



COM 100 Principles of Human Communication

Department of Communication & Theatre

Fall 2016 ◊ 3 Units ◊ Section 17◊ Liberty Station Room 202◊ 6-8:40 p.m.

Dr. Melissa Newman

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Office hours: Tue 10-12; 1-2:30; Th 3-5 & Google hangouts/appointments upon request

Required Texts

Berko, R.M., Wolvin, A. D. & Wolvin, D. R. *Communicating: A social and career focus.* (11th Ed.). New York: Houghton Mifflin Company.

On Reserve at Ryan Library:

An Invitation to Public Speaking by Cindy Griffin. ISBN: 978-0-495915-18-8

PLNU Mission

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Course Description

A survey of the human communication process. Emphasis is placed on intrapersonal, interpersonal, and public communication. Particular attention is paid to the preparation and presentation of speeches.

Course Learning Outcomes

Students who successfully complete this course will:

1. Be able to describe and discuss the process of human communication.
2. Be able to identify and explain the basic components of an effective speech.
3. Be challenged to interact competently in dyadic, and small group experiences.
4. Be able to construct and deliver informational and persuasive speeches.

Assessment and Grading

Below you will find the assignments for the semester. Speeches will have grading rubrics that you are welcome to view before giving your speech. Your final grade will be calculated by dividing the number of points you earn by the total number of points at the end of the semester. It is your responsibility to keep track of your grades.

Informative Speech	100
Preparation Outline	15
Research handout	15
Invitational Speech	100
Preparation Outline	15
Exams	200
Persuasive Speech	100

Preparation Outlines	15
Commemorative Speech	35
Peer Feedback	25
Speech Analysis	15

Grade Scale

A- = 90-93%; A = 94-97%; A+ = 98-100%:Excellent (*superior, first rate/class, exceptional, superlative paper and tests; engaged in class lecture and discussion, attendance, posture, interest, etc. Comprehensive excellence is needed for a superlative grade in this course.*)

B- = 80-83%; B = 84-87%; B+ = 88-89%: Above average

C- = 70-73%; C = 74-77%; C+ = 78-79%: Average (*mediocre, commonplace, ordinary, passable, fair, midpoint between extremes of excellence and failure.*)

D- = 60-63%; D = 64-67%; D+ = 68-69%: Below average

F = 59% and below: Failure (*omission or lack of satisfactory performance of action or task, inadequate, impassable, etc.*)

Method of Instruction:

1. Students are expected to attend class and be on time. Failure to make presentations on schedule will result in a failing grade for that presentation. In the event of absence students seek missed information/notes from classmates.
2. All written work must be typed, and attention should be paid to form (including grammar, punctuation, spelling, APA formatting and general appearance) as well as content.
3. Integrity is of great importance. Plagiarism of any sort will not be tolerated and will result in a grade of "F" for the project and possibly the course.
4. Classroom disruption by cell phones or other electronic devices (i.e. text messaging) is prohibited. All cell phones and similar electronic devices must remain turned off and out of sight for the duration of class. A student may face a zero and/or failure in the class if an electronic device is used for cheating during a test.
5. Please DO NOT disrupt class while students are presenting. This includes walking in and out of the classroom. Also, please do not carry on side conversations while the professor is lecturing or during discussion. You can never show too much respect for your professors.
6. This syllabus serves as the contract between the students and professor. Your continued enrollment in the course serves as agreement to abide by the policies and information set forth here within.

Course Schedule

Please note: Due to the nature of this course, the schedule is subject to change. All changes will be posted on Canvas and announced in class.

Date	Class Activities	Homework
Sept 1	<ol style="list-style-type: none"> 1. Course overview and requirements 2. Intro Speech information 3. Chapter 1: The Human Communication Practice 4. Chapter 2: Foundations of Verbal Language 	<ul style="list-style-type: none"> ✓ Read Syllabus ✓ Prepare/practice Intro Speech ✓ Read textbook overview ✓ Read Chapters 1 & 2 ✓ Write exam, assignment and speech dates in your personal planner/phone with alerts
Sept 8	<ol style="list-style-type: none"> 1. Introductory Speeches 2. Chapter 3: Nonverbal Communication 3. Chapter 4: Listening 	<ul style="list-style-type: none"> ✓ Read Chapters 3 & 4 ✓ Decide on topic for Informative Speech

