Semester:	**FALL 2020**	Instructor Name:	**Karin Deol Eugenio**
Course Title & #:	**Communications 100**	Email:	**Karin.deol@imperial.edu**
CRN #:	**11694**	Classroom:	**ONLINE**
Class Dates:	**9/08/20-12/12/2020**	Units	**3**

Course Description

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

3. Identify the components of the nonverbal delivery process which includes: eye contact, rate/pause, appearance. (ILO1, ILO2, ILO3, ILO4, ILO5)

Course Objectives

MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

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

Textbooks & Other Resources or Links

Metcalfe, Sheldon ***Building a Speech***, ED. 8.   **ISBN: 9781111348373**

Course Grading Based on Course Objectives

Speeches	70%
Quizzes/ Assignments	30%
TOTAL:	100%

Superior = A Above average = B Average = C Poor=D Unacceptable = F

90%-100% = A 80%-89% = B 70%-79% = C 60% -69% = D Less than 60% = F

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 Catalog (Links to an external site.) 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) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- CANVAS LMS. Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: Canvas Student Login. The [Canvas Student Guides Site](Links to an external site.) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- [Learning Services](Links to an external site.). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](Links to an external site.) for the [Math Lab](Links to an external site.); [Reading, Writing & Language Labs](Links to an external site.); and the [Study Skills Center](Links to an external site.).
- [Library Services](Links to an external site.). There is more to our library than just books. You have access to tutors in the [Study Skills Center](Links to an external site.), study rooms for small groups, and online access to a wealth of resources.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](Links to an external site.).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC Library Department (Links to an external site.) provides numerous Information Literacy Tutorials (Links to an external site.) to assist students in this endeavor.

Wait Lists and Add Authorization Codes

Beginning on the first day each class meets, students must obtain an add authorization code from the instructor in order to register. Open seats should first be offered to students in the order their names appear on the Wait List. Thirty codes will be assigned to each class but will not be active until the 1stdayof class. Each code may only be used once for that specific CRN.If you require additional codes, please e-mail me and I will assist. Please haves students register immediately. If they encounter problems, please direct them to A&R, so we can assist them. Add authorization codes for full-term classes will not work past midnight, Wednesday, June24th.

Admissions and Records Office Hours and Staff Info

Monday -Thursday8:00 a.m. to 5:00 p.m.

Officer David Poordavid.poor@imperial.edu

A& R Technician Isabel Contrerasisabel.contreras@imperial.edu

Technician Edgar Lara edgar.lara@imperial.edu

A & R Technician Cynthia Mora cynthia.moran@imperial.edu

Evaluator Jose Alarcon jose.alarcon@imperial.edu

Evaluator Cesar Supnet cesar.supnet@imperial.edu

Evaluator Claudia Aguilar claudia.aguilar@imperial.edu

Staff Support

Technician Daniel Sandoval daniel.sandoval@imperial.edu

Director Vikki Carr VikkiCarrvikki.carr@imperial.edu

Please contact us with any questions and have a Great Summer!*Virtual Late Add Form information will be sent out upon the completion of Late Registration. It is YOUR responsibility to know about, understand and adapt to any changes that may be made to this syllabus. That includes dropping this course.

Schedule (*Subject to change*)

Anticipated Class Schedule/Calendar

Date	Details
Wed Sep 9, 2020	Assignment [Mandatory Attendance Check/ Ice Breaker](#)
Fri Sep 11, 2020	Assignment [Introduce a Classmate](#)
Tue Sep 15, 2020	Assignment [Building a Speech, Chapters 1,2 & 3 Read and Summarize](#)
Fri Sep 18, 2020	Assignment [Speech Presentation and Analysis](#)
Tue Sep 22, 2020	Assignment [Read and Summarize Chapters 4, 5 and 15](#)
Fri Sep 25, 2020	Assignment [Informative/Demonstrative Assignment 1](#)
Wed Sep 30, 2020	Assignment [Read and Summarize Chapters 6,7,8 & 9](#)
Fri Oct 2, 2020	Assignment [Demonstrative Speech](#)
	Assignment [Informative Speech](#)
Tue Oct 6, 2020	Assignment [Informative/ Demonstrative (Process) Speech Comments/Analysis](#)
Mon Oct 12, 2020	Assignment [Read Chapters 10, 11, 12, 13 & Summarize](#)
Fri Oct 16, 2020	Assignment [How to use Rhetoric to get what you want: Ethos, Logos and Pathos](#)

Date	Details
Fri Oct 23, 2020	Assignment [MLK, "I have a Dream" Speech](#)
Fri Oct 30, 2020	Assignment [Persuasive Speech Assignment 1](#)
Fri Nov 6, 2020	Assignment [Read Chapters 14, 18, 19 and Summarize](#)
Fri Nov 13, 2020	Assignment [Read Chapters 16 & 17 and Summarize](#)
Fri Nov 20, 2020	Assignment [Persuasive Outline and Works Cited Page](#)
Fri Nov 27, 2020	Assignment [Persuasive Slide Show Rough Draft](#)
Wed Dec 9, 2020	Assignment [Persuasive Speech](#)
Fri Dec 11, 2020	Assignment [Persuasive Speech Reflection](#)