

## Basic Course Information

Semester:	<b>Spring 2021</b>	Instructor Name:	<b>Alma Castro</b>
Course Title & #:	<b>COMM 100 – Oral Communication</b>	Email:	<b>Alma.Castro@imperial.edu</b>
CRN #:	<b>21358</b>	Webpage (optional):	
Classroom:	<b>Online</b>	Office #:	
Class Dates:	<b>February 16 – May 21, 2021</b>	Office Hours:	<b>Wednesdays at 4 on Zoom</b>
Class Days:	<b>Asynchronous</b>	Office Phone #:	
Class Times:	Asynchronous	Emergency Contact:	
Units:	3	Class Format:	Asynchronous

## 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)*

## Course Prerequisite(s) and/or Corequisite(s)

None

## 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

*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**

Lucas, Stephen J. *The Art of Public Speaking*. 13th. McGraw-Hill ISBN: 9781266385926. **Connect Access Card**. 2020.

### **Course Requirements and Instructional Methods**

#### ***Out-of-class***

- (1) *View speakers in venues other than class.*
- (2) *Visit the recycling center in IV in order to prepare a speech about the experience at a later date.*

#### ***Reading and Writing***

- (1) *Write an Oral Communication Outline for an informative speech using the three-part deductive pattern of organization. Must be submitted prior to speech presentation.*
- (2) *Write a final exam.*
- (3) *Read the chapters in textbook.*
- (4) *Read daily newspapers for current events.*
- (5) *Read US Bill of Rights.*

### **Course Grading Based on Course Objectives**

*In this course, you will be evaluated on:*

- *Mid-Term/Final Exam(s)*
- *Class Activity*
- *Oral Assignments*
- *Problem Solving Exercise*
- *Quizzes*
- *Skill Demonstration*
- *Written Assignments*

*Contact Types and Frequency:*

*This course complies with the [IVC Regular Effective and Substantive Contact](#) policy by providing the following contact types:*

- *Announcements/Bulletin Boards - Weekly*
- *Email Communication - As needed*
- *Chat Rooms - Weekly or as needed*
- *Scheduled Face-to-Face Meetings - As needed*

- *Orientation at start of course - Once.*
- *Discussion Boards - Weekly or as needed*
- *Online Group Collaboration - As needed*
- *Podcasts - As needed*
- *Virtual Office Hours - Weekly*
- *Other (describe) - As needed to meet course objectives.*

This course complies with the American's with Disabilities Act Section 508 as described in the [IVC Distance Education Handbook](#)

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59-0%
I	Depending on Circumstance

- *A more detailed grade can be found on Canvas.*

## Course Policies

### Absences

- *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 absence 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.*

## Other Course Information

### 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](#) 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.*

## IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

## Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 Feb 19 - 21	Syllabus & Introduction <b>Introduction Speech</b> Chapter 1- Speaking in Public	Due 2/19/21
Week 2 Feb 20- 26	Chapter 2- Ethics and Public Speaking <b>Introduce a Classmate</b>	Due 2/26/21
Week 3 Feb 27- March 5	Chapter 3- Listening Chapter 4- Giving Your First Speech	Due 3/5/21
Week 4 March 6-12	Chapter 5- Selecting a Topic and Purpose Chapter 6 - Analyzing the Audience	Due 3/12/21
Week 5 March 13-19	Chapter 7- Gathering Materials <b>Narrative Speech</b>	Due 3/19/21
Week 6 March 20-26	Chapter 8 -Supporting Your Ideas Chapter 9 Organizing the Body of the Speech	Due 3/26/21
Week 7 March 27- April 2	Chapter 10- Beginning and Ending the Speech <b>Fallacies Presentation</b>	Due 4/2/21
Week 8 April 3-11	<b>Spring Break! No classes!</b>	
Week 9 April 12-16	Chapter 11- Outlining the Speech <b>*MIDTERM Exam*</b>	Due 4/16/21
Week 10 April 17-23	Chapter 12, 13, 14 – Using Language, Delivery, and Visual Aids	Due 4/23/21
Week 11 April 24-30	Chapter 16- Speaking to Persuade Chapter 17- Methods of Persuasion	Due 4/30/21



Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 12 May 1-7	Chapter 19- Presenting Your Speech Online	Due 5/7/21
Week 13 May 8- 14	<b>Persuasive Speech</b>	Due 5/12, 13, 14/21
Week 14 May 15-21	* <b>Final Exam</b> *	Due 5/21/21

\*\*\*Subject to change without prior notice\*\*\*