



## HEARTLAND COMMUNITY COLLEGE

### COMM 101: Introduction to Oral Communication Online Presentation Requirements

**SETTING:** Students must perform in an appropriate environment that is free of visual and auditory distractions. The preferred venue is a workplace or community location (such as a classroom, library room, or conference room).

**AUDIENCE:** All four speeches must be presented in front of a live audience of at least 6 people whose age is 16 or older, located in the same room as the speaker, with the audience visible in the video recording throughout the entire presentation. Audience members must be aware that they will be recorded and that the video may be viewed by the instructor and the online class. There is a 10% penalty for each audience member not present. For example, if you only have 4 people over the age of 16 in the room with you as you present, you will receive a 20% deduction in your final grade.

**VIDEO REQUIREMENTS:** Recorded speeches may not be edited; recording must be done in one continuous take (without stopping and starting). Each edit will result in a 10% deduction of your grade. The camera must be focused on the speaker so that the speaker's face and body are clearly visible throughout the speech. Effective lighting must be used to ensure the visibility of the speaker. External ambient noise must be minimized to allow for clear reception of speaker's voice.

**TECHNOLOGY:** Students will need reliable Internet access and a computer equipped with a functioning webcam and microphone.

**PRIVACY:** Student privacy must be protected under the guidelines of FERPA.