

**Basic Course Information**

Semester:	<b>Summer 2018</b>	Instructor Name:	<b>Karin Deol Eugenio</b>
Course Title & #:	<b>Communications 100</b>	Email:	<b>Karin.deol@imperial.edu</b>
CRN #:	<b>30193</b>	Classroom:	<b>P81</b>
Class Dates:	<b>6/11-7/10/18</b>	Units	<b>3</b>
Class Times:	<b>08:00-11:10am</b>	Class Days	<b>MON, TUES, WED, THURS</b>

**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**

Along with having some knowledge about the processes of communication and: Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. 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)
2. Use statistics, quotations, definitions and detailed illustrations as supporting materials.  
(ILO1,ILO2,ILO3,ILO4,ILO5)
3. Prepare and present a visual aid that illustrates a specific point.  
(ILO1,ILO3,ILO4)

**Course Objectives**

- Describe and recall the basic history of oral communication.
- Demonstrate the ability to select and research a topic.
- Construct a speech using the deductive pattern of organization.
- Identify the principles of ethics in speaking and listening.
- Critically analyze speech concepts.
- Improve your presentational skills.
- Apply the use of supporting materials to speeches.
- Identify and describe how persuasion works.

- Recognize and avoid the use of fallacies.
- Analyze the importance of the application of audience analysis and adaptation.
- Prepare and deliver an effective oral presentation
- Develop appropriate visual aids for presentations.
- Develop competence and confidence as a public speaker!

### Textbooks & Other Resources or Links

Rothwell, J. Dan *Practically Speaking* Ed.2, Oxford University Press 2017 ISBN 978 019 045 7327

### 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.

### Course Grading Based on Course Objectives

Your speeches	340-360 points	70%
Class/ Group exercises	80 points	15%
Audience participation	80 points	15%
TOTAL:	500 points =	100%

Superior = A Above average = B Average = C Poor=D Unacceptable = F  
90%-100% = A 80%-89% = B 70%-79% = C 60% -69% = D Less than 60% = F

### Attendance

- Only two (2) absences are permitted during the summer program (6 hours)
- Upon the 3rd absence (7th hour), students are dropped.
- Students are also dropped after 8 tardies. Only two (2) absences are permitted during the summer program (6 hours)
- Upon the 3rd absence (7th hour), students are dropped.
- Students are also dropped after 8 tardies.

### **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 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 (11) 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.

### 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.

- **CANVAS LMS.** Canvas is Imperial Valley College’s main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **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.

### 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 Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

### Anticipated Class Schedule/Calendar

Daily Schedule	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
<b>Week 1/</b> Class 1 June 11	Review Syllabus <ul style="list-style-type: none"> <li>▪ Ice breaker</li> <li>▪ Introduction of “Introductory Speeches”</li> <li>▪ Find partners and exchange information</li> </ul>	- Buy Book! -Read Chapter 1: Communication Competence and Public Speaking & Chapter 2: Speech Anxiety
<b>*Class 2</b> June 12	<ul style="list-style-type: none"> <li>▪ <b>Prepare Introductory Speeches</b></li> <li>▪ <b>Deliver Introductory Speeches</b></li> </ul>	-Read Chapter 3: Audience

Imperial Valley College Course Syllabus –

---

		Analysis and Topic Selection & -Chapter 8: Outlining and Organizing Speeches -Speech Reflection1 written response
--	--	---

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Class 3 June 13	<ul style="list-style-type: none"> <li>▪ <u>Continue Introductory Speeches</u></li> <li>▪ Discuss Chapters 3 &amp; 8</li> <li>▪ Introduce the “Narrative”</li> </ul>	-Read Chapter 6: Attention-Getting People to Listen -Read Chapter7: Introductions and Conclusions
Class 4 June 14	<ul style="list-style-type: none"> <li>▪ Discuss Chapter 6 &amp; 7</li> <li>▪ Class Activity: TBA</li> </ul>	-Read Chapter 9: Speaking Style... -Bring in narrative speech rough draft to next class meeting.
<u>WEEK 2/</u> Class 5 June 18	<ul style="list-style-type: none"> <li>▪ Discuss Chapter 9</li> <li>▪ One-on-one to help refine narrative speeches. Group/Peer editing</li> </ul>	-Prepare and practice your final narrative speech.
<b>*Class 6</b> June 19	DELIVER your NARRATIVE SPEECHES	-HW: Speech Reflection1 written response
<b>*Class 7</b> June 20	DELIVER your NARRATIVE SPEECHES	-Read Chapter 4: Gathering Material
<b>Class 8</b>	DELIVER your NARRATIVE SPEECHES	Read Chapter 5: Using Supporting Materials Effectively -HW: Speech Reflection1 written response
Class 9 June 21	<ul style="list-style-type: none"> <li>▪ Discuss Chapters 4 &amp; 5</li> <li>▪ Introduce Informative and Demonstrative Speeches</li> <li>▪ Class Activity: TBA</li> </ul>	-Read Chapter 10: Delivering your speech

