Basic Course Information

Semester	**Spring 2017**	Instructor Name	**Sabrina Worsham**
Course Title & #	**COMM 100 (Oral Comm.)**	Email	**sabrina.worsham@imperial.edu**
CRN #	21088		**sabrinaworsham@gmail.com**
Room	**315**	Office	**316**
Class Dates	**2/15/17-6/7/17**	Office Hours	M and T: 9:40 PM-10:10 PM W and Th 5:20 PM-6:20 PM F 10:20 AM-11:20 AM & By apt.
Class Days	**Wednesday**	Office Phone #	**(760) 352-8320 X6369**
Class Times Units	**6:30 PM- 9:40 PM** **3 unit course**	Office contact for emergencies	**760-355-6337**

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 110) (CSU,UC)," IVC

Student Learning Outcomes

Upon completion of this course, you will be 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, appearance. (ILO1, ILO2, ILO3, ILO4, ILO5)

Course Objectives

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

Textbook

http://www.publicspeakingproject.org/psvirtualtext.html

Course Requirements and Instructional Methods

"Assignments: It is your responsibility to complete all assignments in a timely matter and submit them via the appropriate channels (in person or electronically, depending on the assignment). In general, **NO LATE WORK** will be accepted, even with documentation. All assignments need to be typed, unless otherwise specified," SW.

"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," IVC

Course Grading Based on Course Objectives

Evaluation of Student Progress:
There are 1000 points possible in this course: **A = 900-1000**
                                                                                      B = 800-899
                                                                                      C = 700-799
                                                                                      D = 600-699
                                                                                      F = 599 < = F

Point/Assignment Breakdown:
(450 total points possible) Speeches (all formal speeches are extemporaneous speeches):

  (25) Introduction: a quick 1-2 minute introduction to the class and the basic speech structure

  (50) Info-phobia: a 2-4 minute speech about a phobia. Informative in nature, introduces research

  (100) Demonstration: a 3-5 minute speech that uses visual aids to help explain a process

  (125) Informative: a 4-6 minute speech that uses credible research to inform an audience

  (150) Persuasion: a 5-7 minute speech that uses credible research to persuade an audience

(12 @ 10 points each = 120 points possible) In-Class Activities:
Participation in a variety of in-class activities that are designed to work on speech skills and understanding.

(5 @ 10 points each = 50 points possible) Homework Assignments (Speech Outlines):
Typed outlines, works cited sheets, and notecards.

(17 @ 10 points each = 170) Reading Notes:
1-2 page(s) of HAND-WRITTEN notes from the chapter. Identify key terms in your OWN words. DUE at the
                                   beginning of class. LATE reader's notes will NOT be accepted.

(2 @ 80 points each = 160) Exams:
These exams cover the text and material used in lecture. The exams may include multiple choice, true/false, fill
In-the-blank, short answer, essay, and/or application questions. Exams are closed book.

(1 @ 50 points each = 50 points possible) Final Presentation: done in pairs: Details to follow

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 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," IVC
- "Documentation MUST be provided and arrangements made ahead of time. An excused absence does NOT excuse the work done and activities missed," SW

"This is a skills based class and EVERY class is crucial. In class activities and assignments CANNOT be made up. On-time attendance is necessary for the successful completion of the class. If you must miss class for a verifiable emergency, it is advisable secure documentation.* **REMINDER: scheduled doctor's appointments, scheduled dentist appointments, school appointments, job interviews, work meetings/etc...are NOT urgent situations. You know your school schedule. Please plan accordingly.**

Classroom Etiquette

"Timeliness: Arrive in enough time to be settled, signed in, and ready to go when class begins. Being late is rude, disruptive, and anxiety-inducing for many. Additionally, missing class hurts you and your peers. Be here, be ready, let's learn and create a positive community.

