

# **IMPERIAL VALLEY COLLEGE**

## **Speech 100 – Public Speaking Fall Semester 2015**

Professor: **Bruce Page, M.A.**      Where can you find me? **OFFICE: 1604**

**HOW can you reach me? Phone: (760) 355-6575 (no text)**

**WHEN? I'm in my office: MTWTh 07:-30 am-8:00 am; 3:30 – 4:00 p.m.**

**By e-mail: speechprof44@yahoo.com**

**Alternatively, call and meet me by appointment.**

Your textbook is: **Building a Speech, 8<sup>th</sup> edition, 2013 ISBN: 13: 978-1-111-34837-3**

**Author: Sheldon Metcalfe Publisher: Wadsworth**

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### **Disabled Student Programs and Services (DSPS)**

Any student with a documented disability who may need educational accommodations should notify me or the Disabled Student Programs and Services office (DSP & S) as soon as possible in this semester. Visit or call the DSP & S office in Bldg, 2100 (760) 355-6313 if you feel you need to be evaluated for educational accommodations.

### **Student Counseling and Health Services**

\*\*IVC students have counseling and health services available provided by the pre-paid Student Health Fee. We now have a fulltime mental health counselor. The IVC Student Health Center is located in the Health Science Building Room 2109. Call (760) 355-6310 For information see:

<http://www.imperial.edu/students/student-health-center/>

### **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?](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

[option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### **Information Literacy**

IVC 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/>

### **Course Description:**

**Speech 100 offers you an opportunity to learn the fundamental processes involved in oral communication. The specific purpose of this course is to help you improve your communication skills. This objective is achieved through the application of concepts such as research, organization, outlining/constructing, supporting materials and the preparing and delivery of speeches. Attention is also given to the importance of ethics and credibility and how these concepts relate to the communication process.**

#### **Why is this course so important to you?**

**THE top priority in hiring consideration of most employers is your way with words, how you communicate verbally! Once you're hired, a top priority in your advancement up the corporate ladder is...how you communicate verbally! Bottom line: what you learn in this course will give you that extra edge against your competitors, no matter what your career. It'll also make you a better citizen!**

- 1) CELLPHONES MUST BE TURNED OFF AND BE OUT OF SIGHT IN CLASS.**
- 2) Class begins on the hour or half hour. Your arrival any time after 7 minutes may be considered non-attendance. Repeated lateness could cause you to be dropped.**

Please call me if you cannot attend class. Let me know what your problem is.

4) **All speeches must be completed or you may not get a passing grade.**

5) **If you miss a quiz day, be aware there's only 1 day near the end of the term when any and all make-up quizzes will be scheduled for, and those will be just Pass/Fail.**

### **What are the student learning outcomes (SLOs) of this course?**

Speech 100 was designed to be an introductory class in public speaking. By the end of the term, you can expect to have a fundamental knowledge and communicative competence as demonstrated by being able to:

- \* *Use the 3-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)*
- \* *Deliver an organized informative speech to class audience members. The speech must adhere to specific time restrictions and requirements as assigned by me. (ILO1, ILO2, ILO3, ILO4, ILO5)*
- \* *Prepare and present a visual aid that illustrates a specific point (ILO1, ILO3, ILO4)*
- \* *Use statistics, quotations, definitions and detailed illustrations as supporting materials (ILO1, ILO2, ILO3, ILO4, ILO5)*
- \* *Identify the components of the nonverbal delivery process which includes: eye contact, rate/pause, appearance. (ILO1, ILO2, ILO3, ILO4, ILO5)*
- \* *Learn how to reduce your fear, gain added poise, and increased self-confidence.*
- \* *Learn to organize and compose various types of speeches, inclusive of conceiving engaging introductions and memorable conclusions.*
- \* *Learn to improve listening and critical thinking skills.*
- \* *Learn to constructively evaluate speakers and identify what makes certain public speakers more effective.*
- \* *Describe and recall the basic history of oral communication.*
- \* *Demonstrate the ability to select and research a topic.*
- \* *Identify the principles of ethics in speaking and listening.*
- \* *Improve your presentation skills.*
- \* *Identify and describe how persuasion works.*
- \* *Recognize and avoid the use of fallacies.*
- \* *Prepare and deliver an effective oral presentation.*

