Basic Course Information

Semester:	**Fall 2020**	Instructor Name:	**Sabrina Worsham**
Course Title & #:	**Comm 110: Advanced Oral Communication**	Email:	**sabrinaworsham@gmail.com**
CRN #:	**11747**	School email:	**Sabrina.worsham@imperial.edu**
Classroom:	**Zoom**	Office #:	**Gmail, Facebook, Canvas***
Class Dates:	**8/24/2020-12/11/2020**	Office Hours:	Mon 230-300 Tues 100-130 Wed 230-400 Th 910-940
Class Days:	**ASYNCHRONOUS**	Office Phone #:	**N/A**
Class Times:	**WEEKLY**	Emergency Contact:	**760-355-6337**
Units:	3		*Zoom by APPOINTMENT

Course Description

A continuation of COMM 100 with particular emphasis on organization and delivery, and study in the areas of parliamentary procedure, debate, discussion, and oral reading. (Formerly SPCH 110) (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. identify 15 logical fallacies. (ILO1, ILO2, ILO3, ILO4, ILO5)

2. give an informative speech using the Three-Part Deductive Pattern of Organization. (ILO1, ILO2, ILO3, ILO4,ILO5)

3. present a persuasive speech using Monroe's Motivated Sequence Pattern. (ILO1, ILO2, ILO3, ILO4, ILO5)

Course Objectives

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

1. Define and explain the components and significance of speaker credibility.

2. Demonstrate behaviors conducive to speaker credibility.

3. Complete a written audience analysis.

4. Select speech topics appropriate to audience, self and assignment.

5. Deliver a speech using appropriate eye contact, and body/vocal control.

6. Complete written speech outlines for the following types of speech organization patterns: • Deductive pattern •Inductive pattern • Motivated Sequence pattern

7. Deliver speeches using each of the abovementioned patterns to organize them.

8. Identify the following types of supporting materials: • Detailed Illustration • Hypothetical Illustration • Series ofspecific instances • Comparisons • Contrasts • Definitions • Statistics • Quotations

9. Use all eight forms of support in every classroom speech.

10. Identify the following types of fallacies: • Hasty Generalization • False Cause • False/ Invalid Analogy •Either/Or • Bandwagon • Slippery Slope • Fallacy of Authority • Fallacy of Tradition • Red Herring • Ad Hominem

11. Create a bibliography to include the sources used in a speech.

12. Create and deliver speeches to: inform, convince, activate and entertain.

13. Critique live and recorded speeches

Textbooks & Other Resources or Links

PDFs available on Canvas under Files

Course Requirements and Instructional Methods

ASYNCHRONOUS INSTRUCTION AND RESPONSE: This class is asynchronous, meaning that we will not be meeting together as a class, Each week, I will put up an announcement on Canvas by Monday that includes all the class materials and assignments for that week. It is your responsibility to complete the assignments and submit them via the appropriate channels (Discussions, Quizzes, etc). In general, the week's assignments will be due by Thursday at 11:59 PM of the week assigned. Please follow the class schedule and read the entire announcement each week.

I want to help you on your speech process and you must reach out! Use Gmail, Facebook/messenger, and/or Canvas to get in touch with me with questions. If you need to talk to me, we can set up a Zoom or a Facebook video chat.

Speeches: You will record and upload a variety of speeches that will increase in difficulty as the semester progresses. Speeches need to adhere to the requirements on Canvas under announcements. The speeches you submit need to be one continuous video per speech-this is a public speaking class, not a public editing class.

In Class Activities: These are the interactions "in class" and will include games, speech feedback, and outlining activities. These will be posted by Monday of the week assigned and are due on Thursday of that week at 11:59 PM. The IOCA's will mostly take place in the Discussions in Canvas.

Typed scripts, outlines and works cited Typed outlines, scripts, works cited sheets, and notecards that follow the requirements set in the announcements. There are NO exams in this class. Instead, you will be writing a 5 minute speech that will go through SEVERAL drafts and then memorized. Exciting! I will help you on this process.

