

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: **Fall, 2010**

COURSE NUMBER: English 115- 5H1 **INSTRUCTOR:** Aaron Carpenter
COURSE TITLE: Oral Communications **PHONE:** (252) 792-1521 ext. 246
Dr. Broughton will contact me
CREDIT HOURS: 3
CONTACT HRS/WK: 3 **FAX:** (252) 792-0826
PREREQUISITES: None **E-MAIL:** acarpen@ccc.martincc.edu
COREQUISITES: None

COURSE DESCRIPTION:

This course introduces the basic principles of oral communication in both small groups and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion of the course, the students should be able to demonstrate the principles of effective oral communication in small group and public settings.

PROGRAM LEARNING OUTCOMES:

1. Demonstrate appropriate mathematical skills required for academic and work-related tasks.
2. Apply principles of sound critical thinking to analyze and solve problems and make logical decisions.
3. Demonstrate effective speaking, writing, and reading skills.
4. Demonstrate appropriate technology skills required for academic and work-related tasks.

COURSE LEARNING OUTCOMES:

1. Apply components of communicative process.
2. Demonstrate effective oral communication in small group settings.
3. Demonstrate effective oral communication in public settings.

REQUIRED TEXTBOOKS:

Vasile, Albert J. (2008). *Speak with confidence*. (10th ed.). Boston: Pearson.

ISBN#978-0-205-49886-4.

SUPPLEMENTAL RESOURCES:

Notebook, Note-cards, Flashdrive, Writing Utensils

LEARNING/TEACHING METHODS:

Lecture, Outside Reading Assignments, Note-taking, Speaking, Group discussion and interaction, Use of appropriate discipline-related technology.

ASSESSMENTS/METHODS OF EVALUATION:

To demonstrate attainment in program and learning outcomes for English 090, you must achieve an overall average of 70 or better. To achieve these outcomes, you must successfully complete the following:

Speeches 60%

Tests 20%

Final 10%

Outside Reading Assignments 10%

GRADING POLICY: The Seven-Point Scale:

100-93 A

92-85 B

84-77 C

76-70 D

Below 70 F

College Transfer Note: If you make a D for English 115, you may receive credit at Martin Community College; however, you must make at least a C to successfully transfer the course to another institution.

COURSE OUTLINE:

Week 1: Introduction to Public Speaking (Ch.1), Introductory Speeches (Ch.2)

Week 2: Nonverbal Communication (Ch.3)

Week 3: Organization (Ch.8) **Test 1**

Week 4: **Introductory Speeches**

Week 5: Listening (Ch.4), C's of Communication (Ch.5)

Week 6: Audience Awareness (Ch.6), Visual Aids (Ch.12)

Week 7-8: **Demonstration Speeches, Test 2**

Week 9: Informative Speaking (Ch.10), Research (Ch.7)

Week 10: Delivery (Ch.9)

Week 11: **Informative Speeches**

Week 12-13: Persuasive Speaking (Ch.11)

Weeks 14-16: Building Powerful Arguments, **Persuasive Speeches**

Final Exam

STUDENT ATTENDANCE POLICY:

- Missing more than 10% of class contact hours will result in a failing grade if you do not withdraw from the course.
- Arriving later than ten minutes after class has begun or leaving class early (within ten minutes of the end of class) constitutes a tardy. Three tardies equal one hour's absence.
- This is a hybrid course, meaning one hour of class time per week will be taught online. *These online hours will count in your contact hours for the course. If you do not log into Blackboard during the time specified by your instructor, you will be counted absent for those hours.*
- Attendance will be taken at seated class meetings and during specified Blackboard logins.
- Absence from class may be excused in the following circumstances:

Verifiable death of an immediate family member

Verifiable hospitalization of self or immediate family member

Documented emergency at the discretion of the instructor

(Definition of "immediate family member:" mother, father, sibling, spouse, child, grandparent)

- Students will be counted absent from the date of registration.
- Students must be present in at least one class during the first ten percent (10%) of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor will administratively withdraw the student.

- Students who miss more than six contiguous contact hours may be administratively withdrawn from the class by the instructor and given a grade of “WF.” The “WF” will be equivalent to an “F” when calculated into the student’s GPA. The instructor may also administratively withdraw a student when it becomes mathematically impossible for that student to pass the course.
- Students may remove a “WF” by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an “F.” The last day to officially withdraw without receiving an “F” is published in the academic calendar for each academic year.
- **In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student’s faith. The policy limits the excused absences to a maximum of two days per academic year. Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.**

COURSE POLICIES:

- Speeches will be assigned at least a week in advance. *A student may make up an assigned, missed speech only with an excused absence (see attendance policy above)*. Missed tests may be made up at the instructor’s convenience.
- Your writing, your thoughts, your design, your ideas must be your own! I expect honesty and integrity in your work. Dishonesty, including plagiarism, will be subject to disciplinary action. Evidence of deliberate plagiarism will result in a zero for the assignment and possible suspension from the class. It may also result in suspension from the college. Plagiarism is the use of another person's ideas as if they were your own. This includes copying another student's paper, copying words or ideas from a book or the Internet, and not documenting sources properly.
- No children or pets will be allowed in class at any time (see page 44 of the MCC Catalog for details).
- Please turn off your cell phone and/or pager in class; text-messaging from a cell phone while in class is prohibited.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)792-1521, ext. 246 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 792-1521, ext. 293.