

## Welcome to Oral Communication 100!



*I am happy to join you in your educational journey. I look forward to meeting you.*

### PROFESSOR'S MISSION:

*To become a more competent, confident public speaker!*

*To become aware of the dynamics of Human Communication and its impact on society and ourselves.*

### Basic Course Information

Semester:	<b>FALL 2023</b>	Instructor Name:	<b>Rumaldo Marquez</b>
Course Title & #:	<b>Comm. 100</b>	Email:	<b>Rumaldo.marquez@imperial.edu</b>
CRN #:	10502	Webpage (optional):	
Classroom:	1602	Office #:	202
Class Dates:	14 Aug-09 Dec	Office Hours:	<b>MTuWTh 3-4 pm</b>
Class Days:	<b>MW</b>	Office Phone #:	6331
Class Times:	1120-1245	Emergency Contact:	Lency 760-355-6337
Units:	3	Class Format/Modality:	<b>Face-to-Face</b>

### Course Description



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*This course is an introduction to the fundamental principles and techniques of public address. Students will frequently prepare and present talks of informative or persuasive intent. Emphasis will be placed on the collection, analysis, and organization of material appropriate to typical public address situations, as well as on the linguistic, vocal, and physical skills needed for effective delivery.*

**Communication 100** 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)

*The specific purpose of this course is to improve the process of communication. This is achieved through the application of concepts such as: research, organization, and outlining/constructing, supporting materials, the preparing and delivery of speeches. Attention is given to the concepts of ethics and credibility and how these concepts relate to the communication process.*

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

*None. It is strongly recommended that the student have a fundamental understanding and comprehension of the English language.*

### 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.*
- 2. Use statistics, quotations, definitions, and detailed illustrations as supporting materials.*
- 3. Identify the components of the nonverbal delivery process which includes eye contact, rate/pause, appearance.*

### 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 speech 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**

*References:* College Dictionary Merriam Webster/Thesaurus  
U.S. Constitution-Bill of Rights

**Required:**

*The access to several newswires such as CNN, MSNBC, FOX, for analysis of contemporary society.  
Reading material will be assigned online.*

**Notecards!**

**Professional Attire for Speeches/Presentations**

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

*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.*

*[Describe course activities, assignments, tests, homework, etc.]*

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

#### **Evaluation Procedures**

*Grading is determined on the following criteria:*

**Discussion/Participation/homework typed assignments/Journals/Essays/ 30%**

**Speeches/ 40%**

**Exams/Final 30%**

**(Not taking the Final exam can cause you to fail the class!)** *The points you EARN determine grades. The total points possible will be determined as the semester concludes. Usually, the amount ranges between 200-250 points, depending on the size of the class. All grades will reflect level of scholarship, initiative, attitude, cooperation, and individual improvement demonstrated throughout the course. Your homework assignments are to be typed and doubled spaced.*

**Late assignments or tests are rarely accepted and if done so are on a case by case.**

**IF you added the class late you cannot make-up work. You are allowed 3 absences throughout the term.**



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***If you have several absences (even if you have not been dropped) your final overall grade can be severely lowered.***

*More information on rubric of each assignment will be explained as it is given out.*

*The following percentages illustrate the breakdown.*

*100-90% =A Superior*

*89-80% =B Above average*

*79-70% =C Average*

*69-60% =D Below Average*

*59% or > = F*

### **Academic Honesty (Artificial Intelligence -AI)**

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

### **Course Policies**

- 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.*
- 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.*



- *Students are allowed 3 absences. If the student is not dropped the overall grade can/will be severely reduced. It is a student's responsibility to drop or officially withdraw from the class. Not taking the final can result in failing the class.*
- *Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.*

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

- *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.*

## **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 (!!!)].*

## **Academic Honesty**

*is the advancement of knowledge requiring 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 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.
- Don't get distracted and turn off your phone. Come prepared, to engage and learn.
- Your learning is up to you!

[Describe other policies such as attendance, academic honesty, netiquette, expected classroom behavior, etc.]

### Other Course Information

**Work-based learning (WBL)** allows students to apply classroom content in professional settings while gaining real-world experiences. These opportunities will provide you (the student) with a deeper, more engaging, and relevant learning environment. This semester, I will be offering the following activities to provide you with the opportunity to explore career options in the field of Communication.

Applied and work-based learning (WBL) allows students to apply classroom content in professional settings while gaining real-world experience. WBL exists on a continuum that reflects the progress of experiences from awareness-building to training. Students often cycle back through the continuum many times throughout college and throughout their career.

**Field of study areas of employment includes:**

Journalism, Electronic Media, TV & Radio Broadcasting, Intercultural and Multi-linguistic Communications, Politics, Administration, Performing Arts, Speech and Rhetoric, Business, Corporate, Marketing, Advertising, Public Relations, among others.

Date or Month	WBL Activity Name	WBL Activity Description
SEPT/OCT	WBL Activity 1- Speeches/Presentations	We will be studying on to connect with your audience. This includes professional attire and the nonverbal cues that can impact your message.



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Date or Month	WBL Activity Name	WBL Activity Description
NOV/DEC	PreCovid WBL Activity 2: Tolerance Center visit (Rancho Mirage)	Students will listen to a Holocaust survivor discuss the cultural and political climate of the times. Student will also ask questions and relate and/or compare to our contemporary society.

### IMPORTANT DATES & DEADLINES:

Saturday, August 26: Late registration for full-term classes ends.

Sunday, August 27: Last day to verify your Census Roster online.

Thursday, August 31: Last day for Virtual Late Add Forms\* to be accepted. Saturday,

November 4: Deadline to drop full-term classes.

### 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 1-3 August 19 - 30	Syllabus & Introduction, Lectures: Perception, Ethics Speech/Presentation: The Narrative	TBA
Week 4-6 September 4 - 29	Lectures: Fallacies, Delivery Speech/Presentation: One Item Speech	TBA
Week 7-9 October-2- November-3	Lectures: Persuasion, Power of Words Speech/Presentation: Public Service Announcement	TBA
November6- December7	Final and Speech/Presentation: Toast	TBA



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

*I, the Instructor/Professor reserve the right to change the above syllabus, as necessary.  
It is YOUR responsibility to know about, understand and adapt to any changes that might be  
made to this syllabus.  
That includes dropping this course.*

**WELLCOME TO COMM. 100!**  
**BE PREPARED TO TRANSFORM YOUR LIFE!**