

Basic Course Information

Semester	Spring 2020	Instructor Name	Sabrina Worsham
Course Title & #	COMM 100: Oral Comm.	Email	sabrina.worsham@imperial.edu
CRN #	21085		sabrinaworsham@gmail.com
Room	315	Office	316
Class Dates	2/18/2020-6/12/2020	Office Hours	Tue/Thurs: 5:45-6:30pm (office) Wednesday: 4:30-6:30pm (office) Friday: 10:50 am -11:20 am (virtual: Facebook and Gmail)
Class Days	Wednesday	Office Phone #	(760) 355-6369
Class Times	6:30 PM-9:40 PM	Office contact for emergencies	760-355-6337
Units	3 unit course		

Course Description

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

Student Learning Outcomes

Upon completion of this course, you will be able to:

1. 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)
2. 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)
3. Prepare and present a visual aid that illustrates a specific point. (ILO1,ILO3,ILO4)
4. Use statistics, quotations, definitions and detailed illustrations as supporting materials. (ILO1, ILO2, ILO3, ILO4, ILO5)
5. Identify the components of the nonverbal delivery process which includes: eye contact, rate/pause, appearance. (ILO1, ILO2, ILO3, ILO4, ILO5)

Course Objectives

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

Textbook & Additional Materials

PDF on Canvas under “Files” of publicspeakingproject.org (link will not work)

Course Requirements and Instructional Methods

“Assignments: It is your responsibility to complete all assignments in a timely matter and submit them via the appropriate channels (in person or electronically, depending on the assignment). In general, NO late work will be accepted, even with documentation. All assignments need to be typed, unless otherwise specified,” SW.

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.

*Assignments and class schedule are subject to change. Said changes are likely only announced during class time. Students are responsible for changes, regardless of class attendance.

Attendance

- “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,” IVC
- “Documentation MUST be provided and arrangements made ahead of time. An excused absence does NOT excuse the work done and activities missed,” SW

“This is a skills based class and EVERY class is crucial. In class activities and assignments CANNOT be made up. On-time attendance is necessary for the successful completion of the class. If you must miss class for a verifiable emergency, please secure documentation. AGAIN, please remember that in-class activities and speeches cannot be made up. Do not miss my class. REMINDER: scheduled doctor's appointments, scheduled dentist appointments, school appointments, job interviews, work meetings/etc... are NOT urgent situations. You know your school schedule. Please plan accordingly. Be in class and be prepared.

Course Grading Based on Course Objectives

Evaluation of Student Progress:

There are 1000 points possible in this course:

A = 900-1000

B = 800-899

C = 700-799
D = 600-699
F = 599 < = F

Point/Assignment Breakdown:

(450 total points possible) Speeches (all formal speeches are extemporaneous speeches):

(25) Introduction: a quick 1-2 minute introduction to the class and the basic speech structure

(50) Info-phobia: a 2-4 minute speech about a phobia. Informative in nature, introduces research

(100) Demonstration: a 3-5 minute speech that uses visual aids to help explain a process

(125) Informative: a 4-6 minute speech that uses credible research to inform an audience

(150) Persuasion: a 5-7 minute speech that uses credible research to persuade an audience

(12 @ 10 points each = 120 points possible) In-Class Activities:

Participation in a variety of in-class activities that are designed to work on speech skills and understanding.

(5 @ 10 points each = 50 points possible) Homework Assignments (Speech Outlines):

Typed outlines, works cited sheets, and notecards.

(17 @ 10 points each = 170) Reading Notes:

1-2 page(s) of HAND-WRITTEN notes from the chapter. Identify key terms in your OWN words. DUE at the beginning of class. LATE reader's notes will NOT be accepted.

(2 @ 80 points each = 160) Exams:

These exams cover the text and material used in lecture. The exams may include multiple choice, true/false, fill In-the-blank, short answer, essay, and/or application questions. Exams are closed book.

(1 @ 50 points each = 50 points possible) Final Presentation: done in pairs: Details to follow

Total Possible: 1000

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 599<

Classroom Etiquette

“Timeliness: Arrive in enough time to be settled, signed in, and ready to go when class begins. Being late is rude, disruptive, and anxiety-inducing for many. Additionally, missing class hurts you and your peers. Be here, be ready, let's learn and create a positive community.

