Course Syllabus

Communication 101: Introduction to Speech Communication

►►► Communication Department Website: ◄ ◄ ◄
http://www.nic.edu/commarts/comm

Course Description (3 Credits)

This course is designed to give you a basic understanding of what communication is and how it affects human interaction. Good communication skills are highly prized in business, technical, and professional careers, in the community, and in personal relations. In the controlled college classroom setting, under the guidance of professional instructors and a friendly, supportive audience, you should gain confidence and experience practicing the skills of speaking well and listening intelligently, the major goals of this course.

Required Material


2. 30-minute re-recordable DVD-RW.

3. NIC Communication 101 Handbook (may be purchased at the NIC bookstore or printed from the Communication website: http://www.nic.edu/commarts/comm)

Course Outcomes/General Education Abilities

1. Using a prescribed format, the student will research, organize, and develop information that will be adapted to specific audiences in three speeches. (Communication/Information Literacy; Critical/Creative Thinking)

You will demonstrate that you have achieved these skills through
• Writing outlines following a prescribed format for three oral presentations
• Analyzing your audience (class) and demonstrating a knowledge of how you should adapt your speech to fit your understanding of that audience
• Gathering sources from the library, Internet, interview, and other research and citing these sources in all three speeches
• Completing a self-analysis concerning your effectiveness after each speech
• Completing quizzes over lectures and/or text readings
2. The student will be able to effectively present two informative speeches and one persuasive speech with confidence. Confidence includes the following: appropriate use of notes, consistent and personable eye contact with every member of the audience, vocal variety, fluency, and clear vocal projection. (Communication/Information Literacy)

You will demonstrate that you have achieved these skills through
• Presenting three speeches (two informative and one persuasive) that fit into specific time limits. Presentations will be evaluated on organization, content, and delivery
• Completing a self-analysis concerning your effectiveness after each speech
• Completing quizzes over reading material that provides information on qualities and characteristics of effective presentational skills

3. The student will create and effectively use visual aids to enhance the oral presentations. (Communication/Information Literacy)

You will demonstrate that you have achieved these skills through
• Developing and using visual aids in two speeches that follow prescribed guidelines
• Using appropriate technologies as explained in our text and lecture, such as the Elmo, PowerPoint, and online resources
• Completing a self-analysis concerning your effectiveness in speeches which require visual aids

4. The student will be able to critically analyze in writing the successful aspects of his/her speech performance and the aspects that need improvement. (Communication/Information Literacy)

You will demonstrate you have achieved these skills through
• Watching recordings of all three oral presentations and then evaluating those speeches according to prescribed criteria

5. The student will be able to listen to other speakers and critically analyze in writing the effectiveness of the speaker and the message presented. (Communication/Information Literacy)

You will demonstrate that you have achieved these skills through
• Listening to other students present speeches and writing constructive peer evaluations that will be shared with the student speaker
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6. The student will be able to develop and present speeches that conform to prescribed ethical parameters. (Communication/Information Literacy; Valuing, Ethical Reasoning)

You will demonstrate that you have achieved these skills through:
• Developing and presenting speeches which conform to Federal, State, community, and college laws and regulations
• Developing and presenting speeches where all information delivered to the audience is free from distortion and deception
• Gathering sources from the library, Internet, interviews, and other research and appropriately citing these sources in all three speeches
• Developing and presenting speeches that conform to “acceptable taste” as defined within the classroom setting

7. As a member of this COMM 101 learning community, the listener has ethical and moral obligations to the speaker. (Communication/Information Literacy; Valuing, Ethical Reasoning)

You will demonstrate that you have achieved these skills through:
• Listening unto others as you would have others listen to you
• Avoiding rudeness. No text messaging while others are speaking.
• Providing encouragement
• Looking for value in every speech

Grading

Grades are assigned on the basis of a point system. The student’s grade is determined by the total number of points earned in relation to the total number of points that are possible.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 - 100%</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 91%</td>
</tr>
<tr>
<td>B+</td>
<td>88 - 89%</td>
</tr>
<tr>
<td>B</td>
<td>82 - 87%</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 81%</td>
</tr>
<tr>
<td>C+</td>
<td>78 - 79%</td>
</tr>
<tr>
<td>C</td>
<td>72 - 77%</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 71%</td>
</tr>
<tr>
<td>D+</td>
<td>68 - 69%</td>
</tr>
<tr>
<td>D</td>
<td>62 - 67%</td>
</tr>
<tr>
<td>D-</td>
<td>60 - 61%</td>
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<tr>
<td>F</td>
<td>0 - 59%</td>
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Attendance

Students not only learn from composing and delivering presentations, but also from each other. Being present in class as others deliver speeches not only allows students to practice and refine their listening and critical evaluation skills, but also provides a wide array of examples from which to learn. Therefore, consider the following policy:

A. An absence is an absence is an absence. We do not distinguish between “excused” or “unexcused” absences. Prearranged college-supported activities need to be cleared in writing with your instructor prior to the events, and such absences do not excuse a student from completing assigned work on time.

