

## Imperial Valley College Course Syllabus – Speech 100 Oral Communication

### Basic Course Information

Semester	<b>Spring 2014</b>	Instructor Name	<b>Laura Mosier</b>
Course Title & #	<b>Oral Communication</b>	Email	<b>Laura.mosier@imperial.edu</b>
CRN #s	<b>20594 20601</b>	Webpage (optional)	
Room	<b>315</b>	Office	<b>316</b>
Class Dates	<b>T-F</b>	Office Hours	<b>TBA</b>
Class Days	<b>T-F</b>	Office Phone #	<b>760-355-6331</b>
Class Times	<b>8:15-11:25 F</b> <b>8:35-11:45 W</b>	Office contact if student will be out or emergency	<b>Maria Sell</b>
Units	<b>3</b>		

### 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 100) (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. Use the three-part deductive pattern of organization and apply the extemporaneous style of delivery when presenting the required informative speech of 4-6 minutes. (ILO1, ILO2, ILO3, ILO4, ILO5)
2. Deliver an organized informative speech to class audience members. The speech must adhere to specific time restrictions and requirements, as assigned by the instructor. (ILO1,ILO2,ILO3,ILO4,ILO5)
3. Prepare and present a visual aid that illustrates a specific point. (ILO1,ILO3,ILO4)

### 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

#### Additionally:

12. Have a basic understanding of the history of oral communication.
13. Know how to select and research a topic.
14. Understand the concept of perception.
15. Know how to organize a speech.
16. Understand the principles of ethics in speaking and listening.
17. Sharpen your critical thinking skills.
18. Know how to use supporting materials.
19. Understand how persuasion works.
20. Recognize and avoid using fallacies.
21. Understand and appreciate the importance of audience analysis and adaptation.
22. Become a competent, confident public speaker.

### Textbooks & Other Resources or Links

No text

### Course Requirements and Instructional Methods

1. Speech skills and practice
2. Ethical practices in speech composition and delivery
3. Organization
4. Use of supporting materials
5. Delivery
6. Introduction to rhetorical theory/persuasion
7. Methods of research
8. Reduction of communication apprehension
9. Listening
10. Topic selection
11. Analysis of diverse audiences
12. Evaluation and criticism of live and recorded speeches

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

#### Evaluation Procedures

Grading is determined on the following criteria:

Discussion / Participation	25%
In-class exercises	10%
Speeches	40%
Exams/Final	25%

Grades are determined by the points you **EARN**. The total points possible will be determined as the semester concludes. Usually, the amount ranges between 300-350 points, depending on the size of the class. **All grades will reflect level of scholarship, initiative, attitude, cooperation and individual improvement demonstrated throughout the course.**

The following percentages illustrate the breakdown.

- 100-91% =A Superior
- 90-81% =B Above average
- 80-71% =C Average
- 70-65% =D Below Average
- 64% or > = F

### Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially

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withdraw from the class. See General Catalog for details. Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped.

### Classroom Etiquette

#### Required Information --Discretionary language

**This is where an instructor explains his/her policy on these matters. Here is some suggested language:**

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Academic Honesty

#### Required Language

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

### Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

### Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

**Anticipated Class Schedule / Calendar**

<b>Week</b>	<b>Activity, Assignment, and/or Topic</b>
Week 1	Syllabus & Introduction
Week 2	Quiz-History Ethics lecture "Talk"
Week 3	Quiz-Ethics Delivery lecture
Week 4	Delivery quiz Organization lecture
Week 5	Organization Quiz 1 <sup>st</sup> Organized Speech
Week 6	1 <sup>st</sup> Organized Speech
Week 7	Perception Supporting Materials
Week 8	Test—Support Fallacies
Week 9	Fallacies quiz 2 <sup>nd</sup> Organized Speeches
Week 10	Fallacies quiz 2 <sup>nd</sup> Organized Speeches con't
Week 11	2 <sup>nd</sup> Organized Speeches Visual Aids
Week 12	Visual Aids Quiz Persuasion
Week 13	Persuasion Quiz Persuasive Speech
Week 14	Persuasive Speech con't
Week 15	Visual Aids Presentation/Speech
Week 16	Final Exam

This schedule is subject to change, as necessary.