

**Basic Course Information**

Semester:	Summer 2024	Instructor Name:	Alma Castro
Course Title & #:	Comm 100- Oral Communication	Email:	alma.castro@imperial.edu
CRN #:	30248	Webpage (optional):	
Classroom:	ONLINE	Office #:	3900 by appointment only
Class Dates:	June 18-July 28	Office Hours:	No Office Hours during summer courses
Class Days:	ONLINE	Office Phone #:	
Class Times:	Asynchronous	Emergency Contact:	Lency Lucas (760) 355-6337
Units:	3.0	Class Format/Modality:	Lecture/Discussion/Online

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 by 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*

Textbooks & Other Resources or Links

1. **REQUIRED**

Art of Public Speaking (Connect Acc)(CUSTOM) IMPERIAL VALLEY COLLEGE \$68.50 to \$91.25

1. ***Edition:*** 2023 Edition

2. ***ISBN:*** Please ask in Bookstore 3. ***Author:*** Lucas

4. ***Publisher:*** McGraw-Hill

5. ***Copyright Year:*** 2023

Please register using your IVC EMAIL for the online component of this class at :

<https://connect.mheducation.com/class/a-castro-comm-100-30248>

Supplementary readings, texts, and workbooks as assigned by the instructor.

Course Requirements and Instructional Methods

1. • Speeches

Speeches presented in this class will account for most of your course grade. All speeches will be delivered extemporaneously with speaking notes. Some speeches will require audio and visual aids. All speeches require you to turn in an outline and a work cited page. Please follow MLA formatting for these citations. You will be delivering several **mandatory speeches** during the course including:

1. Self and Classmate Introductory Speeches (2 minutes each)
2. Present Fallacies in Advertisements or in Political Speeches (3-5 minutes)
3. Informative/Demonstrative Speech (5-7 minutes)
4. Persuasive Speech (7 - 9 minutes)
5. Final Exam

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

◆ **You must present all major speeches, and take the Final exam in order to pass this course, regardless of your grade.**

IMPORTANT! Since this is an online course, all speeches MUST be recorded "LIVE." This means absolutely NO editing of any sort. Any editing will result in a ZERO grade.

• 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.

• 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 and Final Exam on chapter readings and study guides.
- Homework, attendance, and participation.

Assignment	Points
Self-Introduction	100
Classmate-Introduction	100
Fallacies in Ads	60
Informative	150
Persuasive	200
Outlines	30-50 (each)
Final Exam	100

Extra Credit: I do offer extra credit assignments!

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. 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.” Hospitalizations and COVID-19 require documentation. **It is your responsibility to schedule personal appointments, and family events** 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. **More than 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.**

Please do NOT email me if you are going to be absent. You decide when you need to be absent. You get 3 absences before you are dropped. All absences affect your grade significantly. It is your education, and your grade; therefore, you decide your schedule and attendance. If you are absent, do not email me to know what you missed. I teach in person, not online. Please contact a classmate for notes or schedule an appointment with me and then with a tutor. Office Hour appointments are limited to 15 minutes.

Attendance on presentation days, midterms, and Finals is Mandatory if you wish to pass this class.

- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Other Course Information

This course includes “brave” and “safe” spaces. This means that during our discussions, anything you wish to share “brave space” shall be respected by ALL. Please know that I will drop any student who disrespects, bullies, or demeans anyone in the class. I welcome any gender, cultural identities, and pronouns. We will dedicate one discussion in this course regarding the identity topic in colleges. Please try and use non-binary language in this course (ex. Folks, people, individuals, students, instead of men and women).

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

We will have Modules in this course on Canvas with textbook chapter readings and homework due dates. However, major assignments will be on the following dates. Dates marked (Mandatory) are never excused.

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Informal Self-Introduction Speech	2-minute informal introduction; tell us about where your family is from. Respond to two peers.	June 19 (Mandatory)
Self and Classmate-	2-minute formal speech on yourself with outline. 2-minute formal speech on a classmate you interview in class. You will also choose a theme for them. Include outline.	June 30 (Mandatory)



Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Introduction Speech		Please note: These are TWO separate speeches and outlines!
Fallacy Presentation	3–5-minute PowerPoint presentation on fallacies you find in advertisements or political speeches.	July 7 (Mandatory) However, I will not fail you if you do not present this one.
Informative Speech	5-7 minutes. Informative or demonstrative speech with visual aids, and outline.	July 14 (Mandatory)
Persuasive Speech	7–9-minute speech with visual aids, and outline.	July 28 (Mandatory)
Final Exam		July 28 (Mandatory)

Subject to change without prior notice