

### Basic Course Information

Semester:	<b>Fall 2019</b>	Instructor Name:	<b>Bret Kofford</b>
Course Title & #:	<b>COM 100</b>	Email:	<b>Kofford@roadrunner.com</b>
CRN #:	<b>11332</b>	Webpage (optional):	<b>N/A</b>
Classroom:	<b>Holtville High</b>	Office #:	<b>N/A</b>
Class Dates:	<b>Aug. 28-Dec. 4</b>	Office Hours:	<b>M/A</b>
Class Days:	<b>Wednesdays</b>	Office Phone #:	<b>760-353-3711</b>
Class Times:	<b>2 p.m. to 5:10 p.m.</b>	Emergency Contact:	<b>760-960-4847</b>
Units:	<b>3</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. (CSU,UC)

In this class we will study both public speaking and elements of communication theory in an attempt to improve your oral communication skills and communication skills in general. We will be doing class performances, writing, researching, debating and getting an introduction to the mechanisms of communication.

### Student Learning Outcomes

Students are expected to be competent and confident public speakers upon completion of this course, 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

**Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches. (Formerly SPCH 100) (C-ID COMM 110) (CSU,UC)**

### Textbooks & Other Resources or Links

*Duck, McMahan "Communication in Everyday Life –The Basic Course Edition with Public Speaking," Second Edition ISBN - 9781506350340*

## Course Requirements and Instructional Methods

### Course Grading Based on Course Objectives

#### EVALUATION

Two comprehensive tests – 200 points each

One informative speech – 200 points

One persuasive speech – 200 points

One impromptu speech – 50 points

Debate participation – 50 points

Pop quizzes – 100 points

#### SCORING

900-1,000 – A

800-899 – B

700-799 – C

600-699 – D

Below 600 – F

Students may earn extra credit by delivering a speech in a public setting or in another class. Talk to the instructor about it so the parameters and documentation will be understood. .

### Attendance

**[Required Information:** *The below information is the IVC attendance policy. Use this information in addition to any specific attendance policies you have for your course.]*

- 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.
- 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. 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.
- 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 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, no one who is not enrolled in the class may attend, including children.

## 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.

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

### Anticipated Class Schedule/Calendar

**\*\*\*Tentative, subject to change without prior notice\*\*\***

Aug. 28 – Introduction to course

Sept. 4 – Chapters 1-2/Understanding communication

Sept. 11 – Chapters 13-14, 16/Speaking in public, debate preparation

Sept. 18 – Chapter 15 pp. 326-333/Speaking to inform, debates done in class

Sept. 25 – Chapters 3-4, 5-6/Perception and culture, nonverbal communication, listening

Oct. 2 – Informative speeches

Oct. 9 – Informative speeches

Oct. 16 – Chapters 7-8 Ch. 15 pp. 334-343/Perception and culture, language group communication, prepare for midterm

Oct. 23 - Midterm

Oct. 30 – Persuasive speeches

Nov. 6 – Persuasive speeches

Nov. 13 – Chapters 9-12/small group communication, culture and communication, interviewing

Nov. 20 - Impromptu speeches, prepare for final

Dec. 4 - Final