



Basic Course Information

Semester:	Spring 2023	Instructor Name:	Alma Castro
Course Title & #:	Comm 100 - Oral Communication	Email:	Alma.castro@imperial.edu
CRN #:	20529	Webpage (optional):	
Classroom:	2700--2727	Office #:	3900
Class Dates:	Feb. 13 – June 9	Office Hours:	Thursdays 1-4 pm & 4-5 pm Zoom or email
Class Days:	Tuesdays	Office Phone #:	(760) 355-6291
Class Times:	1:00 pm – 4:00 pm	Emergency Contact:	Lency.lucas@imperial.edu
Units:	3.0	Class Format:	Face-to-Face

Course Description

Training in the fundamental processes involved in oral communication with an emphasis on organizing material, outlining, constructing, and delivering various forms of speeches. (Formerly SPCH 100) (C-ID COMM 110) (CSU, UC)

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

N/A

Student Learning Outcomes

- Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:
- 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)
- 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)
- Prepare and present a visual aid that illustrates a specific point. (ILO1, ILO3, ILO4)
- Use statistics, quotations, definitions and detailed illustrations as supporting materials. (ILO1, ILO2, ILO3, ILO4, ILO5)



- 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:

- Define, explain and apply the principles of oral communication
- Incorporate and demonstrate ethical practices in all phases of speech preparation
- Acquire, organize, interpret and utilize research materials
- Analyze and adapt a speech topic to a variety of diverse audiences
- Develop a clear, cohesive thesis and create a concise speech outline
- Compose, organize and present to a live audience relevant speeches to introduce, inform and persuade
- Demonstrate the characteristics of effective delivery
- Support speech context through utilizing effective visual aids
- Analyze and evaluate live or recorded speeches
- Demonstrate active listening skills
- Recognize the elements of and demonstrate effective techniques for reducing communication apprehension

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Textbooks & Other Resources or Links

REQUIRED

- **Art of Public Speaking (Connect Acc)(CUSTOM) IMPERIAL VALLEY COLLEGE**
Edition: 13th
ISBN: 9781266385926
Author: Lucas
Publisher: McGraw-Hill
Copyright Year: 2020
- Please register for the online component of this class at :
- https://connect.mheducation.com/class/a-castro-10582-fall-22-rtol_1
- Supplementary readings, texts, and workbooks as assigned by the instructor.
- Must have reliable internet access, Computer, webcam, microphone, and speakers.

Course Requirements and Instructional Methods

- **Speeches**

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- Speeches presented in this class will account for most of your course grade.
 - All speeches may be delivered with speaking notes. Some speeches will require audio, visual aids.
 - All speeches require you to turn in an outline and work cited page.
 - Please follow MLA formatting for these citations.
 - You will be delivering several **mandatory** speeches during the course including:
 1. Introductory Speeches (2 minutes)
 2. Classmate Introduction (2 minutes)
 3. Informative/Demonstrative Speech (5-7 minutes)
 4. Persuasive Speech (6 - 8 minutes)

You will be instructed on the details on these types of speeches at an appropriate time.

➤ **Quizzes**

- In this course, you will be quizzed on every assigned chapter from the course textbook. Quizzes may be a combination of true/false, multiple-choice, fill in the blanks, and short answer questions.

- **Since this course is asynchronous, all lectures will come from my video lectures, and your textbook, *The Art of Public Speaking*.**
- **Lecture Outline (not in any specific order):**

1. Speech skills and practice
2. Ethical practices in speech composition and delivery
3. Organization
4. Use of supporting materials
5. Delivery
6. Introduction to rhetorical theory/persuasion
7. Methods of research
8. Reduction of communication apprehension
9. Listening
10. Topic selection

11. Analysis of diverse audiences

12. Evaluation and criticism of live and recorded speeches

- 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.

Course Grading Based on Course Objectives

In this course, you will be evaluated on:

- How well you deliver your speeches
- How clearly organized and well-written your outlines are
- Speech content analysis
- How well you cite evidence from your research in your outlines and when presenting
- How effectively you use your visual aids
- Quizzes, Final Exam on chapter readings and Activity-based Learning
- Homework, attendance, and participation

Assignments	#	Points
Chapter Reading and Quizzes	Weekly	25-30 Pts. each
Self-Introduction Speech	1	50 Pts.
Classmate Introduction Speech	1	50 Pts.
Informative/ Demonstrative Speech	1	100 Pts.
Persuasive Speech	1	150 Pts.
Final Exam	1	100 Pts.

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

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

Course Policies

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.
- There are no acceptable "excused absences." It is your responsibility to schedule personal appointments so that they do not interfere with this class. 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. Three (3) absences will get you dropped from this class. 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.

Classroom Etiquette

- When attending class, please demonstrate respect for the speaker(s).
 - Do not distract or interrupt the speaker when delivering a speech by talking with other students.
 - Do not enter or leave the classroom on days when we will be presenting speeches. If you are late on delivery days, please come in quietly and quickly.
 - Always show respect and give your full attention to the speaker. Remember that a very important part of this class is to demonstrate your ability to listen responsibly.
- 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 by the instructor.
- 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, only students enrolled in the class may attend; children are not allowed.

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
- Use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

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.

Other Course Information

Textbook Access:

In this course, we will be working with

The Art of Public Speaking with access to Connect software

by Stephen Lucas, 13e

In MODULES you will find your assignments as well as have access to your textbook. In order to begin this course, you must create an account with McGraw-Hill Connect. When registering, please use your IVC email. If you have not yet purchased your access card for the ebook and access to Connect, the first two weeks are offered as a trial for free. [Please watch this very important video on how to register for this course. Links to an external site.](#) You may purchase your textbook at our Imperial Valley College Bookstore, or you can also purchase your access card on the website after you register.