Language: In an effort to create and maintain a critical, comfortable and equitable environment for everyone, any language that is racist, sexist, homophobic, or that discriminates against any person or group will be discussed in the classroom. Any such language in any speech, assignment, or classroom discussion may result in a failing grade for that speech or assignment and the occurrence will be documented in case any further disciplinary actions are warranted,” SW

Recording lectures/Social Media: DO NOT record my lectures and/or take my picture for use on the internet. DO NOT use social media during my classes.

Sign-In sheets/names on assignments: A sign-in sheet is completed at the beginning of class EVERY class period. It is YOUR responsibility to get on the sign-in sheet. All assignments must

be labeled your FIRST and LAST name, as well as the CRN. Lack of sign-in sheet and/or name will result in a “0” for that assignment/activity. Sign in sheets need day, date, CRN, and time.

- “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.
- 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,” IVC

Academic Honesty

- “Plagiarism is to take and present 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 correctly ‘cite a source’, 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or 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 School 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) use of a commercial term paper service,” IVC

Additional Help

- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources,” IVC

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 if you feel you need to be evaluated for educational accommodations,” IVC

Student Counseling and Health Services

“Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a full time mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310,” IVC

Student Rights and Responsibilities

“Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762;” IVC

Information Literacy

“Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>,” IVC

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College’s success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students’ access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Anticipated Class Schedule / Calendar *Tentative, subject to change without prior notice****

19-Feb	In Class Activity 1	10	
26-Feb	Outline 1	10	
26-Feb	Reader's Notes 1	10	
26-Feb	Reader's Notes 2	10	
4-Mar	Speech 1	25	
4-Mar	In Class Activity 2	10	
11-Mar	Outline 2	10	
18-Mar	In Class Activity 3	10	

Imperial Valley College Course Syllabus – COMM 100 Oral Communication

18-Mar	Reader's Notes 3	10	
18-Mar	Reader's Notes 4	10	
18-Mar	Reader's Notes 8	10	
25-Mar	Speech 2	50	
25-Mar	Reader's Notes 5	10	
25-Mar	Reader's Notes 7	10	
25-Mar	Reader's Notes 13	10	
1-Apr	In Class Activity 4	10	
1-Apr	Exam 1	80	
8-Apr	In Class Activity 5	10	
8-Apr	Outline 3	10	
8-Apr	Reader's Notes 6	10	
8-Apr	Reader's Notes 9	10	
8-Apr	Reader's Notes 10	10	
22-Apr	In Class Activity 6	10	
22-Apr	Speech 3	100	
22-Apr	Reader's Notes 11	10	
22-Apr	Reader's Notes 12	10	
22-Apr	Reader's Notes 17	10	
29-Apr	In Class Activity 7	10	
29-Apr	Reader's Notes 14	10	
29-Apr	Reader's Notes 15	10	
29-Apr	Reader's Notes 16	10	
29-Apr	Reader's Notes 18	10	
6-May	In Class Activity 8	10	
6-May	Outline 4	10	
13-May	Exam 2	80	
13-May	In Class Activity 9	10	
20-May	Speech 4	125	
20-May	In Class Activity 10	10	
27-May	In Class Activity 11	10	
27-May	Outline 5	10	
3-Jun	Speech 5	150	
10-Jun	Partner Speech	40	
10-Jun	In Class Activity 12	10	

Study Guides:

Tentative, subject to change without prior notice

Chapter One: Benefits of Public Speaking
Personal, Professional, Public
Models of Communication
Linear, Transactional
Elements of the Communication Process
Encoding and Decoding, Communicator
Message, Channel, Noise
Worldview & Context
Types of Speeches
Speaking Competencies
Useful Topic
Engaging Introduction
Clear Organization
Well-Supported Ideas
Closure in Conclusion
Clear and Vivid Language
Suitable Vocal Expression
Corresponding Nonverbals
Adapted to the Audience
Adept Use of Visual Aids
Convincing Persuasion
Chapter Two
Rhetoric
Cicero's desire for audience analysis
Cicero's criteria to get an audience to act
Aristotle: Ethos, Pathos, Logos
Power and Persuasion
Chapter Three
Ethics, Ethical Standards, Honesty
Avoiding Plagiarism
Citing Sources Responsibly
Setting responsible speech goals
Develop ethical listening skills

