

IMPERIAL VALLEY COLLEGE

Spring 2015

Speech Communication

Speech 100

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*“Your beliefs become your thoughts,
Your thoughts become your words,
Your words become your actions,
Your actions become your habits,
Your habits become your values,
Your values become your destiny.” - Gandhi*

Required Textbook

Building a Speech. Metcalfe, S. (2009).

College Dictionary **Merriam Webster/Thesaurus**

U.S. Constitution-Bill of Rights

Notebook for this class with pockets to keep notes and handouts

Access to several newswire such as **CNN, MSNBC, FOX**, etc.

Course Description

This course is an introduction to the fundamental principles and techniques of public address.

Students will frequently prepare and present talks of informative or persuasive intent. Emphasis will be placed on the collection, analysis, and organization of material appropriate to typical public address situations, as well as on the linguistic, vocal, and physical skills needed for effective delivery.

Speech 100 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.

(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)

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:

Have a basic understanding of the history of oral communication.

Know how to select and research a topic.

Know how to organize a speech.

Understand the principles of ethics in speaking and listening.

Sharpen your critical thinking skills.

Improve your presentational skills.

The application and importance of supporting materials in a speech.

Understand and describe how the process of persuasion works.

Recognize and avoid using fallacies.

Understand and appreciate the importance of audience analysis and adaptation.

Develop appropriate visual aids for presentations.

Gain greater vocabulary

Construct a speech using the deductive pattern of organization.

Prepare and deliver an effective oral presentation.

Know yourself

Understand how people communicate

Become a more competent, confident public speaker.

Attendance

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! Five points will be deducted from your speech! Two absences and you are dropped from class or your final grade will be downgraded! 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!

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.

Course Requirements

Please note: Professional attire is required for your speeches! You will dress up as if you were going to a job interview!

Read assigned materials.

Participate in class discussions and exercises.

Develop a skeleton speech.

Present an introductory speech.

Develop one informative speech.

Develop one persuasive speech.

Present a Visual Aid as a speech.

Discuss and do storytelling.

Work in groups

Do research on topics selected for presentations.

Demonstrate ethical behavior in the classroom.

Take daily/weekly exams.

I will judge your work and we will discuss your speeches in class. I will not compare you to someone else. I will judge you on your own work. My emphasis is on the positive and to be growth-oriented.

ACADEMIC DISHONESTY AND STUDENT CONDUCT GUIDELINES:

Plagiarism is representing the work of others, as one's own or paraphrasing closely from a source without giving proper attribution. This would include text, figures, charts, graphs or other such material that is not properly cited. The only exceptions to the requirement that sources be cited are when the information is common knowledge.

- **Cheating** is the intentional attempt or use of unauthorized material to obtain a higher grade than is deserved. Cheating includes, but is not limited to, communicating improperly with students during tests, copying from books, notes or "cheat sheets." Anyone violating the above academic dishonesty guidelines will receive a grade of an F for the assignment for which they were caught. A second violation will result in a grade of "F" for the course.
- Anyone who disrupts the learning process in the classroom will be asked to leave. **Examples of disruptive behavior include, but not limited to, the following:** -Talking while the instructor or another person is addressing the class-Talking while students are making presentations-Inappropriate non-verbal behavior e.g., leaving the classroom before the class is finished, etc.
- **Cell phones, iPods, computers and other electronic or battery operated devices are to be turned off before entering class—unless approved ahead of time by instructor.**
- **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.
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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.*

- **Leaving class early or arriving late will count as a partial absence. You could be dropped from the class if you miss more than two classes. Missing a speech assignment will count as a double absence. No make-up speeches will be offered.**
- **Scheduled tests will be given at the beginning of each class—tests will not be given to students who arrive late for class. No make-up tests will be offered.**

- **Note: It is imperative that you attend each class and be fully prepared when you come to class. Do not leave early. Make your appointments around your class. Not your class around your appointments.**

- **IT IS YOUR RESPONSIBILITY TO DROP THIS COURSE.**

Evaluation Procedures

Grading is determined on the following criteria:

Discussion/Participation	
In-class/homework typed assignments	25%
Speeches	45%
Exams/Final	30%

The points you EARN determine grades. The total points possible will be determined as the semester concludes. Usually, the amount ranges between 200-250 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. Your homework assignments are to be typed and doubled spaced. 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

Additional Help

- 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.

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.

Students 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

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/>

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.

Anticipated Class Schedule

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

I the Instructor/Professor reserve the right to change the above schedule, as necessary. It is YOUR responsibility to know about, understand and adapt to any changes that may be made to this schedule.

WELLCOME TO SPEECH 100 BE PREPARED TO LEARN!