

Subject: Speech 100 Online/Hybrid

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Office Hours: M-1:1:30PM T-Noon-1:30PM TR-Noon-1:30 F-6:45-8:15AM
Class days: Friday 1:35-2:55PM 3:05-6:25PM 6:30-9:50PM

Office: 316

Required Textbook Building A Speech—Sheldon Metcalf –latest edition
Mandatory Materials/Equipment Computer Access Flash Drive

Course Description

This ONLINE/HYBRID Speech 100 course offers an opportunity for training in the fundamental processes involved in oral communication. The specific purpose of this course is to improve the process of communication. This is achieved through the application of concepts such as: research, organization, outlining/constructing, supporting materials, the preparing and delivery of speeches. Attention is given to the concepts of ethics and credibility and how they relate to the communication process.

MANDATORY scheduled ONSITE meeting times:

2/19 3/5 3/26 4/16 5/14 6/11

The times are not flexible—so please schedule your needs around these times

Student Learning Outcomes

At the completion of this course the student will be able to

- Deliver timed speeches before audiences and respond to audience questions.
- Use statistics, quotations, definitions and detailed illustrations as supporting materials in their speeches.
- Prepare and present a visual aid that illustrates a specific point.

Assessment Tool: Rubric, Test, Student Evaluation, Self-Assessment

Institutional Outcomes: ISLO1, ISLO2, ISLO3, ISLO4, ISLO5

When you complete the course, you will be able to:

- Describe and recall the basic history of oral communication.
- Demonstrate the ability to select and research a topic.
- Construct a speech using the deductive pattern of organization.
- Identify the principles of ethics in speaking and listening.
- Critically analyze speech concepts.
- Improve your presentational skills.
- Apply the use of supporting materials to speeches.
- Identify and describe how persuasion works.
- Recognize and avoid the use of fallacies.
- Analyze the importance of the application of audience analysis and adaptation.
- Prepare and deliver an effective oral presentation
- Develop appropriate visual aids for presentations.
- Develop competence and confidence as a public speaker

Course Requirements

Read all assigned materials.

Work in groups.

Develop/Present one skeleton speech.

Develop/Present one persuasive speech.

Do research on topics selected for presentations.

Use proper “Netiquette.”

Participation in ONLINE discussions and chats

Develop/Present one introduction speech.

Develop/Present one informative speech.

Develop/Present a Visual Aid.

Take weekly quizzes/tests ONLINE AND ONSITE.

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.

ACADEMIC DISHONESTY AND STUDENT CONDUCT GUIDELINES:

Academic dishonesty includes, but is not limited to, plagiarism and cheating, both of which are defined below.

1. Plagiarism is representing the work of others as one's own or paraphrasing closely from a source without giving proper attribution. This would include text, figures, charts, graphs or other such material that is not properly cited. The only exceptions to the requirement that sources be cited is when the information is common knowledge.

2. Cheating is the intentional attempt or use of unauthorized material to obtain a higher grade than is deserved. Cheating includes, but is not limited to, communicating improperly with students during tests, copying from books, notes or "cheat sheets."

Anyone violating the above academic dishonesty guidelines will receive a grade of an F for the assignment for which they were caught. A second violation will result in a grade of "F" for the course.

3. Anyone who disrupts the learning process in the VIRTUAL OR PHYSICAL classroom will be asked to leave. Examples of disruptive behavior include the following: -Talking while the instructor or another person is addressing the class -Talking while students are making presentations. -Inappropriate non-verbal written behavior, inappropriate postings, etc.

4. No make-up speeches will be offered.

5. Scheduled tests will be given at the end of each week—either online or onsite.

Evaluation Procedures

Grading is determined on the following criteria:

Discussion / Participation	30%
Speeches	45%
Exams/Final	25%

Grades are determined by the points you EARN. The total points possible will be determined as the semester concludes. Usually, the amount ranges between 150-200 points, depending on the size of the class. All grades will reflect level of scholarship, initiative, attitude, cooperation and individual improvement demonstrated throughout the course. The following percentages illustrate the breakdown.

100-91% =A Superior
90-81% =B Above average
80-71% =C Average
70-65% =D Below Average

Accommodations: *Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSPPS) office as soon as possible. The DSPPS office is located in the Health Sciences Building, room 2117. The telephone number is 355-6312.*