



Welcome to COMM 1000!

Semester:	Fall 2025	How to Contact Your Professor:	Students are welcome to contact me outside of class time. You may e-mail me, message me via Canvas, or call my office and leave a message.
Course Title & #:	COMM 1000: Intro to Public Speaking		
CRN #:	11251	Instructor Name:	Dr. Elvinet Piard
Classroom:	Building 300 – Room 302	Email:	elvinet.piard@imperial.edu
Class Dates:	08/11/25 – 12/06/25	Office #:	Building 2700—Room 2796
Class Days:	T/TH	Office Hours:	M/W 1:00 PM – 3:00 PM
Class Times:	11:20 AM - 12:45 PM	Office Phone #:	(760) 355-6507
Units:	3	Class Format/Modality:	Traditional F2F

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. Students are required to attend class as well as submit assignments to receive and maintain financial aid. There are a total of 14 Chapter Quizzes, a Midterm, and a Final Exam in the course.

Textbooks, Supplies & Other Resources or Links

- Open Educational Resource (OER) Textbook (FREE): We will be using *Exploring Public Speaking* (4th Edition), which can be accessed here--<https://oer.galileo.usg.edu/communication-textbooks/1/> or under Modules in Canvas.
- Index Cards (3x5 or 4x6)

Course Grading Based on Course Goals

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 Evals and Self-Assessments (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%
Total	850 points	100%

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.

What does active participation mean?

1. **Read, watch, do:** Regularly engage with all course materials, including readings, videos, and assessments. Your understanding of these materials will directly impact your success in the course. Complete all assignments.
2. **Attend and engage:** While attendance is measured by physical presence, your engagement is tracked through timely submission of assignments. If you need to miss a deadline, notify the instructor in advance to discuss possible accommodation. Assignments are not accepted more than 5 days past their due date.



3. **Complete Self-Assessments:** When students analyze experiences, they can learn from them, leading to better decision-making on future assignments. You will be required to reflect on your preparation process and the execution of oral communication principles after presenting each speech. Self-assessments are graded on a complete/not complete basis and consist of specific reflection questions based on the previous speech round.
4. **Respond to discussions and complete Peer Evaluations:** You will use discussion forums to survey the rest of the class on potential topics for speech assignments. Giving feedback to other students on their topic ideas and critiquing each other's speeches by practicing critical listening are expected.
5. **Ask questions and stay in contact:** Regular communication with your instructor and peers is expected. Asking questions is part of the learning process. Outside of class time, you can ask your peers a question through the Student Lounge (Module 0) or reach out to your instructor via Canvas messaging. You are also expected to check school e-mail regularly and respond to emails when necessary, within 24 hours.
6. **Classroom Etiquette/Netiquette:** Maintain a respectful and professional tone in all course communications in the classroom and online. Be honest but considerate in peer evaluations. Avoid using all caps in discussion posts (which can be interpreted as shouting). Support your oral communication with research and evidence where applicable. When e-mailing your instructor, please identify the course number associated with your class in the subject line.

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

IVC prioritizes critical thinking, communication skills, and academic integrity. 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, CourseHero, CoPilot) 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.

To engage with AI ethically in college, focus on responsible use, transparency, and academic integrity. Familiarize yourself with the AI tools available for academic purposes, such as writing assistants, spelling and grammar tools, research aids, and data analysis software. Using AI tools to replace your own thinking and writing contradicts our mission and academic honesty policy. Always cite AI-generated content appropriately. Leverage AI to enhance your understanding of subjects. Use it for brainstorming ideas, improving speech outlines, or clarifying complex concepts.

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. 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.

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. Editing will cause you to lose 5-10 points off your final grade.
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	See Canvas for due dates on each assignment
Week 1 8/12, 8/14	Introduction to the Course Chapter 1: The Basics of Public Speaking Chapter 2: Part 2 (Listening)	READ CHAPTER 1 (QUIZ 1) READ CHAPTER 2 – PART 2 (pp. 37-43 – QUIZ 2) Assessment: Personal Report of Public Speaking Anxiety Assessment: Listening Styles
Week 2 8/19, 8/21	SELF-INTRO SPEECHES	Submit Preparation Outline: Self-Intro Speech Complete Peer Evaluations x 2 Complete Self-Assessment for Self-Intro Speech
Week 3 8/26, 8/28	Chapter 2: Audience Analysis & Listening Chapter 3: Ethics in Public Speaking	Submit Survey via Discussion Board + Complete 12 surveys READ CHAPTER 2—PART 1 (pp. 20-36--QUIZ 3) READ CHAPTER 3 (QUIZ 4)
Week 4 9/2, 9/4	Chapter 11 – Delivering Your Speech	READ CHAPTER 11 (QUIZ 5)
Week 5 9/9, 9/11	Chapter 4—Developing Topics Chapter 12 – Speaking to Inform Midterm Exam	READ CHAPTER 4 (QUIZ 6) READ CHAPTER 12 (QUIZ 7) Submit Brainstorming Activities Submit Informative Speech Plan Complete Midterm on Chapters 1-4, 11-12
Week 6 9/16, 9/18	Chapter 5 – Research and Using APA Style Chapter 7 – Supporting Materials	READ CHAPTER 5 (QUIZ 8) READ CHAPTER 7 (QUIZ 9) Submit Evaluating Websites with CAPOW Submit Research Annotation Worksheet
Week 7 9/23, 9/25	Chapter 6—Organizing and Building an Outline Chapter 8 – Developing Intros and Conclusions	READ CHAPTER 6 (QUIZ 10) READ CHAPTER 8 (QUIZ 11) Submit Prelim Outline for Informative Speech
Week 8 9/30, 10/2	INFORMATIVE SPEECHES	Submit Final Outline for Informative Speech Complete Peer Evaluations x 2 Complete Self-Assessment for Informative Speech
Week 9 10/7, 10/9	INFORMATIVE SPEECHES	Submit Final Outline for Informative Speech Complete Peer Evaluations x 2 Complete Self-Assessment for Informative Speech
Week 10 10/14, 10/16	Chapter 9 – Using Presentation Aids Chapter 10 – Language	READ CHAPTER 9 (QUIZ 12) READ CHAPTER 10 (QUIZ 13) Discussion: Effective Slideshows Student Evaluations of Instruction
Week 11 10/21, 10/23	Chapter 13 –Principles of Persuasion	READ CHAPTER 13 (QUIZ 14) Submit Survey via Discussion Board + Complete 12 surveys Submit Persuasive Speech Plan
Week 12 10/28, 10/30	PERSUASIVE SPEECHES	Submit Prelim Outline for Persuasive Speech (Speech Consultations)
Week 13 11/4, 11/6	PERSUASIVE SPEECHES	Submit Final Outline for Persuasive Speech Complete Peer Evaluations x 2 Complete Self-Assessment for Persuasive Speech
Week 14 11/11, 11/13	PERSUASIVE SPEECHES	Submit Final Outline for Persuasive Speech Complete Peer Evaluations x 2 Complete Self-Assessment for Persuasive Speech
Week 15 11/18, 11/20	PERSUASIVE SPEECHES	Submit Final Outline for Persuasive Speech Complete Peer Evaluations x 2 Complete Self-Assessment for Persuasive Speech
Week 16 11/25, 11/27	Thanksgiving Break (11/26 to 11/29 – No Class)	



Week 17 12/2, 12/4	FINAL EXAM	Complete Final Exam on Chapters 5-10, 13-14
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*****Subject to change without prior notice*****