### **What's required of you?**

**ATTENDANCE:** *Not only are you speakers, you are essential listeners! So therefore you're expected to attend ALL class sessions. Attendance will always be taken, and it will be reflected in your final grade. Any student who misses the first class will be dropped. Any student who misses 2 classes in a row without notifying me directly (not via another student) by phone or e-mail why...may be dropped. Please make arrangements with me or a classmate to keep up with all assignments in case you cannot attend a class for any reason.*

**The syllabus, all study guides and all information necessary to effectively prepare for each speech is available on BLACKBOARD 24/7. Look for RESOURCES on the left hand side and click on it.**

Section 10381 meets Monday and Wednesday, 08:00 a.m. to 09:25 a.m. in Room 1602.

Section 10384 meets Monday and Wednesday, 09:40 a.m. to 11:05 a.m. in Room 1602.

Section 10388 meets Monday and Wednesday, 11:20 a.m. to 12:45 p.m. in Room 1602.

Section 10391 meets Monday and Wednesday, 2:00 p.m. to 3:25 p.m. in Room 1602.

**READINGS:** *Please complete the readings BEFORE class, because class discussion and lectures frequently focus on the readings; schedule of readings appended to this syllabus.*

**SPEECHES:** *You'll be assigned several speeches this term. Some are graded, some are not. Some are designed to simply "loosen" you up, while others are designed to challenge you. You'll be expected to speak on the day you're assigned. If you cannot, be prepared to document any emergency situation which caused you to miss class.*

**QUIZZES:** *There'll be frequent quizzes and a final exam covering assigned readings, lectures, and course notes.*

**\*\*\*If you miss a quiz day, be aware there'll be only one make-up quiz day for all missed quizzes at the end of the semester. At that point, each quiz will only earn a Pass or Fail, no B's or A's\*\*\***

**How will you be evaluated?**

- \* *On the delivery of your speeches, the quality of your research, and the quality of your outlines.*
- \* *Quizzes designed to assess your understanding of the principles of effective speech communication.*
- \* *Content analysis of your speech topics to assure that critical thinking objectives have been achieved.*
- \* *Attendance and enthusiastic participation in class.*

**FAQ: HOW CAN I EARN THE GRADE I WANT FROM THIS CLASS?**

Answer - Here's how:	Your speeches	70 %
	Attendance and Class participation	10 %
Quizzes	10 %	
	Final exam	<u>10%</u>
	TOTAL:	100%

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**ANTICIPATED CLASS SCHEDULE – Speech 100 PUBLIC SPEAKING \***

**\* subject to change**

**NOTE: I reserve the right to change this schedule, as necessary. It is YOUR responsibility to know about, understand, and adapt to any changes that may be made to this schedule.**

Mon. 08/17 Welcome ! Course overview. Who are you? Who am I? What can we learn together that will profoundly impact all our lives?

Wed. 08/19 Get acquainted with your classmates Class review of Chapters 1 and 11

**Discussion of your Introductory speech**

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|---|--|
| <ul style="list-style-type: none"> <li>the importance of an engaging lead or introduction</li> <li>eye contact, poise, placement of your hands and feet,</li> <li>approaching the podium, leaving the podium</li> <li>seeking colorful information to flavor your speech</li> <li>▪ how to cope with nervousness...channel your energy</li> </ul> | <ul style="list-style-type: none"> <li>how to shape your speech</li> <li>distractions (hair, gum)</li> <li>the importance of a memorable close</li> <li>notecards...key words</li> </ul> |
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**Your assignment: Study Chapters 1 and 11 for Quiz #1**

Mon. 08/24 **Quiz #1** and pair off for interviews of each other

**Your assignment: Prepare your introductory speeches**

Wed. 08/26 Meet with students one-on-one to help refine your Introductory speeches

**Your assignment: Complete your introductory speech, prepare and practice**