# **Valley Park High School**

# **Dual Credit Course St. Louis Community College**

**Fall 2021**

**Coronavirus (COVID-19) Information**

Students must be prepared for any, and all, classes to be moved online in response to changes in the coronavirus status. Please visit the [COVID-19 website](https://stlcc.edu/messages/covid-19.aspx) for the latest update.

**Section Information**

Course Title: Oral Communication

Course Prefix, Number, and Section: Com 101

Course Registration Number (CRN): 34202

Meeting Day(s)/Time(s): M-F, 8th Hour, August 24-December 21, 2021

Location(s): Room 210

## Instructor Information

Instructor: Kristen Light

Campus Hours: M–F, 7:30am-3:00pm, Plan time – 2nd Hour

Location of Campus Hours: Room 210

STLCC E-mail: klight7@stlcc.edu

Office Location: Room 210, Valley Park High School, One Main St., Valley Park, MO 63088

Office Phone: (636) 923-3613, x3666

Additional Contact Information:

klight@vp.k12.mo.us

Please contact me via my Valley Park email.

## Course Information

Course Description:

Course Catalog Description

This is the basic course in speech communication. It offers students an opportunity to explore effective one-to-one, small group, and large group oral communication processes. Emphasis is placed on a theoretical/conceptual approach as well as skill development and application or oral communication concepts to various communication settings and relationships.

Course Overview

This is an introductory course designed to acquaint you with the field of speech communication. It offers you the opportunity to explore effective one-to-one, small group communication, intercultural communication, and public speaking. This course is designed to help you understand and apply key concepts and skills relating to oral communication. By the end of the course, you should have a better understanding of good speaking and listening behaviors and should thus be better equipped to make more reasoned, more reasonable, and more effective communication decisions.

This course discusses behaviors, actions, and consequences in everyday life. I hope you will be able to leave this class having acquired a greater understanding of the process of communication

Credit Hours: 3

Course Pre-requisite: Speech

## Course Learning Outcomes

Learning Objectives

Upon successful completion of the course, the student will know or understand:

1. basic models of communication interactions.

2. terminology essential to describing and categorizing human communication interactions which occur in a variety of formats and circumstances.

3. fundamental principles and factors influencing communication interactions in a variety of contexts.

4. definitions and principles for organizing and implementing the complex forms of nonverbal communication.

5. guidelines for the effective use of verbal communication in a variety of settings and communication formats.

6. techniques for effectively organizing, analyzing, and participating in small group interactions.

7. fundamental principles and techniques for organizing, delivering, and analyzing a public presentation.

Upon successful completion of the course, the student will demonstrate the ability to:

8. identify and distinguish the elements and processes of communication as they apply to a variety of communication interactions.

9. articulate the appropriate use of communication terminology, concepts, and theories associated with interpersonal, dyadic, small group, and large group forms of communication.

10. analyze communication interactions from a variety of perspectives: culture, gender, perception, barriers, etc.

11. distinguish nonverbal behaviors that are appropriate for specific communication interactions and audiences.

12. create and analyze distinct types of verbal messages according to their ability to achieve goals involving most effectively communicating content and shaping relationships.

13. plan, participate in, and evaluate small group interactions by addressing such key elements as group goals, establishing norms, encouraging member participation, recognizing group roles, decision-making methods, and functional behaviors.

 14. plan, present, and analyze the essential elements of public speaking including organizational structure, appropriate verbal and nonverbal behaviors, and audience analysis.

## Required Course Materials

## Notebook, writing utensils. Textbook: Speech by McCutchen, Shaffer and Wycoff

## Technology Requirements

* Your **my.stlcc.edu** student e-mail account is official means of communication with St. Louis Community College. All communication from the college to students will be sent to my.stlcc.edu student e-mail.
* All students have free access to Microsoft 365 through their MySTLCC account, which includes software such as Word, PowerPoint, Excel, OneDrive, a calendar, and e-mail. See the link [STLCC Student Email and Office 365](https://www.stlcc.edu/departments/information-technology/student-email/office-proplus.aspx) for more information.

## Classroom Policies

### Grading Policy Grading:

### 5 Speeches 425

### 5 quizzes worth 10 points each 50

### 2 exams worth 150 points each 300

###  TOTAL POINTS 775

### Assignment of final letter grades: (determined by total points earned)

###  A 90 to 100%

###  B 80 to 89.9%

###  C 70 to 79.9%

###  D 60 to 69.9%

###  F 59.9% and below

### Exams: One midterm and one final exam – both all essay. Rubrics will be provided for both exams.

### Quizzes: Each quiz will begin when the class is scheduled to begin. Students arriving late to class will have the remaining time provided to the entire class to complete their quiz. Quizzes will cover the material from the lecture, chapter readings and/or laboratory information. NO MAKE-UP QUIZZES WILL BE GIVEN.

### Homework and Worksheets: No credit will be given for homework completed after the due date. IT IS HIGHLY RECOMMENDED THAT STUDENTS COMPLETE ALL HOMEWORK ASSIGNMESTS AND WORKSHEETS.

### Late assignments: No credit will be given for assignments completed after the due date. Being absent from class is not an excuse for turning in assignments late.

### Extra credit: There is no extra credit offered for this course.

### Attendance Policy

Make every effort to attend all class sessions and laboratories. Experience has shown that students who have poor class attendance struggle to maintain a “C” and usually end with a final grade of “D” or “F”. Students taking the course for credit/no credit or pass/fail at Valley Park High School will be assigned a grade of A, B, C, D, or F with St. Louis Community College. STLCC will not transcribe Pass/Fail or Credit/No Credit on the transcript. Students who drop the high school class are still responsible for dropping the course with STLCC As well.