Please click on the link on the [Home page](#) and sign in using your IVC EMAIL.

Class Communication: How I Will Communicate With You

I value an interactive and personal learning environment and I intend to harness the technological tools available to us to communicate with you in a variety of ways.

I want to make sure you know that you're not alone in the course. I care about you, I care about the challenges you face, and I care about supporting your learning. Here are some of the ways I'll connect with you throughout the semester:

Module and In-Class Discussions

I monitor these discussions often and will chime in with opinions and clarifications as it seems appropriate. [Discussions "Course Q&A"](#) is where I encourage you to post general questions about the class - please feel free to answer someone's question when you can!

Gradebook Feedback

Not only will you find your grades and rubric scores in Grades and assignments, but I also use the comments feature to leave feedback, ask questions, and spark further conversations about your ideas and contributions. I do my best to grade assignments and offer feedback within 5-7 days.

- [How do I view grades and instructor comments?Links to an external site.](#)
- [How do I view annotation feedback in an assignment?Links to an external site.](#)

Announcements

When I make changes to the course, or send out reminders, I'll post them as an [Announcement](#). Some of these posts relate to public speaking specifically, but some will feature useful resources that will help you as a student. If I need to make any changes to our semester schedule, or to a specific assignment, I'll also post these in the announcements area.

Weekly Office Hours

I set aside 4 hours each week to be available to you if you need me.

I will be available Thursdays between 1-4 pm in room 3900, and 4-5 pm by [Email](#), or by Canvas Inbox. During these hours, I will respond right away. You can also set up a video appointment with me to meet on Confer zoom.

Canvas Mail

If I need to get a hold of you this semester, I'll contact you through Canvas mail. You can access this feature by clicking "Inbox" in the left-hand global navigation bar.

- I respond to emails within **24** hours, Monday through Friday 9-8 pm.
- I reserve the right to reply to messages sent after 8 pm Mon-Fri on the following business day.
- I reserve the right to wait until Monday to reply to messages sent after 8 pm on Fridays, or over the weekend. ;-)



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
Module 1 Feb. 13 - March 10	<ul style="list-style-type: none"> • Read Syllabus • Contribute to Introduction Discussion • Submit "Self-Check" Quiz • Read Chapters 1, 4, 19, 13, 3, and 6 of The Art of Public Speaking <ol style="list-style-type: none"> 1. READ Assigned Chapters, Answer reading questions 2. ASSESS your knowledge by taking each chapter quiz 3. Watch all assigned sample speech videos. 4. Complete all Application Based Activity (6) <p>Speeches of Introduction:</p> <ol style="list-style-type: none"> 5. CREATE a speech introducing yourself. Present your speech. Presentation Max time is 2 minutes 6. Submit your outline. 7. CREATE a speech introducing a classmate. Present your speech. Presentation Max time is 2 minutes 8. Submit your outline. 	<p>Due March 10 by 11:59 pm</p> <ol style="list-style-type: none"> 1. Submit full-sentence outline for Self-Introduction Speech. 2. Deliver Self-Intro speech. You may use speaking notes. 3. Submit full-sentence outline for Classmate Introduction Speech. 3. Deliver Classmate Introduction Speech. You may use speaking notes. <p>* Speaking notes are used to help you remember main points and you DO NOT have to turn them in.</p>
Module 2 March 12- April 21	<ul style="list-style-type: none"> • Read Chapters 2, 15, 5, 10, 11, and 14 of The Art of Public Speaking • Contribute to Informative Topic discussion <ol style="list-style-type: none"> 1. READ Assigned Chapters, Answer reading questions 	<p>Due April 21 by 11:59 pm.</p> <ol style="list-style-type: none"> 1. Submit full-sentence outline and PowerPoint for Informative Speech. 2. Deliver Informative/



	<p>2. ASSESS your knowledge by taking each chapter quiz</p> <p>3. Watch all assigned sample speech videos.</p> <p>4. Complete all Application Based Activity (6)</p> <p>Informative/ Demonstrative Speech:</p> <p>1. CREATE a speech informing your audience on your topic. Present your speech. Presentation Max time is 4-6 minutes</p> <p>6. Submit your outline and PowerPoint.</p>	<p>Demonstrative speech. You may use speaking notes.</p> <p>3. Use 4-6 visual aids on a PowerPoint.</p>
<p>Module 3 April 23- May 19</p>	<ul style="list-style-type: none"> • Read Chapters 11, 13, 14, and 15 of The Art of Public Speaking • Persuasive Speech- Presentation Max time is 6-8 minutes <p>9. READ Assigned Chapters, Answer reading questions</p> <p>10. ASSESS your knowledge by taking each chapter quiz</p> <p>11. Watch all assigned sample speech videos.</p> <p>12. Complete all Application Based Activity (6)</p> <p>Speeches of Persuasion:</p> <p>13. CREATE a speech in which you persuade your audience on a debatable topic. Present your speech. Presentation Max time is 6-8 minutes</p> <p>14. Submit your outline and PowerPoint.</p>	<p>Due May 19 by 11:59 pm.</p> <p>1. Deliver Persuasive Speech with at least 8-12 visual aids. You may use speaking notes.</p> <p>2. Submit full-sentence outline and PowerPoint for your Persuasive Speech.</p>
<p>Module 4 November 5- December 9</p>	<ul style="list-style-type: none"> • Read Chapter 18 of The Art of Public Speaking • Complete Application Based Activity (1) • Study for Final Exam 	<p>Due June 9 by 11:59 pm.</p> <p>1. Take Comprehensive Final EXAM for all chapters we have covered.</p>

Subject to change without prior notice