Course Expectations Letter

Subject: Speech 101

E-Mail Contact Information:
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Catalog Course Description:
SPCH 101

Public Speaking Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment.

Transfers to: UC (credit limit*), CSU (*Students will receive credit from UC for only one of the following courses: SPCH 101 or SPCH 102).

This introductory course is designed to prepare students to be effective oral communicators in all aspects of public presentations including design and delivery of the public speech. The course is appropriate for all students interested in developing their public speaking knowledge and skills such as speech communication majors, future teachers, and future business leaders.

3 Units 54 Lecture hours

Student Learning Outcomes:

1. Students will conclude the course with the ability to deliver a coherent speech inclusive of a distinctive introduction, body, and conclusion; including 2-3 substantive main points within the body and appropriate transitions.
2. Students should be able to control/manage their verbal and nonverbal communication to enhance the audience's understanding and appreciation of the speech message appropriate to the specific audience.

By logging into Canvas you affirm that you are the student who enrolled in the course(s) and are the person who will complete the assigned work. Furthermore, you agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in BP 5500 (Standards of Conduct) and AP 5520 (Student Conduct Procedures) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. You acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

This is NOT a self-paced course. There are firm deadlines in this class. There are assignments due on a regular basis. Please plan your time carefully!

Textbook: This course is using a free online open education resource textbook which can be found at the following link: http://publicspeakingproject.org/psvirtualtext.html
This course will include regular instructor student contact. Methods of regular instructor student contact include:

- Weekly (or more frequent as need it) announcements posted in Canvas.
- E-mails to the entire class about important due dates and assignments.
- One-on one e-mail contact as needed by individual student.
- Weekly in person course meetings 11:30 AM - 2:10 PM in A216.
- Multiple-choice quizzes and discussion boards.
- Office hours: Arranged virtual office hours or chats, Phone Calls if Necessary, Visits to Instructor's office hours if need be.

**The instructor may drop you for non-participation.**

There will be a one to three business day delay after an add code is used before a student may be able to log on to Canvas.

For students new to online classes, it is highly recommended that you take the Online Orientation through our Online Education website. This will help explain what online classes are like and familiarize you with how the class is laid out. The orientations can be found at: [http://www.riohondo.edu/canvas-orientation/](http://www.riohondo.edu/canvas-orientation/)

Email Responses: Instructors will make every attempt to respond to students in a timely fashion. Responses can take up to 48 hours before a response is received, excluding weekends and holidays.

Disability: A Student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the [Disabled Students & Programs](http://www.riohondo.edu/canvas-orientation/) office at 562-908-3420 for more information.

**Modifications and Disclaimer:** The instructor reserves the right to modify the content of the course or any course procedure. It is the responsibility of the student to keep apprised of all changes. If the student wishes to drop the class he/she is responsible for initiating the drop. Do not take it for granted that you will be dropped. If you stop working and do not drop the course, you may get an undesirable grade.