

Imperial Valley College Course Syllabus – COMM 100

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**Basic Course Information**

Semester	Fall 2019	Instructor Name	Sabrina Worsham
Course Title & #	COMM 100: Oral Comm.	Email	sabrina.worsham@imperial.edu
CRN #	11093		sabrinaworsham@gmail.com
Room	315	Office	316
Class Dates	8/19/19-12/14/19	Office Hours	Monday: 2:30 PM - 4:15 PM (office) Tuesday: 2:10 PM - 2:40 PM (virtual: Facebook and Gmail) 5:55 PM -6:25 PM (office) Wednesday: 5:45 PM -6:30 PM (office) Thursday: 12:30 PM -1:00 PM (virtual: Facebook and Gmail)
Class Days	Tuesday	Office Phone #	(760) 355-6369
Class Times	2:40 PM – 5:50 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

<http://www.publicspeakingproject.org/psvirtualtext.html>

#### 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.



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](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.

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

20-Aug	ICA #1	10	
27-Aug	Out 1	10	
27-Aug	RN 1	10	
27-Aug	RN 2	10	
27-Aug	SP 1	25	
3-Sep	ICA #2	10	
3-Sep	Out 2	10	
10-Sep	ICA #3	10	
10-Sep	RN 3	10	
10-Sep	RN 4	10	
10-Sep	RN 8	10	
17-Sep	SP 2	50	
17-Sep	RN 5	10	
17-Sep	RN 7	10	
17-Sep	RN 13	10	
24-Sep	ICA #4	10	
24-Sep	Ex 1	80	
1-Oct	ICA #5	10	
1-Oct	Out 3	10	
8-Oct	RN 6	10	
8-Oct	RN 9	10	
8-Oct	RN 10	10	

8-Oct	ICA #6	10	
15-Oct	SP 3	100	
15-Oct	RN 11	10	
15-Oct	RN 12	10	
15-Oct	RN 17	10	
22-Oct	ICA 7	10	
22-Oct	RN 14	10	
22-Oct	RN 15	10	
22-Oct	RN 16	10	
29-Oct	ICA 8	10	
29-Oct	Out 4	10	
5-Nov	Ex 2	80	
5-Nov	ICA 9	10	
12-Nov	SP 4	125	
19-Nov	ICA 10	10	
19-Nov	ICA 11	10	
3-Dec	Out 5	10	
3-Dec	ICA 12	10	
12/3			
12/10	SP 5	150	
10-Dec	FP	50	
		1000	

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  
End with a Clincher  
Appeals and Challenges  
Composing the Conclusion  
Prepare the Conclusion  
Do Not Include any New Information  
Follow the Structure  
\*CONCRETE AND SPECIFIC  
Chapter 10  
The Power of Language  
Communication vs. Language  
Language Creates Social Reality  
The Differences Language Choices Can Make  
Constructing Clear and Vivid Messages  
Use Simple Language  
Use Concrete and Precise Language  
Using Stylized Language  
Metaphors and Similes  
Alliteration  
Antithesis  
Parallel Structure and Language  
Personalized Language

The Importance of Ethical and Accurate Language  
Language and Ethics  
Sexist and Heterosexist Language  
Avoiding Language Pitfalls  
Profanity  
Exaggeration  
Powerless Language  
Incorrect Grammar  
Other Language Choices to Consider  
Clichés  
Language that is Central to Pop Culture 11  
Classifying Communication Apprehension (CA)  
Trait anxiety vs. State anxiety  
Scrutiny Fear  
Frames of Reference  
Habitual Frame of Reference  
Personal Frame of Reference  
Cognitive Restructuring (CR)  
Sources of Apprehension  
Impact of Apprehension  
Learning Confidence  
Techniques for Building Confidence  
Prepare Well, Visualize Success, Avoid Gimmicks  
Breathe and Release, Minimize What You Memorize  
Practice Out Loud, Customize Your Practice  
12  
Methods of Delivery: Manuscript Style, Memorized Style, Impromptu Style, Extemporaneous Style  
Vocal Aspects of Delivery  
Articulation vs Pronunciation  
Accent, Dialect and Regionalisms  
Vocal Quality  
Pitch and Inflection  
Rate of Speaking  
Pauses Versus Vocalized Pauses  
Vocal Projection  
Nonverbal Aspects of Delivery: Personal Appearance  
Movement and Gestures, Facial Expressions, Eye Contact  
Mastering the Location  
The Room: The Podium: The Equipment  
Using a Microphone: Water Rules  
Preparation, Practice and Delivery

Preparing Notes  
Rehearsing the Speech  
Managing Stress  
Delivering the Speech  
14  
Reasons to Adopt a Global Perspective  
The Economic Imperative  
The Technological Imperative  
The Demographic Imperative  
The Peace Imperative  
Sensitivity and Respect  
Stereotypes, Prejudices, Ethnocentrism  
Understanding a Diverse Audience  
High and Low Context Cultures  
Power Distance  
Uncertainty Avoidance  
Individualism vs. Collectivism  
Masculinity vs. Femininity  
Time Orientation  
Selecting Supporting Materials  
Stories  
Facts and Statistics  
Testimony  
Speech Organization  
Linear Pattern vs. Holistic Pattern  
Appropriate Verbal Expression  
Denotative and Connotative Meaning  
Communication Style  
Effective Nonverbal Expression  
Kinesics  
Paralanguage  
Physical Appearance  
15  
Functions of Informative Speeches  
Provide Knowledge  
Shape Perceptions  
Articulate Alternatives  
Allow us to Survive and Evolve  
Role of Speaker  
Informative Speakers are Objective\*  
Informative Speakers are Credible  
Informative Speakers Make the Topic Relevant  
Informative Speakers are Knowledgeable  
Types of Informative Speeches: Definitional, Descriptive, Explanatory, Demonstration  
Developing Informative Speeches

Generate and Maintain Interest  
Create Coherence  
Make Speech Memorable  
16  
What is Persuasive Speaking?  
Functions of Persuasive Speeches  
Propositions of Fact, Value, and Policy  
Choosing a Persuasive Speech Topic  
Approaching Audiences  
Receptive Audiences  
Neutral Audiences  
Hostile Audiences  
Persuasive Strategies  
Ethos, Logos, Pathos  
Organizing Persuasive Messages  
Monroe's Motivated Sequence  
Direct Method Pattern  
Casual Pattern  
Refutation Pattern  
17  
Background of Special

Occasion Speaking  
Epideictic Oratory  
Purpose of Special Occasion Speaking  
Types of Special Occasion Speeches  
Speech of Introduction  
Toast and Roast  
Speech to Present an Award  
Acceptance Speech  
Keynote Address  
Commencement Speech  
Commemorative Speeches and Tributes  
After - Dinner Speech  
General Guidelines for Special  
Occasion Speeches  
Keeping the Speech Short  
Acknowledging the Obvious  
Staying Positive  
Using Humor  
\*Sabrina's structure  
\* Sabrina's 10 steps to the speech making  
process