Syllabus

Instructor: Brenda Leiker

Contact Information: Moodle or bkleiker@ncktc.edu

Office Hours: By appointment

Course Number: COM-105       Semester Credits: 3

Course Title: Oral Communications       Class Time(s): ONLINE

See calendar for appropriate dates and deadlines

Building: Business Occupations Building

Course Description:
This course explores the study and practice of the basic principles of speech and interpersonal communication. A variety of speaking situations will be explored including workplace speaking, persuasive speaking and special occasion speaking. Emphasis will be placed on critical thinking, creative and intelligent selection of materials and the organization and delivery of oral presentations.

Required purchases (texts, supplies, etc.):

Supplemental Materials – Accessible online

Supplies: Items essential for note taking i.e. Pens, pencils, paper. Items necessary for speech presentations – to be determined. All assignments are required to be typed-written (Access to a computer and internet are recommended.)

References:
Limited, to be determined and assigned as appropriate for individual needs.
Course Objectives:
1. The competent speaker must complete a minimum of four speeches that include a written assignment, peer review and requires increasingly rigorous research and must be delivered in front of a live synchronous audience.

2. The competent speaker must be able to compose a message and provide ideas and information suitable to the topic, purpose, and audience.

3. The competent speaker must also be able to transmit the message by using delivery skills suitable to the topic, purpose, and audience.

4. The competent listener must be able to demonstrate literal comprehension.

5. The competent listener must be able to demonstrate critical comprehension.

Method of Instruction and Evaluation:
A. Instruction (Implementation)
   1. Instruction will include lecture-demonstration type of approach to oral communication concepts and applications that must be mastered in this course.

   2. Instruction will include, but not limited to, Power Point presentations/hand-outs or overhead projection; video/audio and guest speakers, if applicable, in the examination and discussion of exercises and problems.

   3. Instruction will include a check on the completion and accuracy of assigned exercises. Scores earned are part of the final grade.

   4. This course will utilize 7 grade components. A brief description of each follows:
      1. Exams: There will be three unit exams. Additionally, diagnostic quizzes may be given. Exams are designed to test the student’s knowledge of relevant concepts. To focus your study, learning objectives and test reviews and/or study guides will be provided.

      2. Structured Learning Experiences (SLE’s): Various in-class and out-of-class activities will be conducted to demonstrate course concepts. Expect that many of the SLE’s will have a component requiring you to speak/present in class.

      3. Informative Speech without Visual Aid: In a 5-7 minute speech, each student will present information on a chosen (and approved) topic. This assignment requires research, analytical, organizational, and presentation skills.

      4. Informative Speech with Visual Aid: In a 6-8 minute speech, each student will present information on a chosen (and approved) topic. This assignment requires research, analytical, organizational, and presentation skills. Additionally, this assignment requires that a visual aid be used as an integral part of the presentation.

      5. Persuasive Speech with Visual Aid: In an 8-10 minute speech, each student will advocate a position. This assignment requires that a visual aid be used as an integral part of the presentation. In addition, each speaker will answer audience questions regarding his/her speech. This assignment focuses on the use of persuasive techniques,
6. reasoning, credibility in effective advocacy, and critical thinking and listening skills.
7. **Special Occasion Speech without Visual Aid.** In a 3-4 minute speech, each student will introduce a famous figure in history, either past or present. This assignment requires research, analytical organization and presentation skills.
8. **Peer Critiques:** As a means of improving speaking skills, and both critical and literal listening skills, each student will serve as a peer critic during major graded presentations.

B. **Grades**

<table>
<thead>
<tr>
<th>Grading Category</th>
<th>Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly participation (SLE’s) and attendance – 15 weeks</td>
<td>150 points</td>
<td>150 points</td>
</tr>
<tr>
<td>Unit Tests – 3</td>
<td>300 points</td>
<td>300 points</td>
</tr>
<tr>
<td>*Informative Speech and written work</td>
<td>125 points</td>
<td>125 points</td>
</tr>
<tr>
<td>*Informative Speech w/visual aid and written work</td>
<td>150 points</td>
<td>150 points</td>
</tr>
<tr>
<td>*Persuasive Speech w/visual aid and written work</td>
<td>175 points</td>
<td>175 points</td>
</tr>
<tr>
<td>*Special Occasion Speech and written work</td>
<td>60 points</td>
<td>60 points</td>
</tr>
<tr>
<td>*Peer Critiques</td>
<td>40 points</td>
<td>40 points</td>
</tr>
<tr>
<td><strong>TOTAL POINTS AVAILABLE</strong></td>
<td><strong>1000 points</strong></td>
<td><strong>1000 points</strong></td>
</tr>
</tbody>
</table>

**Grading Scale:**
- 90-100 A 900-1000 points
- 80-89 B 800-899 points
- 70-79 C 700-799 points
- 60-69 D 600-699 points
- 59 and below F 599 and below

**Percentage Breakdown of Work:**
- Attendance and participation (SLE’s) 15%
- Scheduled unit tests 30%
- 4-Major Speeches 51%
- Peer Critiques 4%

*To receive a passing grade (A, B, C or D) in this class you MUST present the four major graded speeches.*

C. **Late work**
Late work will not be accepted. Watch weekly deadlines and pay attention to the clock within Angel. The deadline for weekly assignments is Sunday night at 11:55 p.m. “Angel Time” (unless otherwise noted) not your time. Pay attention to the clock within the Angel system.

D. **Video requirements**
All students must meet video requirements. These include, but may not be limited to:
1. Having an audience of at least five appropriate audience members.
2. Showing the audience at least three times during the speech.
3. Videotaping the entire body of the speaker
4. Ability to post to [www.youtube.com](http://www.youtube.com)
Class Preparation:
It is imperative that students prepare to learn. In order to do so, you must read through the assigned material and view the lectures.

Policy Regarding Academic Dishonesty: Academic dishonesty of any kind will not be tolerated while attending North Central Kansas Technical College. The examples of academic dishonesty are plagiarism, cheating, falsification or forgery of any assignments or examinations. Any student who participates in any form of academic dishonesty must accept the consequences of their actions. These consequences may include but are not limited to the following (a) verbal or written warning, (b) lowering of grade for assignment/activity, (d) failure of class assignment or exam.

All students are required to produce their own work, unless the activity has been designated a collaborative activity by the instructor. Any student(s) found to be guilty of dishonest course work risk losing credit for that particular activity.

AVOID PLAGIARISM – do you own work. Examples of plagiarism for this class include, but are not limited to: two (or more) students prepare a speech together and both students do the same speech; a student gives a speech written by someone else; your speech consists of information taken directly from other materials; quotations (without proper citation); taking sections (paraphrasing passages, sentences, phrases, words, data, or statistics without proper acknowledgement/citation).

The college reserves the right to suspend a student for conduct that is detrimental to the college’s educational endeavors, as outlined in the college catalog.

Services for Students with Disabilities: Students, with either a permanent or temporary disability, who require accommodation for more than one week, should request services by contacting the Student Services Office. Students requesting accommodations must present written documentation from a certified professional, which should include a statement identifying the disability as well as recommendations for accommodations. Contact, at least one month in advance, the Dean of Student Services at (785) 738-2276 to make requests for accommodations.

EPA Standards:
The college will comply with all Federal and State Standards in regard to OSHA and EPA Regulations.

Disclaimer:
The instructor has the right to evaluate any unusual circumstances on an individual basis and make decisions about any of the policies as may be appropriate.