"Assignments: It is your responsibility to complete all assignments in a timely matter and submit them at the beginning of class. In general, NO late work will be accepted, even with documentation," 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

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: https://imperial.edu/students/student-equity-and-achievement/

2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

> Guidelines for using parking WIFI:
> -Park in every other space (empty space BETWEEN vehicles)
> -Must have facemask available
> -For best reception park near buildings
> -Only park at marked student spaces
> -Only owners of a valid disabled placard may use disabled parking spaces
> -Only members of the same household in each vehicle
> -Occupants **MUST** remain in vehicles
> -Restrooms and other on-campus services not available
> -College campus safety will monitor the parking lot
> -Student code of conduct and all other parking guidelines are in effect
> -Please do not leave any trash behind
> **-No parking permit required**

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

Classroom Etiquette

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 pass on my materials to others.

Course Grading Based on Course Objectives

250	Major Speeches
200	Spch Analysis and Activities
125	Scrip Rewrites
300	Final Project
125	Feedback

Total Possible: 1000 A = 900-1000   B = 800-899   C = 700-799   D = 600-699   F = 599<

Anticipated Class Schedule/Calendar *tentative and subject to change*

Week	Date	Score	Possible	Topic/What is DUE
WK 1&2	8/24-8/28			Intro to the Class
			25	Speech 1: Introduction Speech Due Thurs 11:59 PM
				CLAIM FINAL TOPICS
WK 3	8/31-9/4		25	Outline and Research for Final Speech: Perusasion, and advocacy
			25	Speech 1: Feedback Due by Thurs 11:59 PM
WK 4	9/7-9/11		50	Speech 2 Due: Educational Infomercial w/Monroe's Motivated Sequence
WK 5	9/14-9/18		25	Draft one of FINAL speech:
			25	Speech 2 Feedback Due
WK 6	9/21-9/25		50	First recorded presentation of final speech Manuscript Speaking
WK 7	9/28-10/2		25	Draft three of FINAL speech
			25	Feedback
WK 8	10/5-10/9		75	Speech 3: Literature Performance
			25	Draft two of FINAL speech
WK 9			100	Robert's Rules of Order: SPECIAL DAY
			25	Speech 3: Feedback
WK 10	10/12-10/16		25	Analysis of a "historical" Public speech PENTAD
			25	Discussion Response
				FINAL SCRIPT DUE
WK 11	10/26-10/30		100	Speech 4: Pure Motivation: Put me in Coach!
WK 12	11/2-11/6		50	Second recorded presentation of final speech MEMORIZED
WK 13	11/9-11/13		25	FINAL DRAFT OF FINAL SPEECH due
			25	Feedback: Second recorded presentation of final speech MEMORIZED
WK 14	11/16-11/20		25	Analysis of a local and contemporary Public speech PENTAD
			25	Discussion Response
WK 15	11/23-11/27			Holiday
WK 16	11/30-12/4			PARTNER PRACTICE/Meet with Sabrina
WK 17	12/7-12/11		200	FINAL SPEECHES Due by MONDAY, Feedback due by Thursday 11:59 PM
			1000	0

Tentative, subject to change without prior notice

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

What does it mean to "attend" an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:
- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

"This is a skills based class and EVERY class is crucial. In class activities and assignments CANNOT be made up. If you must miss class for a verifiable emergency, please 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.**

Academic Honesty

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 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.

How do I show academic honesty and integrity in an online "classroom"?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
    o You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
    o When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment:
- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return

messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)]. (provided by IVC. We will break this down in a lecture)

Additional Services for Students

How do I access services now that we are mostly online?

- CANVAS LMS. Canvas is Imperial Valley College's Learning Management System. To log onto Canvas, use this link: Canvas Student Login. The Canvas Student Guides 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.   In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link (IVC online Tutoring).   When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- Library Services. Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- Career Services Center. The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.
- Child Development Center. The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: https://forms.imperial.edu/view.php?id=150958

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. When campus is open, the DSP&S office is in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center**. A Student Health Nurse is available on campus, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128, or when campus reopens, visit Room 1536 for more information.
- **Mental Health Counseling Services**. Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 for appointments, or when campus reopens visit Room 1536, for more information.

Veteran's Center

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, the Center is in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program. For additional information about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

Student Equity Program

The Student Equity & Achievement Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and

referrals to students in need. SEA strives to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at https://imperial.edu/students/student-equity-and-achievement/ or call us at 760-355-6465 or when campus reopens, visit Building 401.

What if I cannot afford food, books, or need other help?
> We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: https://imperial.edu/students/student-equity-and-achievement/

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.

Information Literacy

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