

## Speech 100 – Oral Communication Syllabus, Fall 2015

11:20-2:30 p.m. – Fridays

Instructor, Bret Kofford

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### COURSE DESCRIPTION

Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches. (CSU,UC) In this class we will study both public speaking and elements of communication theory in an attempt to improve your oral communication skills and communication skills in general. We will be doing class performances, writing, researching, debating and getting an introduction to the mechanisms of communication.

### EVALUATION

Two comprehensive tests – 200 points each

One informative speech – 200 points

One persuasive speech – 200 points

One impromptu speech – 50 points

Debate participation – 50 points

Pop quizzes – 100 points

### SCORING

900-1,000 – A

800-899 - B

700-799 – C

600-699 - D

Below 600 - F

Students may earn extra credit by delivering a speech in a public setting or in another class. Talk to the instructor about it so the parameters and documentation will be understood. .

### EXPECTED STUDENT LEARNING OUTCOME

Students are expected to be competent and confident public speakers upon completion of this course, along with having some knowledge about the processes of communication and:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. 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)
2. Use statistics, quotations, definitions and detailed illustrations as supporting materials. (ILO1,ILO2,ILO3,ILO4,ILO5)
3. Prepare and present a visual aid that illustrates a specific point. (ILO1,ILO3,ILO4)

### ATTENDANCE

\* A student who fails to attend the first meeting of a 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 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.

\* Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as “excused” absences.

#### CLASSROOM ETIQUETTE

\* Electronic devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. It is particularly inconsiderate to be looking at or operating your cell phone when someone is speaking in class, either the teacher or a fellow student.

\* Food and drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception.

\* 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

\* 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. 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 STUDENTS

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 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/>

## CLASS MATERIALS

Duck, McMahan “Communication in Everyday Life”

## CLASS SCHEDULE

Aug. 21 – Introduction to course

Aug. 28 – Chapters 1-2/Understanding communication

Sept. 4 – Chapters 13-14, 16/Speaking in public, debate preparation

Sept. 11 – Chapter 15 pp. 323-330/Speaking to inform, debates done in class

Sept. 18 – Chapters 5-6/Nonverbal communication, listening

Sept. 25 – Informative speeches

Oct. 2 – Informative speeches

Oct. 9 – Chapters 3-4, 15 pp. 331-340 /Perception and culture, language

Oct. 16 – Chapters 7-8/Interpersonal and group communication

Oct. 23 – Persuasive speeches

Oct. 30 – Persuasive speeches

Nov. 6 – Chapters 9-10/small group communication, culture and communication

Nov. 13 – Chapters 11/modern communication

Nov. 20 – Impromptu speeches, makeup speeches

Dec. 4- Chapter 12/Interviewing, prepare for final

Dec. 11 – Final