



Syllabus

Course Number/Title: SP101 100 Fundamentals of Oral Communication

Year: Fall 2012

Department: Speech

Credit Hours: 3

Required Text: Essentials of Human Communication
7th Edition Joseph A. DeVito

Instructor: Todd Voss

Office Hours: Posted or by appointment

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Course Placement: Freshman/Sophomore

Prerequisite: None

COURSE RATIONALE

Oral communication is important to life, whether personal or professional. Whether dealing with co-workers on an interpersonal basis, or presenting a product, service or idea to the public or management requiring speech skills, oral communications can impact on job success, promotion, and satisfaction. The need for skills in this area is reiterated in the Kansas Competency Index for workplace skills. This course fulfills General Education requirements.

COURSE DESCRIPTION

This course is designed to develop an understanding and skill in participation, speaking, problem solving, audience analysis, informative communication and persuasive communication.

CCC STUDENT LEARNING OUTCOMES ASSESSED IN THIS COURSE

1. Effective oral and written communication skills
2. A higher level of critical and creative thinking processes.
3. Ability to solve problems using a variety of techniques and methods.
4. Ability to utilize the technology relevant to the learner's discipline.
5. An awareness of personal wellness.
6. Transmit the message using delivery skills employing vocal variety; clear articulation.
7. Indicates understanding and purpose of topic
8. Shows proper research
9. Organizes effectively
10. Uses language properly
11. Presents effectively

COURSE LEARNING OBJECTIVES

The following objectives have been established for this class:

1. Without the aid of texts, notes, or reference materials, the student will identify key concepts of oral communication in multiple-choice questions with at least 60% accuracy.
2. Without the aid of texts, notes, or reference materials, the student will match key terms with examples or definitions with at least 60% accuracy.
3. The student will share thoughts and ideas on assigned readings on a weekly basis.
4. Given a specific speech assignment, the student will research the topic and find a minimum of 3 credible sources.
5. Given a specific speech assignment, the student will properly outline the speech using accepted outline criteria defined by the instructor.
6. Given a specific speech assignment, the student will deliver a speech within the given time frame and meeting all other criteria defined by the instructor.
7. Completing weekly message board discussions.

CORE OUTCOMES:

The learning outcomes and competencies detailed in this syllabus meet, or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course as sanctioned by the Kansas Board of Regents.

METHOD OF INSTRUCTION

Threaded Discussion:

Each week you will be asked to enter the threaded discussions and interact with your classmates. This tool is only available the week the unit is open and will not be opened for any reason, including an excused absence. This tool is used as a form of attendance and students participating consistently will be given full points.

Quizzes:

Completing quizzes over the reading material from the text.

Outlines:

Completing working and speaking outlines for the required speeches

Speeches:

Preparing and completing required speeches in front of an audience

METHOD OF EVALUATION

In this course you will be reading the text book, completing test over the assigned readings. You will also be completing outlines of your speeches. Complete weekly message board discussions. Complete the required speeches. Complete reflection papers following your speeches. All assignments will meet a deadline which you will find within the course.

30 points each:	6 (six) Tests
75 points each:	Speeches: informative, demonstrative, and persuasive
50 points:	Audio speech assignment
10 points each:	Weekly threaded discussions.
25 points each:	Speech outlines
50 points:	Reflection paper

GRADING SCALE:

A: 90-100 %
 B: 80-89 %
 C: 70-79 %
 D: 60-69 %
 F: below-59 %

COURSE REQUIREMENTS

A video camera will be required to record your speeches; those speeches will then be uploaded to the proper drop box, YouTube, or transferred to DVD and mailed to the instructor.

All speeches will be given in front of an audience of 5 non family members.

Self-Introduction Speech no audience required

Informative Speech

Demonstrative Speech

Persuasive Speech

Test will be completed online.

Complete the weekly threaded discussions.

All assignments must be submitted in a timely manner. Each assignment has specific due dates, which are posted. Assignments will be graded only when completed within the time limit.

