Communication 101: Oral Communication

Welcome to Communication 101! We look forward to spending a semester together sharing ideas, learning about each other and the principles of effective oral communication.

We hope you find value in this exciting new curriculum designed to help you develop 21st century oral communication skills. The goals of this course are to help you develop practical oral communication skills that will enhance your education, career, and provide you the ability to engage in advocacy.

Course Description*:* This is a hybrid course that combines online learning with weekly lab meetings. Online learning is meant to provide students with the flexibility to learn course material on their own time. Weekly labs with your instructor are meant to facilitate application of the course material, clarify course content and course work. The activities in the lab are designed to help you build skills and be successful in your course assignments and concept mastery.

Drop-In Hours: Your instructor will hold weekly drop in hours. Drop-in hours are listed above. We invite you to come in for assistance and are dedicated to your success! Instructor drop-in hours is time set aside for students to speak one-on-one with their instructor. We offer a welcoming environment for our students to ask any questions, gain clarity on assignments, get feedback, or to talk about any concerns you might have regarding the course or course work. If you cannot attend the instructor's listed drop-in hours, please contact them to arrange an alternative time.

Course Goals:
1. Demonstrate a reduction in communication apprehension in the application of storytelling, informative, and persuasive strategies in outlining and developing oral presentations.
2. Exhibit best practices in verbal and non-verbal extemporaneous delivery.
3. Utilize current technology competencies in oral presentations including visual aids.
4. Enhance information literacy and critical thinking skills in research, organizing, and adapting oral presentations to particular audiences.
5. Engage in effective teamwork.

Required Course Materials (e-Book):
> Valenzano, J. M., III, Braden, S. W., Broeckelman-Post, M. A. (2018). *Oral Communication Handbook* Customized for University of Nevada, Las Vegas, 2019-2020 Edition. Southlake, TX: Fountainhead Press.
>> *This is only available as a digital textbook (e-book)

Technological Requirements:
- Earbuds with a microphone
- Access to a computer or device with a camera (you may rent a laptop from the Lied Library if your computer does not have one)
- Reliable Internet /WiFi
- Google Chrome
- Create a free Zoom Account for video recording

*If you have any technical difficulties, please contact the UNLV IT Help Desk at (702) 895-0777

Use of Electronics in Lab: Please put cell phones away and be present during lab time. Laptops are permitted for note taking purposes. It is important that electronics do not become distracting to students and the classroom environment. You may not record or take pictures in class unless you have been given prior permission by your instructor and the DRC.

Respect and Community: It is important that in the learning environment everyone feels confident that they will be treated with respect during lab discussion and when they deliver speeches. As a community, we will work together to ensure a courteous, safe, and supportive course experience.

Course Assignments: The following is a list of all graded assignments for this course. Please see Canvas for more detailed assignment descriptions:

- Pre and Post Course Assessment (5%)
  You will have the opportunity to complete a two-part assessment to gauge student learning in the course. The pre-test will be offered at the beginning of the semester and the post test will be offered during finals week. There are 2 assessments worth 12.5 points each for a total of 25 points. You must complete both to earn points.

- Chapter Quizzes (15%)
  You will complete one quiz for each assigned chapter from the course textbook, "The Speaker's Primer," and the module material. The quizzes must be completed BEFORE the lab session the chapter/module is assigned. See course schedule for due date information.

- Participation (20%)
  The nature of this course requires your active involvement and engagement in each lab meeting. You will earn participation in class through the completion and submission of assignments that can only be done in and after lab.

- Podcast (10%)
  In a 2-3-minute, audio recorded podcast, you will tell an engaging personal story following the Storytelling Arc format. The purpose of this assignment is to practice effective storytelling, decrease communication apprehension, and practice organization.

- Informative Speech (15%)
  You will use best practices in using a web camera and record yourself giving a 4-6-minute speech. In this speech you will be informing your audience members about a concept, process, or object related to your major, future career, or area of interest. This assignment will require that you conduct research on your topic and organize your ideas in a logical pattern while explaining a complex concept, simply and clearly to non-experts.

- Group Speech (15%)
  In this lab presentation, you will deliver a "Shark Tank" style pitch, groups of 4 or 5 students will engage in effective teamwork and use elements of persuasion to convince people to invest in a product or service that you think would benefit society. Each group member will speak for 2-3 minutes (depending on the number of group members) for a total of 10-15 minutes, effectively using a visual aid.

