

Imperial Valley College

Spring 2015 Speech 100



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Office Hours

T—5-6:30PM

W—2:30-3:00PM

R—5:15-6:30PM

F—7:30-8:15AM

Class Materials

Copy of US Constitution-and Bill of Rights

Pocket Dictionary

Notebook to keep all handouts and quizzes readily available

Access to a NEWSFEED

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, 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.

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!

Course Requirements

Read all assigned materials

Work in groups

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!

Schedule

Weeks 1-3 Intro to course/Ethics/Delivery/Organization/Intro Speech
Weeks 4-6 Support/ Fallacies/ Speeches
Weeks 7-10 Ethics/Speeches
Weeks 11-13 Perception/Persuasion/Speeches
Weeks 14-15 Visual Aids/Final Speeches/Final Exam

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 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.

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

Accommodations Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSPS) office as soon as possible. The DSPS office is located in the Health Sciences Building, room 2117 at 355-6312.

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!!