B. Late arrivals and early departures from class are disruptive to all. None of these are excused, and three late arrivals or early departures will be converted into one absence, etc.

<table>
<thead>
<tr>
<th>Classes that meet 3X/week</th>
<th>Classes that meet 2X/week</th>
<th>Classes that meet 1X/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 absences are allowed</td>
<td>4 absences are allowed</td>
<td>5 hours of absences are allowed</td>
</tr>
<tr>
<td>7 absences = the student needs to withdraw or will receive an automatic failure grade</td>
<td>5 absences = the student needs to withdraw or will receive an automatic failure grade</td>
<td>6 hours of absence = the student needs to withdraw or will receive an automatic failure grade</td>
</tr>
<tr>
<td>Students with an “A” average and no more than 4 absences by the last day of the semester may be exempt from the final exam</td>
<td>Students with an “A” average and no more than 2 absences by the last day of the semester may be exempt from the final exam</td>
<td>Students with an “A” average and no more than 3 hours of absence by the last day of the semester may be exempt from the final exam</td>
</tr>
<tr>
<td>Students with a “B” average and no more than 3 absences by the last day of the semester may be exempt from the final exam</td>
<td>Students with a “B” average and no more than 1 absence by the last day of the semester may be exempt from the final exam</td>
<td>Students with a “B” average and no more than 2 hours of absence by the last day of the semester may be exempt from the final exam</td>
</tr>
</tbody>
</table>

Internet classes: Internet classes require students to be online weekly for attendance as instructed by your instructor, and must attend each on-campus speech date during the entire class-time in order to pass this course.

*The research clearly indicates regular attendance in the classes maximizes your chances to achieve academic success, which is the goal of all students and instructors.*

Speech Delivery Requirement

Students are required to deliver the minimum three speeches (Speech to inform, Speech to inform with visual aids, and Motivate to Action Speech) to pass COMM101. Failure to deliver all three speeches will result in the student not passing COMM101.
Academic Integrity

Disruptive behavior in the class is not tolerated. To quote from the NIC “Student Code of Conduct,” Article II, (found in the Student Handbook):

In order to carry out North Idaho College’s Mission and to create a community of learners, the students, faculty, staff, and administrators must share common principles or values. These values – which include honesty, trust, fairness, respect, and responsibility – make up academic integrity.

II. Academic Dishonesty.

Violations of academic integrity involve using or attempting to use any method that enables an individual to misrepresent the quality or integrity of his or her work at North Idaho College. These violations include the following:

Cheating: using or attempting to use unauthorized materials, information, or study in any academic exercise.

Fabrication: falsifying or inventing any information or citation in an academic exercise.

Plagiarism: knowingly representing the words or ideas of another as one’s own in an academic exercise.

Violation of Intellectual Property: stealing, altering, or destroying the academic work of other members of the community or the educational resources, materials, or official documents of the college.

Facilitating Academic Dishonesty: knowingly helping another to attempt to violate any provisions of this policy.

Our department strongly endorses the above code, believing that truth is one end of education and truth is also an end in effective communication. Additionally, this department believes all information used in speeches must be quoted and reported accurately and without distortion, as such is part of the responsibility that comes with the right of free speech in our society.

Any unethical behavior, including any instance of plagiarism, may result in failure of the course.

Speech Makeup

Students are expected to speak when scheduled by the instructor. If a student is not prepared to speak (which includes not having your outline) when called upon, the student will be allowed to give the makeup speech only if time permits, with a 25% penalty on the speech and outline. The student must be prepared to present each remaining speech day or will default the
**make-up opportunity.** It is possible to switch days with classmates with prior notice. At final speech time, makeup speeches will be impossible.

**Disabilities**

NIC provides services and accommodations to students who experience barriers in the educational setting due to learning, emotional, physical, mobility, visual, or hearing disabilities. For more information, please contact the Center for Educational Access in the College Skills Center, Seiter 207 (769-5947).

**Please Note**

Due to dynamics beyond our control, all policies, calendars, grading procedures, assignments, etc. are subject to change in order to provide you with the best educational experience possible this semester.