Sept 15	1. Chapter 5: The Self and Perception 2. Chapter 6 & 7: Interpersonal Communication	<ul style="list-style-type: none"> ✓ Read Chapters 5-7 ✓ Finalize topic for Informative Speech ✓ Complete Research Handout
Sept 22	1. Exam 1 (chapters 1-7) 2. Chapter 8: Interviews 3.Chapters 9-10: Group Communication	<ul style="list-style-type: none"> ✓ Read Chapters 8-10 ✓ Study for Exam 1
Sept 29	1. Chapters 11-13: Planning, Developing, and Structuring the Message	<ul style="list-style-type: none"> ✓ Study for Exam 1 ✓ Read Chapters 10-12, 14 ✓ Write Informative Speech Outline
Oct 6	Chapter 16: Presenting the Message *Informative Speech Outline Due	<ul style="list-style-type: none"> ✓ Practice Informative Speech ✓ Read Chapter 15 ✓ Write Delivery Plan
Oct 13	Informative Speeches **bring your smart phone or ipad to record speech for analysis.	<ul style="list-style-type: none"> ✓ Turn in Peer Feedback & Self-Analysis ✓ Read Chapter 15 ✓ Plan Persuasive Speech topic Research Persuasive Speech
Oct 20	Fall Break-No Class	<ul style="list-style-type: none"> ✓ Write Persuasive Speech Outline
Oct 27	Persuasive Speaking	<ul style="list-style-type: none"> ✓ Write Persuasive Speech Outline
Nov 3	Persuasive Speaking Practice *Persuasive Speech Outline Due	<ul style="list-style-type: none"> ✓ Practice Persuasive Speech ✓ Read Chapter 13 ✓ Review Chapter 15
Nov 10	Persuasive Speeches **bring your smart phone or ipad to record speech for analysis. Introduction to Invitational Speaking	<ul style="list-style-type: none"> ✓ Complete Self Analysis & Peer Feedback ✓ Read Canvas Chapter on Invitational Speaking ✓ Write Invitational Speech Outline
Nov 17	Invitational Speaking Quiz *Invitational Speech Outline Due	<ul style="list-style-type: none"> ✓ Decide on topic for Invitational Speech ✓ Finalize Invitational Speech Outline
Nov 24	Thanksgiving No Class	<ul style="list-style-type: none"> ✓ Practice Invitational Speech
Dec 1	Invitational Speeches **bring your smart phone or ipad to record speech for analysis.	<ul style="list-style-type: none"> ✓ Study for Exam 2
Dec 8	Exam 2 (chs. 8-16)	<ul style="list-style-type: none"> ✓ Write/Practice Special Occasion Speech
Dec 15	Special Occasion Speeches	<ul style="list-style-type: none"> ✓ You're done!

University Notifications

Attendance & Participation

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member has the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF consistent with university policy in the grading section of the catalog. Every absence in this class will result in a five point deduction from final points earned. See Academic Policies in the (undergrad/graduate as appropriate) academic catalog.

Course Credit Hour Information

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a three-unit class delivered over 16 weeks. Specific details about how the class meets the credit hour requirement can be provided upon request.

Academic Honesty and Dishonesty

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As explained in the university catalog, academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. Violations of university academic honesty include cheating, plagiarism, falsification, aiding the academic dishonesty of others, or malicious misuse of university resources. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course following the procedure in the university catalog. Students may appeal also using the procedure in the university catalog. See [Academic Policies](#) for further information.

Final Course Grades

Final course grades will be submitted electronically at the conclusion of the semester by the deadline set forth by the university. Any questions regarding final grades need to be addressed within two weeks of the class ending and must be sent in writing to the professor. Grade inquiries beyond that time will not be allowed.

Academic Accommodations

While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may request academic accommodations. At Point Loma Nazarene University, students must request that academic accommodations by filing documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual needs of the student. See Academic Policies in the (undergrad/graduate as appropriate) academic catalog.

FERPA Policy

In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by (Note: each faculty member should choose one strategy to use: distributing all grades and papers individually; requesting and filing written student permission; or assigning each student a unique class ID number not identifiable on the alphabetic roster.). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the "Information Release" section of the student portal. See Policy Statements in the (undergrad/ graduate as appropriate) academic catalog.

Final Exam Policy

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

Copyright Policy

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.