Provide ethical feedback
Chapter Four
Three areas of our lives that are benefited when we value listening? Academic, Professional, Personal
What are the three attributes of an active listener?
Attention, Attitude, Adjustment
What are the three barriers to effective listening?
Anticipating, Judging, Acting Emotionally
What is Nonverbal communication?
What are nonverbal adaptors?
What are the strategies the text lays out to improve effective listening?
Keep an open mind, Identify distractions, Come prepared, TAKE NOTES!
Chapter 5
Approaches to Audience Analysis:
Direct Observation,
Inference, Sampling
Categories of Audience Analysis
Situational Analysis, Demographic Analysis
Psychological Analysis, Multicultural Analysis
Interest and Knowledge Analysis
Chapter 7
Personal and Professional Knowledge, Personal Testimony, Interviews, Library Resources, Books
Periodicals, Full Text Databases, Internet Resources
Search Engines, Defining Search Terms
Websites, Government Documents
Evaluating Information

Citing Sources and Avoiding Plagiarism

Style Sheets

Plagiarism

Chapter Eight

Main points, sub points, and ideas

Organizing Informative Speeches

Topical, Spatial, Chronological

Source Citation (When, why, and how)

Paraphrasing versus quoting

Source Criteria: Recency, Variety, Publication, Bias,

Connect to the Subject

Chapter Thirteen

Effective Visual Aids

Types of Visual Aids

Personal Appearance, Objects and Props,

Demonstration, Posters and Flip Charts

Audio and Video, Handouts, Slideware

Design Principles & Slide Layout

Backgrounds and Effects

Colors, Fonts, Text, Images, Graphs and Charts

Sabrina Adds:

10 steps to the speech making process

1. Purpose

2. Audience Analysis

3. Topic Selection

4. Brainstorm

5. Narrow to an outline

6. Research to the outline

7. Finalize outline and Works Cited

8. Notecards

9. PRACTICE

10. Deliver & celebrate!

Sabrina's Structure (thus far):

AGD: Attention Getting Device

Link:

THESIS:

PREVIEW:

1 A B

2 A B

3 A B

REVIEW and TIE to AGD

Modes of Public Speaking:

