

Basic Course Information

Semester:	Summer 2020	Instructor Name:	Karin Deol Eugenio
Course Title & #:	Communications 100	Email:	Karin.deol@imperial.edu
CRN #:	30239	Classroom:	ONLINE
Class Dates:	6/22/20-7/30/2020	Units	3

Course Description

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)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

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

Course Objectives

MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

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

Textbooks & Other Resources or Links

None Required. Readings and media will be provided.

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

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.

Schedule/ Subject to change

Anticipated Class Schedule/Calendar

Date or Week Activity, Assignment, and/or Topic Pages/ Due Dates/Tests

Week 1-2 June21–July3 Syllabus & Introduction Lecture, intro to communication, listening, storytelling, Delivery

Week 3-4 July 6-16 ethics, speech with supporting materials, Main speech, perception, Main Speech, Lecture, Fallacies, one Item speech, visual aids

Week 5-6 July 20-30 Persuasion, Final, Persuasive speech, power of words

IMPORTANT DATES & DEADLINES:

Wednesday, June24: Late registration for full-term classes ends.

Sunday, June28: Last day to verify your Census Roster online.

Monday, June 29: Census

Wednesday, July1: Last day for VirtualLate Add Forms*to be accepted.

Tuesday, July 21 Deadline to drop full-term classes.

Wait Lists and Add Authorization Codes

Beginning on the first day each class meets, students must obtain an add authorization code from the instructor in order to register. Open seats should first be offered to students in the order their names appear on the Wait List. Thirty codes will be assigned to each class but will not be active until the 1st day of class. Each code may only be used once for that specific CRN. If you require additional codes, please e-mail me and I will assist. Please have students register immediately. If they encounter problems, please direct them to A&R, so we can assist them. Add authorization codes for full-term classes will not work past midnight, Wednesday, June 24th.

Opening-Day

Faculty, please print a roster just before the first class meeting. Faculty should drop no-shows on their Opening Day Roster via WebSTAR (instructions are on other attachment). Deadlines for drop rosters are 6/23/20 for Opening Day and 6/29/20 for Census (Mandatory). Any drops after those dates may be done with the “W Roster” option (available 7/6 – 7/21). Short term classes will need to print the opening day roster, highlight any no-shows, sign and date it. Upon completion please turn the roster into the A&R office for processing. The deadlines to add and drop are listed in the top section of every roster whether a full-term or short-term class. Please assist students in knowing what those dates are. Each short-term course has its own set of deadlines to register, drop and be eligible for a refund, etc. as calculated in accordance with state regulations.

Admissions and Records Office Hours and Staff Info

Monday - Thursday 8:00 a.m. to 5:00 p.m.

Officer David Poordavid.poor@imperial.edu

A& R Technician Isabel Contreras isabel.contreras@imperial.edu

Technician Edgar Lara edgar.lara@imperial.edu

A & R Technician Cynthia Mora cynthia.moran@imperial.edu

Evaluator Jose Alarcon jose.alarcon@imperial.edu

Evaluator Cesar Supnet cesar.supnet@imperial.edu

Evaluator Claudia Aguilar claudia.aguilar@imperial.edu

Staff Support

Technician Daniel Sandoval daniel.sandoval@imperial.edu

Director Vikki Carr VikkiCarrvikki.carr@imperial.edu

Please contact us with any questions and have a Great Summer!*Virtual Late Add Form information will be sent out upon the completion of Late Registration. It is YOUR responsibility to know about, understand and adapt to any changes that may be made to this syllabus. That includes dropping this course.