

**Principles of Human Communication**  
**Point Loma Nazarene University**  
**COM 100 Section # 11**  
**Fall 2015**  
**8/26-12/9**

**Time:** 4:30 - 5:45pm  
**Days:** Tuesday & Thursday  
**Location:** Cabrillo 104  
**Units:** 3  
**Final exam: Tuesday Dec 15 4:30-7:00pm**

**Required Materials:**

- Berko, R.M. (2007). Communicating: A Social and Career Focus. (12<sup>th</sup> ed.) New York: Houghton Mifflin Co.

**Instructor:** Kelly Togerson

**Instructor e-mail:** [ktogerson@yahoo.com](mailto:ktogerson@yahoo.com)

Whenever you e-mail me please include your full name, class you are in and school. I teach at several colleges so this information helps me address your question quickly!

**Course Description**

This course offers an opportunity to learn and apply, in daily life, the practical principles of communication. Emphasis is placed on psychological, social, cultural, and linguistic factors, which affect person-to-person interaction. This course is designed to help students improve their communication in both personal and professional context. Attention is given to human perceptions, interpersonal dynamics, and patterns of inference, listening, and verbal and visual symbols.

**Course Objectives:**

- Students will learn a wide variety of communication settings, including verbal and nonverbal communication theory, interpersonal communication, small group communication, and public speaking.
- Students will select and research appropriate topics for a variety of speech assignments.
- Students will demonstrate speech communication skills through participation in a variety of oral communication exercises.

- Students will demonstrate critical, analytical listening in communication and public speaking.
- Students will improve their ability to utilize the skills necessary to be a competent communicator.
- Students will increase their understanding of his or her own communication behavior.
- Students will increase their understanding of other's communication behavior.
- Students will improve their ability to demonstrate conflict resolution skills.

### **Major Course Concepts Covered**

The process of communication. Communication competence. Communication and the self-concept. Elements of human perception. Role of emotions in communication. Nature and impacts of language. Types of non-verbal communication. Improving listening skills. Intimacy and distance in relationships. Supportive and defensive communication climates. Intercultural and gender differences in communication. Managing interpersonal conflicts. Public speaking.

### **Class Format**

This is a participation class! You will be expected to communicate with your classmates and take part in our discussions.

## **Important Policies**

### **Attendance**

Should you miss class, **you** are responsible for securing and missed information. Often I will make changes to the syllabus and announce the changes in class. If you miss class make sure you ask me if there have been any changes. **YOU** are responsible for finding out! I do not make copies of missed information. You will need to contact a fellow student and ask them to make a copy of their notes if they allow. Attendance starts from the first day of class not the first day you attend. If you miss 10% of the total class sections you will be contacted by Dr. Mark Pitts, Vice Provost for the Academic Administration. If you miss 20% of the total class session you will disenrolled without warning.

**E-mail Communication:** It is important to consider the tone of your e-mails when addressing your professors. Some students forget this because they are “talking” to a computer screen and not face to face. Students are required to keep their e-mails respectful. Any e-mail that violates this code of conduct will be forwarded to our Dean of Students for possible disciplinary action. Please do not send abbreviated text messages etc... to your professors. Keep your communication professional. It is a reflection of you.

### **Assignments**

All assignments must be typed, double spaced, and turned in on the due date. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.**

**If you are late and miss the opening discussion or quiz question you may not turn it in later in class. They are due when collected at the beginning of the class.**

### **Exams**

Exams will not be rescheduled. If you have an emergency you must let me know **before** the exam and I will do my best to accommodate you. If you simply do not show up for an exam you will receive a zero. **If you are late and miss an exam you will receive a zero for that exam.**

### **Speeches:**

Presenting speeches can be a nervous experience, but one that the audience can make more comfortable for any speaker with a few rules. **During speeches NEVER walk in or out of the classroom.** When speeches are being presented this is not the time to talk with your neighbor, read a paper, or even catch up on your sleep. NO cell phones etc... will be allowed. If you engage in any behaviors that I deem to be rude or disrespectful (even checking your phone) I will lower your speech grade by one letter grade.

**Appearance:**

During your speeches, each student presenting should be neatly groomed and dressed in a way that suggests you expect to be taken seriously. Please do not wear hats, shorts, or shirts with propaganda unless it supports your presentation or subject matter.

**Plagiarism/Cheating**

Any attempt to pass off another's work as your own will constitute an "F" for the assignment. Using part of or the entire work, prepared by another or turning in a homework assignment prepared by another student are examples of plagiarism. Cheating on a quiz or exam will result in an "F" for the exam. If you plagiarize any portion of any speech you will receive an F on the speech and at the instructor's discretion you may receive an F for the entire course.

**Special Accommodations**

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with special needs may require academic accommodations. At Point Loma Nazarene University, these students are requested to file documentation during the first two weeks of the semester with the Academic Support Center (ASC), located in the Bond Academic Center. This policy assists the University in its commitment to full compliance with Section 504 of the Rehabilitation Act and the American with Disabilities Act. Section 504(a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. Once the student files documentation, the ASC will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the learning needs of the individual student.

**General Education:**

*This course is one of the components of the General Education Program at Point Loma Nazarene University, under the category of "Developing Cognitive Abilities." By including this course in a common educational experience for undergraduates, the faculty supports the pursuit of personal awareness and skill development, focusing on the analytical, communication, and quantitative skills necessary for successful living in modern society.*

## Grading Policy

Homework & in class assignments	50%
Autobiographical Speech	20%
Informative Speech	20%
Final	10%
Total	100%

## Grading Scale

100-90% = A	Excellent performance. Work is exemplary and worthy of emulation by others
89-80% = B	Above average performance. All parts of the assignment are complete and exhibit a complete understanding and an ability to apply concepts
79-70% = C	Average performance. Accomplishes only the minimum requirements. Written communication is at an acceptable level.
69-60% = D	Below Average. Demonstrates understanding at the most rudimentary level. Work is minimally passing.
59-0% = F	Failing. Work is not passing, characterized by incompleteness, unsatisfactory demonstration of understanding an application.

I do not have office hours on campus. The best way to contact me is e-mail.

**NO cell phones are allowed to be on during class. If I see you texting, or checking messages etc... I will immediately dismiss you from class. If this causes you to miss a speech, exam or assignment you will not be given the opportunity to make it up.**

## FERPA Policy

In compliance with federal law, neither PLNU student ID nor social security numbers will be used in publicly posted grades or returned assignments without student written permission. You, the student, will be the only person given information about your progress in class unless you have designated others to receive it in the Information release section of the student portal.

## Final Examination Policy

Successful completion of this course requires taking a final examination on its scheduled day. The final examination schedule is posted on the Class Schedules site. No requests for early exams or alternative days will be approved.