- Persuasive Speech/Policy (20%)
  You have the opportunity to deliver in lab a 6-8-minute persuasive speech, urging your audience to take a specific course of action to remedy a social issue that you care about. You will utilize persuasive strategies to persuade your classmates to act, effectively using a visual aid.

- Extra Credit Toast 1(%)
  During finals week there will be an opportunity to deliver a commemorative toast for extra credit.
     *Any additional extra credit opportunities will be made available to the entire class on Canvas during the semester.

Assignment	Percentage
Pre and Post Course Assessment	5%
Chapter Quizzes	15%
Weekly Participation	20%
Podcast	10%
Informative Speech	15%
Group Speech	15%
Persuasive/Policy Speech	20%
	Total: 100%

Course Grade Scale	
93 – 100% = A	73 – 77.9% = C
90 – 92.9% = A-	70 – 72.9% = C-
88 – 89.9% = B+	68 – 69.9% = D+
83 – 87.9% = B	63 – 67.9% = D
80 – 82.9% = B-	60 – 62.9% = D-
78 – 79.9% = C+	00 – 59.9% = F
93 – 100% = A	73 – 77.9% = C
90 – 92.9% = A-	70 – 72.9% = C-

Frequently Asked Questions:

1) **What happens if I miss a lab?**
   - You are allowed 3 absences, excused or unexcused, without penalty.
   - If you miss more than 3 lab meetings there will be a 2% deduction from your final course grade, per absence.
     - For example, if you have an 86% in the class and you have 5 absences, your final grade will be deducted by 4% resulting in an 82% for your final course grade.
   - You are responsible for contacting a fellow classmate for further information about what was missed in lab.

2) **What happens if I miss lab on the day I am supposed to deliver my speech?**
   - You will receive a deduction of two full letter grades on your speech, *unless* you provide documentation for illness or emergency.
   - You must contact your instructor immediately to discuss your absence and schedule a new date to deliver your speech.

3) **Can I dispute my grade if I see a mistake or have questions about the grade I have received?**
   - Yes, if you see a mistake please contact your instructor right away.
   - If you are unhappy with your grade and you would like to discuss this with your instructor you must wait 24 hours after your grade is posted to discuss it with them.

4) **Does my instructor accept late work?**
   - No, late work is not accepted for any course work *unless* you have a documented illness or emergency.

- For documented illness or emergency, the instructor will determine on a case by case basis if any exceptions will be made and if there will be any grade penalties.
- Please contact the instructor within 24 hours of the due date to discuss your emergency and the agreed upon due date for the late submission.

5) **Will I be able to deliver my speech in class if I do not turn in an outline or reference page?**
   - No. Students must turn in their outlines by the due date before class so that all work is run through Turnitin, the University plagiarism detection platform.
   - If a student turns in an outline without a reference page they will receive zero points for that criterion in the rubric.

6) **What if Canvas is not working and I cannot get my submission uploaded?**
   - Give yourself plenty of time to submit your large files on Canvas. Around the due date and time Canvas can be slow. Submitting in advance is recemented.
   - Be sure you are using Google Chrome as your browser.
   - Call IT at 702-895-0777.
   - If it is outside of IT business hours email the assignment to your instructor to assure it is time stamped. Be sure to upload your assignment in Canvas the following day for consistency and to be run through Turnitin.

7) **What happens if I submit partial assignments, broken links, or files that my instructor cannot open?**
   - Please double check your final submission in Canvas to verify that you have uploaded the correct document file after your submission. You can open each document in the submission portal to verify it is correct. Please resubmit before the due date if you need to make corrections.
   - If the instructor has to request additional documentation or the correct document file/format there will be point deductions as follows:
     - 1 point for smaller participation activities
     - 5 points for larger speech assignments

8) **How do I contact my instructor?**
   - The best way to contact your instructor is through Canvas mail.
   - All emails will be returned within 24 hours on weekdays. There is no guarantee of a response on weekends.

9) Do I have to purchase the E-Textbook for this course?
- Yes, you will be assessed weekly in module quizzes based on information from the E-Textbook.
- The E-Textbook will also provide you with foundational knowledge that will aid you in oral communication, and all major and minor assignments in the course.

10) Can I use my work from another college course?
- No. Using your own work from any other class (this includes high school classes or other institutions of higher education) is considered self-plagiarism.
- You must turn in original work for every college assignment throughout your academic career.