Memorized, Manuscript, Impromptu,

Extemporaneous

*Dog Banter

Exam 2 Study Guide: Chapter 6

Critical Thinking Defined, Traits, and Skills

Value of Critical Thinking

Defining arguments

Inductive and deductive reasoning

Understanding Fallacies

Formal Fallacies

Bad Reasoning Fallacy

Masked Man Fallacy

Fallacy of Quantitative Logic

Informal Fallacies

Accident Fallacy

Ad Hominem

Fallacy of Ambiguity

Fallacies of Appeal

Begging the Question

Black and White Fallacy

Fallacy of Composition

Fallacy of Division

Non causa, pro causa fallacy

Red Herring Fallacy

Slippery Slope Fallacy

Weak Analogy Fallacy

*Framing

Chapter 9

Functions of Introductions

Gain Attention and Interest

Gain Goodwill

Clearly State the Purpose

Preview and Structure the Speech

Attention-Getting Strategies

Tell a Story

Refer to the Occasion

Refer to Recent or Historical Events

Refer to Previous Speeches

Refer to Personal Interest

Use Startling Statistics

Use an Analogy

Use a Quotation

*Ask a Question

Use Humor

Preparing the Introduction

Construct the Introduction Last

Make it Relevant

Be Succinct

Write it Out Word for Word

Functions of Conclusions

Prepare the Audience for the end of the speech

Present Any Final Appeals

Summarize and Close	Practice Out Loud, Customize Your Practice
End with a Clincher	12
Appeals and Challenges	Methods of Delivery: Manuscript Style, Memorized Style. Impromptu Style, Extemporaneous Style
Composing the Conclusion	Vocal Aspects of Delivery
Prepare the Conclusion	Articulation vs Pronunciation
Do Not Include any New Information	Accent, Dialect and Regionalisms
Follow the Structure	Vocal Quality
*CONCRETE AND SPECIFIC	Pitch and Inflection
Chapter 10	Rate of Speaking
The Power of Language	Pauses Versus Vocalized Pauses
Communication vs. Language	Vocal Projection
Language Creates Social Reality	Nonverbal Aspects of Delivery: Personal Appearance
The Differences Language Choices Can Make	Movement and Gestures, Facial Expressions, Eye Contact
Constructing Clear and Vivid Messages	Mastering the Location
Use Simple Language	The Room: The Podium: The Equipment
Use Concrete and Precise Language	Using a Microphone: Water Rules
Using Stylized Language	Preparation, Practice and Delivery
Metaphors and Similes	Preparing Notes
Alliteration	Rehearsing the Speech
Antithesis	Managing Stress
Parallel Structure and Language	Delivering the Speech
Personalized Language	14
The Importance of Ethical and Accurate Language	Reasons to Adopt a Global Perspective
Language and Ethics	The Economic Imperative
Sexist and Heterosexual Language	The Technological Imperative
Avoiding Language Pitfalls	The Demographic Imperative
Profanity	The Peace Imperative
Exaggeration	Sensitivity and Respect
Powerless Language	Stereotypes, Prejudices, Ethnocentrism
Incorrect Grammar	Understanding a Diverse Audience
Other Language Choices to Consider	High and Low Context Cultures
Clichés	Power Distance
Language that is Central to Pop Culture 11	Uncertainty Avoidance
Classifying Communication Apprehension (CA)	Individualism vs. Collectivism
Trait anxiety vs. State anxiety	Masculinity vs. Femininity
Scrutiny Fear	Time Orientation
Frames of Reference	Selecting Supporting Materials
Habitual Frame of Reference	Stories
Personal Frame of Reference	Facts and Statistics
Cognitive Restructuring (CR)	Testimony
Sources of Apprehension	Speech Organization
Impact of Apprehension	Linear Pattern vs. Holistic Pattern
Learning Confidence	
Techniques for Building Confidence	
Prepare Well, Visualize Success, Avoid Gimmicks	
Breathe and Release, Minimize What You Memorize	

Appropriate Verbal Expression	Hostile Audiences
Denotative and Connotative Meaning	Persuasive Strategies
Communication Style	Ethos, Logos, Pathos
Effective Nonverbal Expression	Organizing Persuasive Messages
Kinesics	Monroe's Motivated Sequence
Paralanguage	Direct Method Pattern
Physical Appearance	Casual Pattern
15	Refutation Pattern
Functions of Informative Speeches	17
Provide Knowledge	Background of Special
Shape Perceptions	Occasion Speaking
Articulate Alternatives	Epideictic Oratory
Allow us to Survive and Evolve	Purpose of Special Occasion Speaking
Role of Speaker	Types of Special Occasion Speeches
Informative Speakers are Objective*	Speech of Introduction
Informative Speakers are Credible	Toast and Roast
Informative Speakers Make the Topic Relevant	Speech to Present an Award
Informative Speakers are Knowledgeable	Acceptance Speech
Types of Informative Speeches: Definitional,	Keynote Address
Descriptive, Explanatory, Demonstration	Commencement Speech
Developing Informative Speeches	Commemorative Speeches and Tributes
Generate and Maintain Interest	After - Dinner Speech
Create Coherence	General Guidelines for Special
Make Speech Memorable	Occasion Speeches
16	Keeping the Speech Short
What is Persuasive Speaking?	Acknowledging the Obvious
Functions of Persuasive Speeches	Staying Positive
Propositions of Fact, Value, and Policy	Using Humor
Choosing a Persuasive Speech Topic	*Sabrina's structure
Approaching Audiences	* Sabrina's 10 steps to the speech making
Receptive Audiences	process
Neutral Audiences	