



## Welcome to COMM 100!

Semester:	<b>Spring 2025</b>	How to Contact Your Professor:	<b>Students are welcome to contact me outside of class time. You may e-mail me, message me via Pronto, or call my office and leave a message.</b>
Course Title & #:	<b>COMM 100 Oral Communication</b>		
CRN #:	<b>20527</b>	Instructor Name:	<b>Dr. Elvinet Piard</b>
Classroom:	<b>Building 300 – Room 302</b>	Email:	<b>elvinet.piard@imperial.edu</b>
Class Dates:	<b>02/10/25 – 06/06/25</b>	Office #:	<b>203-A1</b>
Class Days:	<b>T/TH</b>	Office Hours:	<b>M/W 1:00 PM – 4:00 PM</b>
Class Times:	<b>1:00 PM - 2:25 PM</b>	Office Phone #:	<b>(760) 355-6150</b>
Units:	<b>3</b>	Class Format/Modality:	<b>Traditional F2F</b>

## 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)

## 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 include: eye contact, rate/pause, appearance.

## Course Goals

Some of the specific skills I hope you will attain in this course are listed below. I hope that you will advance in your effective use of communication in your personal and professional lives. 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 and 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.



## Course Requirements and Instructional Methods

This is a public speaking course. Therefore, completing the assigned speeches is MANDATORY. There are 3 speeches (Introductory Speech, Informative Speech, and Persuasive Speech) that must be completed to pass the class. This class will also have a variety of lectures, quizzes, discussions, tests, writing, and outlining assignments.

## Textbooks, Supplies & Other Resources or Links

- Open Educational Resource (OER) Textbook (free): We will be using *Exploring Public Speaking* (4<sup>th</sup> Edition), which can be accessed here--<https://oer.galileo.usg.edu/communication-textbooks/1/>
- Index Cards (3x5 or 4x6)
- Opposing Viewpoints – comprehensive coverage of a wide range of topics; database available via IVC library.
- CQ Researcher – provides summaries and in-depth analysis of current topics; database available via IVC library.

## 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 of whether you scored above a certain percentage. The grade breakdown is as follows:

A=89% - 100%

B=79% - 88%

C=69% - 78%

D=59% - 68%

F=below 59%

### SPEECH WORK:

Category (Possible points)	Speeches (220)	Speech Outlines (120)	Peer and Self Evals (90)
Speech #1: Self Intro	40 points	20	30
Speech #2: Informative	80	50	30
Speech #3: Persuasive	100	50	30

### ALLOCATION OF POINTS

Assignments	Point Value	Weighted Value
Speeches (includes Peer/Self Evaluations)	310 points	36%
Speech outlines	120 points	14%
Midterm and Final Exams	100 points	12%
Attendance	160 points	19%
Quizzes & Other Coursework	160 points	19%
<b>Total</b>	<b>850 points</b>	<b>100%</b>

## To be successful in this course...

All of us in the class, you, me, and your peers, have a responsibility to create an environment in which we can learn from each other. I expect everyone to participate in class so that we can all benefit from the insights and experiences that each person brings. Active participation is crucial to your success in this course. To ensure a productive learning environment, please adhere to the following guidelines:

- **Engagement with Course Materials:** Regularly engage with all course materials, including readings, videos, homework and interactive activities assigned during class. Your understanding of these materials will directly impact your ability to participate meaningfully in the course.
- **Class Discussion:** Participation in class discussion is expected. Your shares should be thoughtful, respectful, and contribute to the classroom conversation. Class surveys will use the Canvas Discussion Board.



