

## Imperial Valley College Course Syllabus – SPEECH 100

### Basic Course Information

Semester	<b>Fall 2014</b>	Instructor's Name	<b>Rumaldo Marquez</b>
Course Title & #	<b>Speech 100</b>	Instructor's Email	<b>Rumaldo.marquez@imperial.edu</b>
CRN #	<b>10899</b>	Webpage (optional)	
Room	313B Building 300	N/A	
Class Dates	Aug 18, 2014 Dec 13, 2014	Office Hours	N/A
Class Days	<b>Monday</b>	Office Phone #	760-715-5630
Class Times	06:30 PM - 09:40 PM	Who students should contact if emergency or other absence	Call or email.
Units	<b>3</b>		

### Course Description

This Speech 100 course offers an opportunity for training in the fundamental processes involved in oral communication. The specific purpose of this course is to improve the process of communication. This is achieved through the application of concepts such as: research, organization, and outlining/constructing, supporting materials, the preparing and delivery of speeches. Attention is given to the concepts of ethics and credibility and how these concepts relate to the communication process.

### Student Learning Outcomes

#### SLO:

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)
4. Use statistics, quotations, definitions and detailed illustrations as supporting materials. (ILO1, ILO2, ILO3, ILO4, ILO5)
5. Identify the components of the nonverbal delivery process, which includes: eye contact, rate/pause, and appearance. (ILO1, ILO2, ILO3, ILO4, ILO5)

### Course Objectives

#### *When you complete the course, you will be able to:*

- Describe and recall the basic history of oral communication.
- Demonstrate the ability to select and research a topic.
- Construct a speech using the deductive pattern of organization.
- Identify the principles of ethics in speaking and listening.
- Critically analyze speech concepts.
- Improve your presentational skills.
- Apply the use of supporting materials to speeches.
- Identify and describe how persuasion works.

- \_Recognize and avoid the use of fallacies.
- \_analyze the importance of the application of audience analysis and adaptation.
- \_Prepare and deliver an effective oral presentation.
- \_Develop appropriate visual aids for presentations.
- \_Develop competence and confidence as a public speaker!

### **Textbooks & Other Resources or Links**

Required Textbook:

Metcalf, S. (2009). **Building a Speech.**

College Dictionary Merriam Webster

Copy of US Constitution

Bill of Rights

Notebook to keep lecture notes and handouts

Access to a NEWSFEED. For example, CNN, FOX, etc.

### **Course Requirements and Instructional Methods**

#### **Required Information**

Read all assigned materials

Work in groups

Tell a story

Develop/Present one Introduction speech

Develop/Present one Skeleton speech

Develop/Present one Informative speech

Develop/Present one Persuasive speech

Develop/Present a Visual Aid

**Do research on topics selected for presentations**

**Take weekly quizzes/tests**

**Attend every scheduled class prepared and ready to learn!**

#### **Class Work**

Students are expected to work effectively in diverse groups and groups to achieve tasks. They must collaborate and function well in team settings as both leaders and followers. They should respect human diversity and behave in a committed, tolerant, respectful, and professional manner toward colleagues and peers. Skills developed through learning team collaboration include: communication (both written and oral), critical thinking, interpersonal skills, active listening, organization/time management, and conflict resolution. There will be homework assignments. All homework assignments are to be typed, doubled spaced and with font twelve. Some assignment will require research. No Wikipedia!

#### **Participation**

Students will come to class prepared to engage the topic and respond to class discussion questions. Students will respect the instructor and other student's opinions. Participation is not simply agreeing or disagreeing with a premise. It is explaining, defining, and sharing experiences, clarifying terms or perspectives. Don't just tell us you agree but explain your reasoning or experiences. Don't feel intimidated by your fellow students. **Everyone has something of significance to share! Your experiences and perception are an integral part of who you are. Don't compare yourself to others but learn from each other and grow!**

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%**

**Speeches 45%**

**Exams/Final 30%**

Grades are determined by the points you **EARN**. The total points possible will be determined as the semester concludes. Usually, the amount ranges between 150-200 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**

### Attendance

- The instructor as of the first official meeting of that class the first mandatory activity of an online class will drop a student who fails to attend the first meeting of a class or does not complete. 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 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. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

- **More than two absences and you may be dropped or your final grade could be lowered!**

Is crucial because class activities and speeches involve participation with your classmates. Missed class is treated as an absence. Students have a right to a positive learning experience and therefore students that are disruptive will be asked to leave. If you plan on dropping the class do so before the due date. If you miss class it is the responsibility of the student to get caught up. You must be on time. If you are late you will not be permitted to take a test/quiz if given. Coming in late could also deduct points from your participation.

Absolutely, no one walks in when a person is giving a speech or I am lecturing!

If you have a serious situation that requires an additional absence then the instructor must approve it. The approval will be judged case by case and will be at the instructor's discretion.

Please turn off all cell phones during class time, and do not answer or place calls or text messages during class. Cell phones can be confiscated and turned in to administration. The class will be interactive, but keep in mind that we can only focus on one speaker at a time, so when you are not speaking, please be courteous and respectful.

Do not conduct side conversations that disrupt the class or work on other issues than those involving this class.

This will be noted and will have a negative impact on your participation grade. You may be asked to leave!

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **Consider:** specifics for your class/program
- Food and Drink is 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.

- Ethics Policy: Each student is expected to maintain academic ethics and honesty in all its forms, including but not limited to, cheating and plagiarism as defined hereafter:
- **ACADEMIC DISHONESTY AND STUDENT CONDUCT GUIDELINES Academic Misconduct Policy**  
Academic misconduct includes
- Misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating and plagiarism.

*Cheating includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff. Plagiarism includes, but is not limited to, the use of paraphrased or directly quoted published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic*

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materials. Information gathered from the Internet and not properly identified is also considered plagiarism. Any student found by a faculty member to have committed academic misconduct may be subject to sanctions as determined by the faculty member. Sanctions MAY include a warning, grade adjustment, and course failure. Consequences for plagiarism include a zero on the assignment and a referral to Sergio Lopez, Dean of Student Development and Campus Events.

- Anyone who disrupts the learning process in the classroom will be asked to leave. Examples of disruptive behavior include the following: -Talking while another person is addressing the class- -Inappropriate non-verbal written behavior--inappropriate language, etc.

### Discipline Policy

- “Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Students shall assume an obligation to conduct themselves in a manner compatible with the college’s function as an educational institution. An instructor MAY REMOVE a student for the day of removal and the next class meeting. Such action must be immediately reported to Sergio Lopez, Dean of Student Development and Campus Events. During the period of removal the student MAY NOT return without the consent of the instructor.

### Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

### 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. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

### 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**

The instructor will provide a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course.

Weeks 1-3 Intro to course/Ethics/Delivery/Storytelling, Organization/Intro Speech

Weeks 4-6 Power of Words, Support/ Fallacies/ Speeches

Weeks 7-10 Ethics/Speeches

Weeks 11-13 Perception/Persuasion/Speeches

Weeks 14-16 Visual Aids/Final Speeches/Final Exam

**Note: I reserve the right to change this schedule, as necessary. It is YOUR responsibility to know about, understand and adapt to any changes that may be made to this schedule.**

**Welcome to Speech 100!!**