



Basic Course Information

Semester:	Fall 2024	Instructor Name:	Dr. Elvinet Piard
Course Title & #:	COMM 100 Oral Communication	Email:	elvinet.piard@imperial.edu
CRN #:	10582		
Classroom:	Bldg 800 Rm 804	Office #:	203-A1
Class Dates:	08/12/24 – 12/07/24	Office Hours:	M/W 3:30 – 5:30p
Class Days:	M/W	Office Phone #:	(760) 355-6150
Class Times:	9:40a – 11:05a		
Units:	3	Class Format/Modality:	In-person

Course Description

Provide students with the foundational skills of public speaking to enable them to effectively communicate ideas both informatively and persuasively to a variety of audiences in various contexts. (C-ID: COMM 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. 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. Compose, organize and present to a live peer audience, relevant speeches to introduce, inform and persuade in the English language.
2. Evaluate rhetorical strategies in historical and contemporary public discourse.
3. Define, identify and apply the three Aristotelian appeals of ethos, pathos, and logos.
4. Recognize and demonstrate ethical practices in all phases of speech preparation.
5. Acquire, organize, critically evaluate and include credible research materials (primary and secondary) to support ideas in a speech.
6. Analyze and adapt a speech topic to a variety of diverse audiences with a particular sensitivity to diversity, equity, inclusion, belonging, and accessibility.
7. Develop a clear, cohesive thesis and create a concise speech outline.
8. Recognize and demonstrate the characteristics of effective verbal and nonverbal delivery.
9. Design and incorporate effective visual aids.
10. Analyze and evaluate peer speeches with faculty guidance.
11. Demonstrate active listening skills and constructive criticism to peers.
12. Recognize the elements of and demonstrate effective techniques for reducing communication apprehension.



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Course Requirements and Instructional Methods

This is a public speaking course. Therefore, completing the assigned speeches is MANDATORY. There are 3 speeches (Introductory Speech, Informative Speech, and Persuasive Speech) that must be completed to pass the class. This class will also have a variety of lectures, quizzes, discussions, tests, and outline assignments.

Textbooks, Supplies & Other Resources or Links

- Open Educational Resource (OER) Textbook (free): We will be using *Exploring Public Speaking* (4th Edition), which can be accessed here--<https://oer.galileo.usg.edu/communication-textbooks/1/>
- Index Cards (3x5 or 4x6)
- Opposing Viewpoints – comprehensive coverage of a wide range of topics; database available via IVC library.
- CQ Researcher – provides summaries and in-depth analysis of current topics; database available via IVC library.

Course Grading Based on Course Objectives

Final Grades: Your final grade in class will be determined based on how many points you have earned on all the assignments combined. However, if you do not complete the assigned mandatory speeches, you will not pass the class, regardless of whether you scored above a certain percentage. The grade breakdown is as follows:

A=90% - 100%

B=80% - 89%

C=70% - 79%

D=60% - 69%

F=below 60%

SPEECH WORK:

Category (Possible points)	Speeches (220)	Speech Outlines (120)	Peer and Self Evals (90)
Speech #1: Self Intro	40 points	20	30
Speech #2: Informative	80	50	30
Speech #3: Persuasive	100	50	30

ALLOCATION OF POINTS

Assignments	Point Value	Weighted Value
Speeches (includes Peer/Self Evaluations)	310 points	36%
Speech outlines	120 points	14%
Midterm and Final Exams	100 points	12%
Attendance	160 points	19%
Quizzes & Other Coursework	160 points	19%
Total	850 points	100%

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

Drop Policy: Students missing the first class are automatically dropped. It is the student's responsibility to drop all classes they are no longer attending. A student may be withdrawn from the course after the add/drop deadline due to excessive absences. Students who remain enrolled in a class beyond the published withdrawal deadline will receive an evaluative letter grade in this class (A, B, C, D, F).

Late Work Policy: Any assignment submitted after the due date published on Canvas will be considered late. Should you submit an assignment late, your final grade on the assignment will be penalized by 10%. After that, late work will be penalized at an additional 10% per day. Late work will only be accepted up to 5 days from the day it is due for a maximum 50% deduction. **Only emergencies are acceptable exceptions to this rule.**

Attendance Policy

The course has 32 class meetings for Fall 2024. Each class meeting is valued at 5 points. Students are granted no more than 2 excused absences for class hours. Any class missed after the first 2 will result in -10 points for each scheduled class meeting missed, which will affect not only points for attendance but overall course grade.

