## Basic Course Information

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| Semester: | **Winter 2025** | Instructor Name: | **Patrick Kjellander** |
| Course Title & #: | **COMM 100 – Oral Communication** | Email: | **patrick.kjellander@imperial.edu** |
| CRN #: | **15064, 15065, 15262, 15284** | Webpage (optional): | |
| Classroom: | **N/A** | Office #: | **https://cccconfer.zoom.us/j/4710979225** |
| Class Dates: | **01/02/25 – 02/03/25** | Office Hours: | **Mon/Wed 1-3 PM or via appointment** |
| Class Days: | **N/A** | Office Phone #: | |
| Class Times: | **N/A** | Emergency Contact: | |
| Units: | **3** | Class Format/Modality: | **Online Asynchronous** |

## 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)

*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 and demonstrate effective nonverbal and verbal delivery skills.

## Textbooks & Other Resources or Links

Open Educational Resource (OER) Textbook (Free!): https://oer.galileo.usg.edu/communication-textbooks/1/

## Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through *DSPS*, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

## Course Requirements and Instructional Methods

This is a public speaking course. Therefore, completing the assigned speeches are **MANDATORY**. A total of four speeches (Introductory Speech, Informative Speech, Persuasive Speech, Special Occasion Speech) 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 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
1. 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 and include credible research materials (primary and secondary) to
6. support ideas in a speech.
7. Analyze and adapt a speech topic to a variety of diverse audiences with a particular sensitivity to
8. diversity, equity, inclusion, belonging, and accessibility.
9. Develop a clear, cohesive thesis and create a concise speech outline.
10. Recognize and demonstrate the characteristics of effective verbal and nonverbal delivery.
11. Design and incorporate effective visual aids.
12. Analyze and evaluate peer speeches with faculty guidance.
13. Demonstrate active listening skills and constructive criticism to peers.
14. 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.

## 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.

## Course Policies

**Attendance/Drop Policy**: It is the student's responsibility to drop all classes in which they are no longer attending. I may withdraw a student after the add/drop deadline if they stop participating in the class. Students who remain enrolled in the class past the withdrawal deadline will receive a letter grade (A, B, C, D, or 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 10 days from the day it is due. Only emergencies are acceptable exceptions to this rule.

## Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement.  Makings SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time.  If you do not maintain SAP, you may lose your financial aid.  If you have questions, please contact financial aid at finaid@imperial.edu.

## Anticipated Class Schedule/Calendar

| Module | Topic | Assignments |
|---|---|---|
| 1 | Introductions + Syllabus | Ice-Breaker Discussion + Syllabus Quiz |
| 2 | Communication Process + Nonverbal Communication | Quiz |
| 3 | Language + Speech Anxiety | Discussion + Quiz |
| 4 | Speech Delivery | Quiz |
| 5 | Speech of Introduction | Outline + Speech Video + Peer Feedback |
| 6 | Listening | Quiz |
| 7 | Supporting Your Ideas | Quiz |
| 8 | Audience Analysis + Culture | Discussion + Quiz |
| 9 | Informative Speech | Outline Test + Speech Video + Peer Feedback |
| 10 | Ethics | Quiz |
| 11 | Persuasion + Visual Aids | Discussion |
| 12 | Persuasive Speech | Speech Video + Visual Aids + Peer Feedback |
| 13 | Speaking on a Special Occasion | Quiz |
| 14 | Special Occasion Speech | Speech Video + Peer Feedback |