- **Attendance and Timely Submission:** While attendance is measured by physical presence, your participation is also tracked through timely submission of homework and in-class assignments, participation in discussions, and interactions with your peers.
- **Regular Effective Contact:** Regular communication with your instructor and peers is expected. This includes checking announcements, responding to emails within 48 hours, and attending required class meetings or office hours.
- **Classroom Etiquette:** Maintain a respectful and professional tone in all course communications. Be considerate of others' opinions, and support your statements with evidence when applicable. *Please identify which course and section you are enrolled in to facilitate your e-mail communications with your professor.*

### Plagiarism, Cheating and the Use of Artificial Intelligence (AI)

IVC prioritizes critical thinking, communication skills, and academic integrity. Using AI tools to replace your own thinking and writing contradicts our mission and academic honesty policy and will be deemed academic dishonesty unless instructed otherwise by your instructor. If you have questions about using AI tools ethically, please consult your instructor. Submitting any academic work where outside sources are presented as your own constitutes academic dishonesty. This includes: (1) plagiarism, such as copying or paraphrasing without citation; (2) submitting another's work, including a tutor's or your own from a different course; and (3) using AI tools (e.g., ChatGPT or CourseHero) without attribution. All forms of cheating violate IVC's Academic Integrity policies and may result in sanctions including but not limited to failing the assignment or failing the course.

All submitted work should reflect your own critical thinking and voice, with all sources clearly cited. Use outside sources and tools appropriately, without substituting them for your learning.

### 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 Policies

**Drop Policy:** Students missing the first class are automatically dropped. It is the student's responsibility to drop all classes they are no longer attending. A student may be withdrawn from the course after the add/drop deadline due to excessive absences. 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.**

### Attendance Policy

The course has about 32 class meetings in Spring 2025. Attendance is expected, but if you cannot attend, please inform me. Each class is worth 5 points, with a maximum of 2 excused absences. Any additional absences will result in a -5 point penalty per missed class, impacting your overall grade. If you anticipate missing more than 2 classes, please contact me to discuss options.

## 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.

<a href="#">College Policies</a>	<a href="#">Disability Support</a>	<a href="#">Technical Support</a>
<a href="#">Food and Housing Support</a>	<a href="#">Tutoring</a>	<a href="#">Career Services</a>
<a href="#">IVC Library</a>	<a href="#">IVC Happenings</a>	<a href="#">Student Health and Wellness</a>
<a href="#">Financial Aid and Scholarships</a>	<a href="#">Academic Counseling</a>	<a href="#">Admissions and Records</a>
<a href="#">Child Care</a>	<a href="#">Bookstore</a>	<a href="#">Military/Veterans Success</a>
<a href="#">English as a second language</a>	<a href="#">IVC Cares</a>	<a href="#">Request Support</a>

## Make up Speech Guidelines

If a speech round is missed a student can record a make-up speech, upload it to YouTube and send the instructor a link to grade the speech. Make-up speeches lose 10% for every day they are late. Only 1 make-up speech is allowed during a regular term.

The following guidelines should be met when taping a make-up speech:

1. **Speeches are NOT to be edited.** Do your best to simulate what would happen if you were presenting your speech in a live classroom.
2. **Dress appropriately.** Taping your speech in pajamas or in revealing attire is inappropriate and will affect your overall impression score. We are creating speeches that prepare you for life and career. Dress as though you were in the classroom or at minimum use a business casual benchmark.
3. **Use a semi-professional space with technology access.** A public library's private study space with a monitor or screen for visuals OR a living room with a plain wall are best. You can use a smart television to screencast from a smartphone; Alternatively, you can purchase a Chromecast device. Please avoid, showing the class your bedroom.
4. **Close-up shots that only show your chest and face are inadequate.** Showing more of your body helps us see your gestures or attempts at gesturing and movement.
5. **Standing is expected/Avoid sitting.** You cannot practice proper speech techniques if you are seated during delivery. It is recommended that you use a smartphone and proper tripod to tape yourself giving each speech.
6. **Upload your speech to YouTube:** This compresses your video automatically so that it can be shared easily. Be sure to make your video **PUBLIC but UNLISTED**. That way only students from class and your professor are likely to access your speech.