Imperial Valley College Course Syllabus –

		-Read Chapter 14: Informative Speaking
<b>WEEK 3/</b> Class 10 June 25	<ul style="list-style-type: none"> <li>▪ Discuss Chapter 10 &amp; 14</li> </ul>	<ul style="list-style-type: none"> <li>-Decide the topic of your Informative or demonstration speech; start preparing it.</li> <li>-Complete your informative/ demonstrative speech and show me a rough draft by next class</li> <li>-Read Chapter 11.</li> </ul>
Class 11 June 26	<ul style="list-style-type: none"> <li>▪ Discuss Chapter 11</li> <li>▪ Peer Editing</li> </ul>	<ul style="list-style-type: none"> <li>-Finalize and practice Informative or Demonstrative Speech</li> </ul>
* Class 12 June 27	<ul style="list-style-type: none"> <li>▪ <u>Deliver your INFORMATIVE or DEMONSTRATIVE Speeches</u></li> </ul>	<ul style="list-style-type: none"> <li>-Finalize and practice Informative or Demonstrative Speech</li> <li>-HW: 1 page written response- TBA</li> </ul>
Class 13 June 28	<ul style="list-style-type: none"> <li>▪ <u>Deliver your INFORMATIVE or DEMONSTRATIVE Speeches</u></li> </ul>	<ul style="list-style-type: none"> <li>-Read Chapter 15: Foundations of Persuasive Speaking</li> <li>-HW: 1 page written response- TBA</li> </ul>
<b>WEEK 4/</b> Class 14 July 2	<ul style="list-style-type: none"> <li>▪ <u>Deliver your INFORMATIVE or DEMONSTRATIVE Speeches</u></li> <li>▪ Discuss Chapter 15</li> <li>▪ Class Activity TBA</li> </ul>	<ul style="list-style-type: none"> <li>-Read Chapter 13: Argument, Reasoning and Evidence</li> <li>-Read Chapter 16: Persuasive Speaking Strategies</li> </ul>
Class 15 July 3	<ul style="list-style-type: none"> <li>▪ Discuss Chapters 13 &amp;16</li> <li>▪ Peer editing</li> </ul>	<ul style="list-style-type: none"> <li>-Finish, refine and practice your persuasive Speech!!!</li> <li>-Read Chapter 12: Skepticism: Becoming Critical Thinking</li> </ul>

Imperial Valley College Course Syllabus –

---

		Speakers and Listeners
<b>**JULY 4<sup>TH</sup></b>	<ul style="list-style-type: none"> <li>• NO CLASS!! HAVE FUN!!!</li> </ul>	
July 5	<ul style="list-style-type: none"> <li>• NO CLASS!! HAVE FUN!!!</li> </ul>	
	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>*Class 16 July 7</b>	<ul style="list-style-type: none"> <li>• <b><u>Deliver Persuasive Speeches</u></b></li> </ul>	HW: Final Semester written response.
Class 17 July 8	<ul style="list-style-type: none"> <li>• <b><u>Deliver Persuasive Speeches</u></b></li> </ul>	
<b>Class 18 July 9</b>	<ul style="list-style-type: none"> <li>• <b><u>Deliver Persuasive Speeches</u></b></li> </ul>	
Class 19 July 10	<ul style="list-style-type: none"> <li>• LAST DAY OF CLASS!!                             <ul style="list-style-type: none"> <li>▪ In-class Final and make-up speeches.</li> </ul> </li> </ul>	Enjoy your summer break!