Make-up Speech Guidelines

If a speech round is missed a student can record a make-up speech, upload it to YouTube and send the instructor a link to grade the speech. Make-up speeches lose 10% for every day they are late. Only 1 make-up speech is allowed during a regular term. The following guidelines should be met when taping a make-up speech:

1. **Speeches are NOT to be edited.** Do your best to simulate what would happen if you were presenting your speech in a live classroom.
2. **Dress appropriately.** Taping your speech in pajamas or in revealing attire is inappropriate and will affect your overall impression score. We are creating speeches that prepare you for life and career. Dress as though you were in the classroom or at minimum use a business casual benchmark.
3. **Use a semi-professional space with technology access.** A public library's private study space with a monitor or screen for visuals OR a living room with a plain wall are best. You can use a smart television to screencast from a smartphone; Alternatively, you can purchase a Chromecast device. Please avoid, showing the class your bedroom.
4. **Close-up shots that only show your chest and face are inadequate.** Showing more of your body helps us see your gestures or attempts at gesturing and movement.
5. **Standing is expected/Avoid sitting.** You cannot practice proper speech techniques if you are seated during delivery. It is recommended that you use a smartphone and proper tripod to tape yourself giving each speech.
6. **Upload your speech to YouTube:** This compresses your video automatically so that it can be shared easily. Be sure to make your video **PUBLIC but UNLISTED**. That way only students from class and your professor are likely to access your speech.



**Note the shot composition starting from where your hands drop down to above the head.*



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

Dates	Class Topics/Discussion	Assignments all due by Friday night 11:59p each week
Week 1 8/12, 8/14	Introduction to the Course Chapter 1: The Basics of Public Speaking	READ CHAPTER 1 (QUIZ 1)
Week 2 8/19, 8/21	Self-Intro Speeches	Submit Outline: Self-Intro Speech Complete Peer Evaluations x 2 Complete Self-Evaluation Journal Entry
Week 3 8/26,8/28	Chapter 2: Audience Analysis & Listening Chapter 3: Ethics in Public Speaking	Submit Listening Styles Assessment READ CHAPTERS 2-3 (QUIZ 2)
Week 4 9/2, 9/4	No class on 9/2 (Labor Day Holiday) Chapter 11 – Delivering Your Speech	READ CHAPTER 11 (QUIZ 3)
Week 5 9/9, 9/11	Chapter 4—Developing Topics Chapter 12 – Speaking to Inform	READ CHAPTER 4 + 12 (QUIZ 4) Submit INTERVIEW PLAN for Informative Speech
Week 6 9/16, 9/18	Midterm Exam Chapter 5 – Research and Using APA Style Chapter 7 – Supporting Materials	Complete Midterm on Chapters 1-4, 11-12 READ CHAPTER 5 + 7 (QUIZ 5)
Week 7 9/23, 9/25	Chapter 6—Organizing and Building an Outline Chapter 8 – Developing Intros and Conclusions	READ CHAPTER 6 + 8 (QUIZ 6) Submit Prelim Outline for Informative Speech
Week 8 9/30, 10/2	INFORMATIVE SPEECHES	Submit Final Outline for Informative Speech Complete Peer Evaluations x 2 Complete Self-Evaluation Journal Entry
Week 9 10/7, 10/9	INFORMATIVE SPEECHES	Submit Final Outline for Informative Speech Complete Peer Evaluations x 2 Complete Self-Evaluation Journal Entry
Week 10 10/14, 10/16	Chapter 9 – Using Presentation Aids	READ CHAPTER 9 (QUIZ 7)
Week 11 10/21, 10/23	Chapter 10 – Language	Class Survey READ CHAPTER 10 (QUIZ 8)
Week 12 10/28, 10/30	Chapter 13 –Principles of Persuasion	READ CHAPTER 13 (QUIZ 9) Submit Prelim Outline for Persuasive Speech
Week 13 11/4, 11/6	Chapter 14 – Logical Reasoning	READ CHAPTER 14 (QUIZ 10)
Week 14 11/11, 11/13	No Class 11/11 (Veterans Day Holiday) PERSUASIVE SPEECHES	Submit Final Outline for Persuasive Speech Complete Peer Evaluations x 2 Complete Self-Evaluation Journal Entry
Week 15 11/18, 11/20	PERSUASIVE SPEECHES	Submit Final Outline for Persuasive Speech Complete Peer Evaluations x 2 Complete Self-Evaluation Journal Entry
Week 16 11/25, 11/27	No class 11/25 – 11/30 (Thanksgiving)	
Week 17 12/2, 12/4	FINAL EXAM	Complete Final Exam on Chapters 5-10, 13-14

Subject to change without prior notice