Language: In an effort to create and maintain a critical, comfortable and equitable environment for everyone, any language that is racist, sexist, homophobic, or that discriminates against any person or group will be discussed in the classroom. Any such language in any speech, assignment, or classroom discussion may result in a failing grade for that speech or assignment and the occurrence will be documented in case any further disciplinary actions are warranted," SW

Recording lectures/Social Media: DO NOT record my lectures and/or take my picture for use on the internet. DO NOT use social media during my classes

Sign-In sheets/names on assignments: A sign-in sheet is completed at the beginning of class EVERY class period. It is YOUR responsibility to get on the sign-in sheet. All assignments must be labeled your FIRST and LAST name, as well as the CRN. Lack of sign-in sheet and/or name will result in a "0" for that assignment/activity.

- "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," IVC

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. 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," IVC

Additional Help – Discretionary Section and Language

- 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," IVC

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," IVC

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," IVC

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," IVC

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/ ," IVC

Anticipated Class Schedule / Calendar

15-Feb	ICA 1		10
22-Feb	Out 1		10
22-Feb	RN 1		10
22-Feb	RN 2		10
1-Mar	SP 1		25
1-Mar	ICA 2		10
1-Mar	Out 2		10
8-Mar	ICA 3		10
15-Mar	RN 3		10
15-Mar	RN 4		10
15-Mar	Rn 8		10
22-Mar	SP 2		50
22-Mar	RN 5		10
22-Mar	RN 7		10
22-Mar	RN 13		10
29-Mar	ICA 4		10
29-Mar	Ex1		80
5-Apr	ICA 5		10
5-Apr	Out 3		10
5-Apr	RN 10		10
5-Apr	RN 6		10
5-Apr	RN 9		10
12-Apr	ICA 6		10
12-Apr	SP 3		100
26-Apr	RN 11		10
26-Apr	RN 12		10
26-Apr	RN 17		10
26-Apr	ICA 7		10
3-May	RN 14		10
3-May	RN 15		10
3-May	RN 16		10
3-May	ICA 8		10
3-May	Out 4		10
10-May	Ex2		80
10-May	ICA 9		10
17-May	SP 4		125
17-May	ICA 10		10
17-May	ICA 11		10
24-May	Out 5		10
24-May	ICA 12		10
31-May	SP 5		150
7-Jun	FP		50

STUDY GUIDE EXAM ONE
Chapter One: Benefits of Public Speaking
Personal, Professional, Public
Models of Communication
Linear, Transactional
Elements of the Communication Process
Encoding and Decoding, Communicator
Message, Channel, Noise
Worldview & Context
Types of Speeches
Speaking Competencies
Useful Topics, Engaging Introduction
Clear Organization, Well-Supported Ideas
Closure in Conclusion
Clear and Vivid Language
Suitable Vocal Expression
Corresponding Non Verbals
Adapted to the Audience
Adept Use of Visual Aids
Convincing Persuasion
Chapter Two Rhetoric
Cicero's desire for audience analysis
Cicero's criteria to get an audience to act
Aristotle: Ethos, Pathos, Logos
Power and Persuasion
Chapter Three: Ethics, Ethical Standards,
Honesty, Avoiding Plagiarism
Citing Sources Responsibly
Setting responsible speech goals
Develop ethical listening skills
Provide ethical feedback
Chapter Four
Three areas of our lives that are benefited when
we value listening? Academic, Professional,
Personal
What are the three attributes of an active
listener?
Attention, Attitude, Adjustment
What are the three barriers to effective listening?
Anticipating, Judging, Acting Emotionally
What is Nonverbal communication?
What are nonverbal adaptors?
What are the strategies the text lays out to
improve effective listening?
Keep an open mind, Identify distractions, Come
prepared, TAKE NOTES!
Chapter 5
Approaches to Audience Analysis:
Direct Observation, Inference, Sampling
Categories of Audience Analysis
Situational Analysis, Demographic Analysis
Psychological Analysis, Multicultural Analysis
Interest and Knowledge Analysis

