



Syllabus

Course Number/Title: SP101 Fundamentals of Oral Comm.

Year: Fall 2012

Department: Speech

Credit Hours: 3

Required Text: Essentials of Human Communication,
7th Ed. Joseph De Vito

Days/Time: 01: 12:15-1:30 M-W
02: 9:25-10:40 T-R

Instructor: Todd Voss

Room #: LIB 250

Office Hours: Posted or by appointment

Phone #: 460-5421

Email: todd.voss@colbycc.edu

Course Placement: Freshman

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. The CCC assessment plan meets the general education requirements by continually assessing its effectiveness through student outcomes. 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. Through your cooperation we are working to improve teaching and learning at Colby Community College.

COURSE DESCRIPTION

This course is designed to focus on specific workplace skills for students in the areas of speech and interpersonal communication. Speech involves the preparation and performance of oral communications by individuals and small groups. The content of this course should enable the students to explore and evaluate their own speech skills and work relationships and learn specific skills designed to help them improve.

COURSE OUTLINE:

- Informative Speech
- Demonstrative Speech
- Persuasive Speech
- Large Group Presentation
- Impromptu Speech
- Self-Introduction Speech

Chapters in the book with tests
 Resume with a group interview
 Peer evaluations

CCC STUDENT LEARNING OUTCOMES ADDRESSED IN THIS COURSE

1. effective oral communication skills
2. effective written communication skills.
3. a higher level of critical and creative thinking processes.
4. ability to solve problems using a variety of techniques and methods.
5. ability to utilize the technology relevant to the learner's discipline.
6. an awareness in diversity in both local and global cultures.

COURSE OUTLINE

Included in this course are communication models and concepts, principles of communication, self concept, listening, verbal messages, nonverbal messages and an understanding of public speaking preparation and delivery.

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 in interpersonal communication in multiple-choice questions with at least 60% accuracy.
2. Without the aid of texts, notes, or reference materials, the student will identify terminology in interpersonal communication in multiple-choice questions with at least 60% accuracy.
3. Without the aid of texts, notes, or reference materials, the student will match key terms with examples or definitions with at least 60% accuracy.
4. Within the context of the classroom, the student will share thoughts and ideas on assigned readings on a weekly basis.
5. Given a specific speech assignment, the student will research the topic and find a minimum of 3 credible sources.
6. Given a specific speech assignment, the student will properly outline the speech using accepted outline criteria defined by the instructor.
7. 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.
8. After being assigned teammates and a topic, the student will contribute to all stages in the preparation of a group presentation on that topic.

COURSE COMPETENCIES

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Competency Project for this course.

COURSE OUTCOMES/COMPETENCIES/LEARNING OBJECTIVES

Upon successful completion of Fundamentals of Communication, the student should be able to:

1. Indicate an understanding and purpose of the topic
2. Show proper research
3. Organize effectively
4. Use language properly
5. Present effectively

METHOD OF INSTRUCTION

The instructor will use reading, lectures, exercises, and class discussion.

METHOD OF EVALUATION

There are 3 tests.

There will be one informative speech.

There will be one demonstrative speech.

There will be one impromptu speech and one self-introduction speech.

There will be a group presentation.

There will be a resume with a group interview.

Attendance and class participation will count 10% of your final grade.

COURSE REQUIREMENTS

You and your fellow students are this course to a large extent. Understanding comes from interacting and you cannot interact if you are not in class.

Read the assignments in the text before they are discussed in class. The better prepared you are, the less time will be required in lecture and the more time we will have to devote to discussions and exercises.

If you have problems with the course please talk to me. Together we can handle a number of problems before they become serious. I'll keep my door and mind open if you'll do the same.

All opinions expressed are valid to some degree. In many cases, there is no right or wrong, just more efficient or more ethical. I will view your willingness to ask questions as a willingness to learn and explore. I welcome the opportunity to clarify any mistaken impressions or misinformation I may give during the course of lectures or discussions.

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)"

If you must miss an assignment/test, please make prior arrangements with me, as soon as possible, during my posted office hours only. **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! There will be a deduction of one letter grade for any speech that is given late.**

only.

ATTENDANCE POLICY

“Colby Community College views class attendance as a mandatory activity. Students are expected to attend courses in which they are enrolled. If you are sick, you are encouraged to visit the Health Center. It is your responsibility to notify your instructors of any absence due to illness or any other reason. (Student Handbook p. 13)”

Class attendance will be taken each day. If you must be absent, or must miss a session, please consult with me **in advance**. Regular attendance is essential to earning a passing grade in this class and is required. If you plan to drop the course, it is your responsibility to withdraw officially before the last day to drop. If you fail to do so, you may receive a failing grade in the course, instead of a “W”. **You are expected to attend each session**

Withdrawal for Non-Attendance:

Excessive absences may result in a student being withdrawn from class by the instructor. An Instructor may withdraw a student for nonattendance only at mid-semester and only if (1) the student has attended the class during the certification period and (2) the student has missed more than 1/3 of the total class meetings without any attempt by the student to make arrangements with the instructor.

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.

CELL PHONE POLICY:

It is your choice to be in this class. When you come to class, the instructor and fellow students demand your attention and respect. Cell phone usage, including text messaging, iPod usage, or usage of any other electronic device is not allowed in class. Any student who cannot meet these expectations will be asked to leave the classroom and will be counted absent for that day. Please turn off all cell phones prior to entering the classroom.

WEATHER POLICY

“Due to state requirements mandating the number of instruction hours, Colby Community College rarely cancels regularly scheduled classes due to inclement weather. The decision to attend class during hazardous weather conditions rests with each individual student. Commuters should check, with civil authorities for weather and road conditions. (Student handbook, p. 13)”

FINAL EXAMINATIONS

“Final examinations are required in all courses and are to be taken at the scheduled time and location. These are printed in the schedule booklet. Changes in the schedules can only be made by the Vice President of Academic Affairs. (Student Handbook p. 13)”

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 aid recipients. (Student Handbook p. 19)”

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.

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

No special equipment needed. Use of a computer for several assignments is recommended.

BIBLIOGRAPHY

DeVito, Joseph A. ESSENTIALS OF HUMAN COMMUNICATION. 7th Edition. New York: Pearson Education 2005,2002.