details)** **Listening: More than Meets the Ear** **Assigned Reading: Purple Book pages 49 & 50** ****NO CLASS THE WEEK OF NOVEMBER 25-29****
16	Week of Dec 3 (Finals Week)	**Last Day of Class** **Written Journal Due** **(submitted via Canvas)**

Subject to change without prior notice