11) What else is considered plagiarism?
- Using the words or ideas of another author (even on the Internet) without citing your sources.
- Turning in someone else's work.
- Not turning in a reference page and not using parenthetical (in-text) citations.

12) How do I get in contact with my partners for the "Shark Tank" group speech?
- Students should email one another through Canvas mail first and then decide what medium of communication works best for that group. For example, Group Me, Google Hangouts, a group text, etc.
- Remember it is every group member's responsibility to reach out to others in a timely manner.

13) There are group members not responding for the "Shark Tank" group speech, what do I do?
- You should email your instructor right away, so they can assist in contacting the other student(s).
- Be patient, cooperative, and communicate well with fellow students. This assignment mimics the reality of working with colleagues in various professional locations using technology as a team to achieve an end goal.

14) What if I am an athlete or observe a religious holiday?
- For religious holidays, please inform your instructor within the first two weeks of the course for proper exemptions.
- If you are an athlete, please notify your instructor within the first two weeks of the course about any athletics that may affect your class attendance or overall success in this course.

15) What types of files are accepted to upload my assignments?
- The only accepted document files are as follows:
  - .doc, .docx, .pdf, .jpg, or .png
- Do *not* submit your assignments with a Google Drive link to your document.
  - This is a live document that students can edit and continue to work on after the due date. This is *not* allowed.
- Do *not* submit your assignments in a .pages format.
  - This is specific to Mac and not compatible with all programs/computers.
- Please always check your submissions once they are uploaded because ultimately it is your responsibility to make sure your assignments are turned in properly.

16) What if I don't have a good webcam or microphone? Will I lose points on my major assignments?
- Students can rent a laptop and microphone in Lied Library. There are also quiet rooms you can book in the library to record.
- Within Lied Library there are podcast recording studios as well as a recording room for group or individual presentations with a monitor for a visual aid display. See more about the makerspace here: https://www.library.unlv.edu/knowledge-production/makerspace.php

University Policies

Academic Misconduct

Academic integrity is a legitimate concern for every member of the Campus community; we all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the sources. See the Student Conduct Code, https://www.unlv.edu/studentconduct/student-conduct.

Auditing Classes

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

Classroom Conduct

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn or of instructors to teach. Use of electronic devices such as pagers, cellular phones, or recording devices, or potentially disruptive devices or activities, are only permitted with the prior explicit consent of the instructor. The instructor may rescind permission at any

time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative drop of the student from the course.

Copyright

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional copyright policy information is available at http://www.unlv.edu/provost/copyright.

Disability Resource Center (DRC)

The UNLV Disability Resource Center (SSC-A, Room 143, https://www.unlv.edu/drc, 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to injury, disability, or due to pregnancy should contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours, so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

Final Examinations

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The general schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the Final Exam Schedule, https://www.unlv.edu/registrar/calendars.

Identity Verification in Online Courses

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the Student Academic Misconduct Policy, https://www.unlv.edu/studentconduct/misconduct/policy, which defines, "acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment" as a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the Acceptable Use of Computing and Information Technology Resources Policy, https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus or another UNLV-managed platform that requires ACE login credentials for access.

Incomplete Grades

The grade of "I" (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s)

beyond the student's control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving "I" grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of "F" will be recorded, and the student's GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the "I" grade.

Library Resources

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the Libraries' Research Consultation website: http://guides.library.unlv.edu/appointments/librarian. You can also ask the library staff questions via chat and text message at: http://ask.library.unlv.edu/.

Missed Classwork

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Policy for Missed Work, under Registration Policies, on the Academic Policies webpage, https://catalog.unlv.edu/content.php?catoid=6&navoid=531

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a "Drop one" option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate's policy, and an infringement on the student's right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could reasonably have been avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/Unit Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to: fine arts activities, competitive intercollegiate athletics, science and engineering competitions, liberal arts competitions, academic recruitment activities, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

Rebelmail

Rebelmail is UNLV's official email system for students, and by University policy, instructors and staff should only send emails to students' Rebelmail accounts. Rebelmail is one of the primary ways students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Emailing within WebCampus is also acceptable.

Tutoring and Coaching

The Academic Success Center (ASC) provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the ASC website, https://www.unlv.edu/asc, or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, https://writingcenter.unlv.edu/, located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.