*\*Note the shot composition starting from where your hands drop down to above the head.*

## Anticipated Class Schedule/Calendar

Dates	Class Topics/Discussion	Assignments all due by Friday night 11:59p each week
Week 1 2/11, 2/13	Introduction to the Course Chapter 1: The Basics of Public Speaking	<b>READ CHAPTER 1 (QUIZ 1)</b>
Week 2 2/18, 2/20	Self-Intro Speeches	<b>Submit Outline: Self-Intro Speech</b> <b>Complete Peer Evaluations x 2</b> <b>Complete Self-Evaluation Journal Entry</b>
Week 3 2/25, 2/27	Chapter 2: Audience Analysis & Listening Chapter 3: Ethics in Public Speaking	<b>Submit Listening Styles Assessment</b> <b>Submit Survey via Discussion Board + Complete 12 surveys</b> <b>READ CHAPTERS 2-3 (QUIZ 2)</b>
Week 4 3/4, 3/6	Chapter 11 – Delivering Your Speech Chapter 4—Developing Topics	<b>READ CHAPTER 11 (QUIZ 3)</b>
Week 5 3/11, 3/13	Chapter 12 – Speaking to Inform <b>Midterm Exam</b>	<b>READ CHAPTER 4 + 12 (QUIZ 4)</b> <b>Submit Informative Speech Plan</b> <b>Complete Midterm on Chapters 1-4, 11-12</b>
Week 6 3/18, 3/20	Chapter 5 – Research and Using APA Style Chapter 7 – Supporting Materials	<b>READ CHAPTER 5 + 7 (QUIZ 5)</b>
Week 7 3/25, 3/27	Chapter 6—Organizing and Building an Outline Chapter 8 – Developing Intros and Conclusions	<b>READ CHAPTER 6 + 8 (QUIZ 6)</b> <b>Submit Prelim Outline for Informative Speech</b>
Week 8 4/1, 4/3	INFORMATIVE SPEECHES	<b>Submit Final Outline for Informative Speech</b> <b>Complete Peer Evaluations x 2</b> <b>Complete Self-Evaluation Journal Entry</b>
Week 9 4/8, 4/10	INFORMATIVE SPEECHES	<b>Submit Final Outline for Informative Speech</b> <b>Complete Peer Evaluations x 2</b> <b>Complete Self-Evaluation Journal Entry</b>
Week 10 4/15, 4/17	Chapter 9 – Using Presentation Aids Chapter 10 – Language	<b>READ CHAPTER 9 (QUIZ 7)</b> <b>Submit Survey via Discussion Board + Complete 12 surveys</b> <b>READ CHAPTER 10 (QUIZ 8)</b>
Week 11 4/22, 4/24	No class – SPRING RECESS	
Week 12 4/29, 5/1	Chapter 13 –Principles of Persuasion	<b>READ CHAPTER 13 (QUIZ 9)</b> <b>Submit Persuasive Speech Plan</b>
Week 13 5/6, 5/8	Chapter 14 – Logical Reasoning	<b>READ CHAPTER 14 (QUIZ 10)</b> <b>Submit Prelim Outline for Persuasive Speech</b>
Week 14 5/13, 5/15	PERSUASIVE SPEECHES	<b>Submit Final Outline for Persuasive Speech</b> <b>Complete Peer Evaluations x 2</b> <b>Complete Self-Evaluation Journal Entry</b>
Week 15 5/20, 5/22	PERSUASIVE SPEECHES	<b>Submit Final Outline for Persuasive Speech</b> <b>Complete Peer Evaluations x 2</b> <b>Complete Self-Evaluation Journal Entry</b>
Week 16 5/27, 5/29	PERSUASIVE SPEECHES	<b>Submit Final Outline for Persuasive Speech</b> <b>Complete Peer Evaluations x 2</b> <b>Complete Self-Evaluation Journal Entry</b>
Week 17 6/3, 6/5	FINAL EXAM	<b>Complete Final Exam on Chapters 5-10, 13-14</b>

\*\*\*Subject to change without prior notice\*\*\*