

Basic Course Information

Semester:	Spring 2018	Classroom:	DOHS	Professor:	Dr. Melani Guinn
Course:	COMM 100	Class Dates:	2/12-6/8	Email:	melani.guinn@imperial.edu
CRN:	21081	Class Days:	Tues & Thu	Office:	2790
Title:	Oral Communication	Class Time:	2:30-3:55	Phone:	355-5705
Units:	3	Office Hours: Wed 11:15-12:15; F 2:30-3:30 IVC Campus; TuTh 1-2p.m. online			

Course Description

Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches

Student Learning Outcomes

Upon completion of this course, the successful student will be 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 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

Various Authors. *Public Speaking: The Virtual Text*. The Public Speaking Project, 2011. (www.publicspeakingproject.org)

Course Requirements and Instructional Methods

Lecture, discussion, group work, speeches, critiques of speeches, quizzes, homework

Course Grading Based on Course Objectives

1. Speeches	60%
2. Public speaking exercises, group presentations, quizzes, homework, participation	40%

Attendance

- A student who fails to attend the first meeting of a 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 absences exceed the number of hours the class is scheduled to meet per week 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

- 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: prohibited in all classrooms. Water bottles with lids/caps are the only exception.
- 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.
- Visitors in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

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 importance 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: taking and presenting as one's own the writings or ideas of others, without citing the source. Students 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, ask for help.
- Cheating: fraud, deceit, and/or dishonesty in an academic assignment; 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.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services, which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- **Library Services.** There is more to our library than just books. You have access to tutors in the Study Skills Center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC Mental Health Counseling Services at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC General Catalog.

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC Library provides numerous Information Literacy Tutorials to assist students in this endeavor.

Anticipated Class Schedule/Calendar*

Week	Tuesday	Thursday
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Imperial Valley College Course Syllabus – COMM 100

Anticipated Class Schedule/Calendar*		
2/12	Interview classmate Delivery basics HW: consider vid to show class	Speeches of Introduction continued Discuss assignment HW: choose vid to show class
2/19	Vid Presentations	Vid Presentation continued
2/26	Introductions and Conclusions Group work on intro and conclusion	Introductions and Conclusions Group work on intro and conclusion
3/5	T.B.A.	Bag It!
3/12	Bag It!	Bag It!
3/26	Persuasion Introduced Watch music video and analyze arguments	Persuasion Exercise
4/2	Spring Break	
4/9	Review	A+R+E exercise
4/16	Evidence	Debate Video - analysis
4/23	No class – S.D. trip	Persuasion preparation – Discuss cyberbullying
4/30	Persuasion Preparation – Topic #2	Persuasion Preparation – Topic #3
5/7	Persuasion Preparation – Topic #4	Persuasion Preparation – Topic #5
5/14	Group work on persuasive vids	Grad Day
5/21	Recording of vids	Recording of vids
5/28	Presentation of Speeches	Presentation of Speeches
6/4	Review	FINAL

*This schedule is subject to change. Do not rely on it if you miss a class; contact a classmate to catch up on what you missed.