Chapter 7
Personal and Professional Knowledge, Personal
Testimony, Interviews, Library Resources, Books
Periodicals, Full Text Databases, Internet
Resources
Search Engines, Defining Search Terms
Websites, Government Documents
Evaluating Information
Citing Sources and Avoiding Plagiarism
Style Sheets
Plagiarism
Chapter Eight
Main points, sub points, and ideas
Organizing Informative Speeches
Topical, Spatial, Chronological
Source Citation (When, why, and how)
Paraphrasing verses quoting
Source Criteria: Recency, Variety, Publication,
Bias, Connect to the Subject
Chapter Thirteen
Effective Visual Aids, Types of Visual Aids
Personal Appearance, Objects and Props,
Demonstration, Posters and Flip Charts
Audio and Video, Handouts, Slideware
Design Principles & Slide Layout
Backgrounds and Effects
Colors, Fonts, Text, Images, Graphs and Charts
Sabrina Adds: 10 step speech making process
1. Purpose
2. Audience Analysis
3. Topic Selection
4. Brainstorm
5. Narrow to an outline
6. Research to the outline
7. Finalize outline and Works Cited
8. Notecards
9. PRACTICE
10. Deliver & celebrate!
Sabrina's Structure (thus far):
AGD: Attention Getting Device
THESIS:
PREVIEW:
1 A B
2 A B
3 A B
REVIEW and TIE to AGD
Modes of Public Speaking:
Memorized, Manuscript, Impromptu,
Extemporaneous
*Dog Banter

Exam 2 Study Guide: **Chapter 6**
Critical Thinking Defined, Traits, and Skills
Value of Critical Thinking
Defining arguments
Inductive and deductive reasoning
Understanding Fallacies
Formal Fallacies
     Bad Reasoning Fallacy
     Masked Man Fallacy
     Fallacy of Quantitative Logic
Informal Fallacies
     Accident Fallacy
     Ad Hominem
     Fallacy of Ambiguity
     Fallacies of Appeal
     Begging the Question
     Black and White Fallacy
     Fallacy of Composition
     Fallacy of Division
     Non causa, pro causa fallacy
     Red Herring Fallacy
     Slippery Slope Fallacy
     Weak Analogy Fallacy
*Framing
Chapter 9 Functions of Introductions
Gain Attention and Interest
Gain Goodwill
Clearly State the Purpose
Preview and Structure the Speech
Attention-Getting Strategies
Tell a Story
Refer to the Occasion
Refer to Recent or Historical Events
Refer to Previous Speeches
Refer to Personal Interest
Use Startling Statistics
Use an Analogy
Use a Quotation
*Ask a Question
Use Humor
Preparing the Introduction
Construct the Introduction Last
Make it Relevant
Be Succinct
Write it Out Word for Word
Functions of Conclusions
Prepare the Audience for the end of the speech
Present Any Final Appeals
Summarize and Close

End with a Clincher
Appeals and Challenges
Composing the Conclusion
Prepare the Conclusion
Do Not Include any New Information
Follow the Structure
*CONCRETE AND SPECIFIC
Chapter 10 The Power of Language
Communication vs. Language
Language Creates Social Reality
The Differences Language Choices Can Make
Constructing Clear and Vivid Messages
Use Simple Language
Use Concrete and Precise Language
Using Stylized Language
Metaphors and Similes
Alliteration
Antithesis
Parallel Structure and Language
Personalized Language
The Importance of Ethical and Accurate Language
Language and Ethics
Sexist and Heterosexist Language
Avoiding Language Pitfalls
Profanity
Exaggeration
Powerless Language
Incorrect Grammar
Other Language Choices to Consider
Clichés
Language that is Central to Pop Culture
11 Classifying Communication Apprehension
Trait anxiety vs. State anxiety
Scrutiny Fear
Frames of Reference
Habitual Frame of Reference
Personal Frame of Reference
Cognitive Restructuring (CR)
Sources of Apprehension
Impact of Apprehension
Learning Confidence
Techniques for Building Confidence
Prepare Well, Visualize Success, Avoid Gimmicks
Breathe and Release, Minimize What You Memorize
Practice Out Loud, Customize Your Practice
12 Methods of Delivery: Manuscript Style, Memorized Style. Impromptu Style, Extemporaneous Style