COURSE OUTLINE:

Week 1: Read chapters 11-12

Self Introduction audio speech

Quiz

Threaded Discussion

Week 2: Read chapters. 13-14

Quiz

Threaded Discussion

Week 3: Read chapters 1-3

Quiz

Speech assignment working outline for the informative speech

Threaded Discussion

Week 4: Informative speech due

Threaded Discussion

Speaking Outline for the informative speech

Week 5: Reading chapters 4-5

Quiz

Threaded Discussion

Week 6: Reading chapters 6-7

Speaking/Delivery outline due for the demonstrative speech
 Demonstrative speech
 Quiz
 Threaded Discussion

Week 7: Reflection paper
 Working outline due for the persuasive speech
 Threaded Discussion

Week 8: Reading chapters 8-10
 Quiz
 Speaking/Delivery outline due for persuasive speech
 Persuasive speech due

ASSIGNMENT POLICY/TEST POLICY

“In accordance with the mission of Colby Community College – to provide for the development of better futures for its students – it is essential that the principles of academic honesty and professional ethics be stressed throughout the educational process. The college, faculty, and student share responsibilities in addressing this issue. Students responsibilities are twofold: 1. Complete class assignments to the best of their ability without plagiarizing, cheating or in any way misrepresenting their work 2. Refrain from participating in any form of academic dishonesty as an individual or in combination with other individuals. (Student Handbook p. 18)”

1. Reading the text book, completing quizzes over the reading. The quizzes will be true/false and multiple choice.
2. Completing outlines of your speeches and submitting plans of how you plan to adapt to your audience for each speech through journal entries.
3. Completing speeches in front of live audiences and submitting those for evaluation
4. Communicating regularly with the instructor to ask questions and seek additional information as needed,
5. Completing weekly discussion with classmates to support and assist each other in completing the course successfully.
6. Under doc sharing you will find a course schedule, speech evaluation form, and information you will need to record your speeches.

All assignments must be submitted in a timely manner. Each unit has specific due dates, which are posted under course home. Assignments completed after due dates will not be graded.

Academic Integrity

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills, without any form of cheating or plagiarism. This learning requires respect for Colby’s institutional values of quality, service and integrity. All Colby Community College students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

The following procedure will be used for students who violate the policy:

- First Offense-Student will receive a zero for the assignment and the student will be reported to the Dean of Academic Affairs.
- Second Offense-The student will be reported to the Dean of Academic Affairs and removed from the class
- Third Offense-The student will be reported to the Dean of Academic Affairs and dismissed from the college.

Any questions about this policy may be referred to the Dean of Academic Affairs.

ASSESSMENT

Colby Community College assesses student learning at several levels: general education, program, and course. The goal of these assessment activities is to improve student learning. As a student in this course, you will participate in various assessment activities. An example of your work, a paper, some test questions, a presentation, or other work may be selected for assessment. This process will not affect your grade, will not require you do additional work and your evaluation will be confidentially handled. Results of these activities will be used to improve teaching and learning at Colby Community College.

PARTICIPATION POLICY

The assignments must be completed weekly within the unit. Late assignments will not be graded.

Students will be required to participate in the weekly threaded discussions. There are quizzes in most units as well.

If you must miss an assignment/test, please make prior arrangements with the instructor regarding the absence. To secure an excused absence the student must submit in writing a request for the excused absence and a plan of how the missed work will be made up. The absent is not excused until a written reply is received from the instructor. Students should submit requests for excused absences at least a week in advance. Unplanned absence due to illness or family emergency will require documentation from a medical professional or other professional source. However, please remember that the assignments are available for a week you should plan ahead.

Waiting until Sunday to do the work is not an emergency-it is simply poor planning. **Makeup assignments/tests will not be accepted later than one week after the missed assignment is due. Failure to complete the assignments in this time period will result in a grade of F for that assignment. NO EXCEPTIONS!** Threaded discussions are not reopened outside of the unit dates for any reason, including an excused absence. Credit is given only for those who complete them as required within the unit dates.

ACADEMIC PROBATION AND SUSPENSION

"A student registered for a minimum of seven credit hours who does not maintain a semester grade point average of 2.0 will be placed on probation the following semester of enrollment. If at the close of that semester the student has not raised the grade point average, the student may be placed on suspension, during which time

the student may not be recommended for admission to any other academic institution. Failure to make satisfactory academic progress may impact financial aide recipients. (Student Handbook p. 19)”

SYLLABUS INFORMATION DISCLAIMER

I reserve the right to change any information contained in this document, when necessary, with adequate notice given to the student. Notice shall be given in the classroom during class. No other notice is required. It is the students' responsibility to keep up with any changes, modifications, adjustments or amendments that are made to this document.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the college of his/her disability and to request accommodation. If a member of the class has a documented learning disability or a physical disability and needs special accommodations, he/she should contact Student Support Services, which is located in the Student Union.

EQUIPMENT NEEDED

Camera to video tape your speeches

Computer with internet access and a way to upload your speeches to “You Tube” or doc sharing or transfer your tape to a dvd

BIBLIOGRAPHY

Essentials of Human Communication, Seventh Edition by Joseph A. DeVito