Late Work/Missed Exams Policy

No credit will be given for assignments completed after the due date. Being absent from class is not an excuse for turning in assignments late.

### Academic Integrity Statement

### Plagiarism and cheating will not be tolerated. A student guilty of plagiarism is one who submits an assignment as his or her own work which is, in whole or in any part, taken from another person’s work without proper acknowledgement OR using another person’s ideas without proper acknowledgement. Plagiarism includes copying OR allowing another student to copy, in whole or in any part, a laboratory report, quiz or exam answers, homework or any other graded paper. Cheating includes giving OR receiving information that would give any student an unfair advantage on a quiz or exam, laboratory report, homework, or any other graded paper. Unauthorized use of notes in any form, answers or help received on a cellular phone or PDA or use of information downloaded on a calculator or PDA is considered cheating. Any student guilty of plagiarism or cheating will receive a zero on the assignment or, if it continues, an “F” for the course grade. Students cannot share calculators during exams and quizzes.

Classroom Expectations

Cell phone usage during lectures is disruptive for all students in the class and can be unsafe during laboratory periods. Therefore, cell phone usage including texting during lectures and laboratory periods is prohibited. Turn off the ringers on cell phones before class begins and do not return calls during class. Violation of this rule may result in dismissal of the student from that day’s class. Cell phones cannot be accessible to students during exams and quizzes. They must be stored out of sight.

Below are important STLCC College policies of which you must be aware. Please go to [Consumer Information](https://stlcc.edu/college-policy-procedures/consumer-information/index.aspx) (https://stlcc.edu/college-policy-procedures/consumer-information/index.aspx) for additional information.

### Withdrawal Policy

To formally withdraw, students must submit official forms to the Admissions/Registration office. The class will be shown on the transcript with a grade of W, and students are not eligible for a refund of fees. It is always the student’s responsibility to initiate a withdrawal.

**See Mrs. Goldberg for the withdrawal date.**

### Diversity & Inclusion, Non-Discrimination Statement

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, or status as a disabled or Vietnam-era veteran and shall act necessary to ensure non-discrimination.

The College maintains a complaint procedure for the purpose of investigating and providing prompt and equitable remedies.

Student inquiries concerning discrimination or harassment, and the procedure for complaints of discrimination or harassment may be made to: Mary Zabriskie, Director, Student Conduct/Title IX Coordinator, 314-539-5345, mzabriskie@stlcc.edu.

### Disability Resources and Access Office Information

STLCC is committed to providing all students equal access to learning opportunities.

Access Office staff, available on each campus, work with students who have disabilities to provide and/or arrange academic accommodations. Students who have, or think they may have, a disability are encouraged to contact the campus Access Office:

* Florissant Valley: 314-513-4551 or FV-Access@stlcc.edu
* Forest Park & Harrison Center: 314-644-9039 or FP-Access@stlcc.edu
* Meramec & South County: 314-984-7673 or MC-Access@stlcc.edu
* Wildwood: 636-422-2000 or WW-Access@stlcc.edu
* Online: 314-513-4771 or SFoster@stlcc.edu

Students with academic accommodations are responsible for providing their professors with Instructor Memos and should do so early in the course. For more information, see [Access services](https://www.stlcc.edu/student-support/disability-services/) (<https://www.stlcc.edu/student-support/disability-services/>).

### Title IX

Discrimination includes any form of unequal treatment on the basis of sex, sexual orientation, or gender expression such as denial of opportunities, harassment, and violence. Sex based violence includes sexual assault, sexual harassment, dating violence, domestic violence, and stalking.  If you experience discrimination in any of these forms, you are encouraged to report the incident to the Title IX Coordinator, or campus-based Title IX Investigators.  To learn more, including information on campus and community resources, go to [STLCC's Sexual Misconduct Policy](https://www.stlcc.edu/docs/policies-and-procedures/sexual-misconduct-guidelines.pdf) (https://www.stlcc.edu/docs/policies-and-procedures/sexual-misconduct-guidelines.pdf).

## Course Outline

**Week 1, 2, and 3** August 24-September 14: Non-Verbal Communication

PowerPoint presentation

Research

Review of speech requirements from pre-requisite

Student performances

Quiz

**Week 3, 4, and 5** September 15—October 6: Interpersonal Communication

PowerPoint Presentation

Written response/Quiz

The Breakfast Club

Communication Analysis Paper

Students present

**Week 6,7: October** 7- October 21: Conflict Mediation

Discussion of the field of mediation

Research of different applicable areas

Examples

Scenarios

Students perform mediation

**Week 8:** October 22-October 27: Etiquette

College Communication Requirements

Quiz

Interviewing, dinner, small talk, group communication

**Week 9: October 27/ 28: Review and Midterm Exam**

**Week 10-11: November** 1-19: Oral Interpretation

What is it?

Examples

Literature

Cutting

Introduction

Student Performances

Quiz

**Week 12-16: November** 22- December 21: Debates

Teams

Procedure

Quiz

Topics

Research

Practice

Teams Perform debates

**Week 17-18:** December 15-21 Perform Dbates

## For your health and safety

All employees, students and visitors entering STLCC property must:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **WEAR A MASK**  | **PRACTICE 6-FOOT DISTANCING**  | **WASH HANDS FREQUENTLY** |