Course Syllabus

	Department of Communication Studies
	COM 1000 Principles of Human Communication
	3 Units
	Fall 2020

Meeting days: T/R	**Instructor:** Dr. Lisa Raser
Meeting times: 9:30 am - 10:45 am	**Email:** lraser@pointloma.edu
Meeting location: Zoom/Canvas	**Zoom Office hours:** Go here to sign up.
	Final Exam: Thursday Dec 3rd, 10:30 am - 1:00 pm

PLNU Mission

To Teach ~ To Shape ~ To Send

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 is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Foundational Explorations Mission

PLNU provides a foundational course of study in the liberal arts informed by the life, death, and resurrection of Jesus Christ. In keeping with the Wesleyan tradition, the curriculum equips students with a broad range of knowledge and skills within and across disciplines to enrich major study, lifelong learning, and vocational service as Christ-like participants in the world's diverse societies and culture.

COURSE DESCRIPTION

Catalog 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.

and more: This course is designed to provide you with the skills needed for effective public speaking and communication in multiple contexts. These skills include preparing and organizing a speech, developing speech content, and presenting a speech. In addition to the public speaking component of this course, emphasis will also be placed

on intrapersonal communication (communication with the self) and interpersonal communication (communication with others). We will study topics such as nonverbal communication, listening, interviewing, working in groups, and conflict resolution.

COURSE LEARNING OUTCOMES

By the end of the course, you will be able to:

- describe and discuss the process of human communication
- identify and explain the basic components of an effective speech
- interact competently in dyadic, and small group experiences.
- construct and deliver informational and persuasive speeches

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

 1. Berko, R.M., Wolvin, A. D. & Wolvin, D. R. Communicating: A social and career focus. (12th Ed.). New York: Houghton Mifflin Company.

2. Class Pass to the GoReact platform (can be purchased through the bookstore).

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 3 unit class delivered over 16 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 112.5 total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules.

COURSE ASSIGNMENTS

Speeches: There are three (3) major speaking assignments required for this course: an Informative Speech, a Persuasive Speech, and a Video Resume. You will record your speeches and give/receive feedback on these speeches using the GoReact platform through Canvas. Speech assignments will also require an outline, notecards, peer feedback, and a self critique.

Note: You must complete all of the three major speeches (Informative, Persuasive, and Video Resume) in order to pass the class, regardless of point totals.

Mini-Speeches: There will be several "mini-speeches" in this course (ie: self introduction, "My Favorite Ted Talk" etc). These speeches focus on practice and preparation.   You will receive participation points for thoughtful preparation and delivery of each mini-speech.

StoryCorps Interview/Paper: You will interview an acquaintance or loved one using the free StoryCorps app and upload your interview to the StoryCorps online platform (America's oral history project). Once uploaded, your interview will be added to an archive at the American Folklife Center at the United States Library of Congress. At the end of the semester, you will turn in a reflective essay which chronicles: a review of other interviews on the StoryCorps website, your own interview questions, and a complete description of your interview experience. If you would like to find out more about StoryCorps, visit: https://storycorps.org (Links to an external site.)

Quizzes, Discussion Posts, Collaborations, Participation etc: Throughout the semester there will be quizzes, discussion posts and other assignments (individual and

collaborative with peers) that will be due each week. The point values for these assignments may vary, but will be clearly designated on the assignment. You will also receive participation points for your attendance and contributions in class Zoom sessions.

ASSESSMENT AND GRADING

COURSE REQUIREMENTS	Number of Points AVAILABLE
Speeches	320
Mini Speeches	40
StoryCorps Interview/Paper	75
Discussions, Quizzes, Collaborations, Participation	400
TOTAL	**835**

NOTE: There may be adjustments made to the point values/totals listed above. Each assignment will be clearly marked with the point value when assigned on Canvas.

Student grades and feedback will be posted in the Canvas grade book promptly after each assignment has been graded. It is important to read the comments posted in the grade book as these comments are intended to help you improve your work. Final grades will be posted by Sunday, December 13th.

Rounding: Typically, grades follow the scale below and are not rounded up. Rounding of grades is only done in rare circumstances when the percentage point after the decimal is extremely close to the next grade <u>and</u> the student has demonstrated exemplary participation in the course. Any possible changes are made by instructor discretion; please do not request that your grade be rounded up.

Standard Grade Scale Based on Percentages

A	B	C	D	F
A 93-100	B+ 87-89.9	C+ 77-79.9	D+ 67-69.9	F Less than 59
A- 90-92.9	B 83-86.9	C 73-76.9	D 63-66.9	
	B- 80-82.9	C- 70-72.9	D- 60-62.9	

<u>COURSE POLICIES</u>

SUPPORT

I am committed to helping every student attain their best possible education.

I AM HERE TO HELP! Please do not hesitate to ask questions, or schedule a Zoom office hours appointment. I am also happy to provide support and feedback on assignments before they are turned in or presented. If you have any particular needs or concerns that it would be helpful for me to be aware of, please do let me know.

ATTENDANCE AND PARTICIPATION: Because discussion will be an important part of our class, your regular attendance and participation are required for you to be successful. During class periods when we're not meeting synchronously, your on-time participation in Canvas discussions and completion of asynchronous work will be counted as your attendance. You will also receive points for your attendance and participation in our Zoom classes. You will not receive those points if you come to class unprepared, stare at another screen, or are disruptive on Zoom. Also, since arriving late to class is distracting to your classmates (and to your professor), you are expected to arrive to Zoom class on time. If you are late to a Zoom class, you will receive a reduction of your participation points for that class period. Missing more than 20 minutes of any part of the Zoom Class (in the beginning, middle or end) will count as an absence.

STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on State Authorization to view which states allow online (distance education) outside of California.

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. In general, no late or makeup written assignments/presentations will be allowed. In the event of a personal emergency with advance communication and at my discretion, make-up work *may* be accepted for half credit. Incompletes will only be assigned in extremely unusual circumstances.

EMAIL

I will frequently use Canvas Announcements or email to communicate with you and I do my best to respond to your emails as promptly as possible. I will respond to emails Monday-Friday from 9:00 am – 4:00 pm. If you send me an email over the weekend or holiday, I will respond on the following school day.

PLNU 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.

PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. 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. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic PoliciesLinks to an external site.](#) for definitions of kinds of academic dishonesty and for further policy information.

COM 1000 ORIGINAL WORK: All work that you complete for COM 1000 must be originally created by you, just for this class. You may not turn in work for this class that is the same or similar to work that you completed for another current or previous class, without consulting with me first. In some cases, you may also be required to consult with the professor of the other course as well. For example, if you wish to deliver a speech on the same topic that you are writing a research paper on for your Literature class, you must consult with me as well as your Literature professor to ensure that new/additional work is being completed to satisfy the assignment requirements.

PLNU ACADEMIC ACCOMMODATIONS POLICY

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. (DRC@pointloma.edu or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans 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. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Academic PoliciesLinks to an external site.](#) in the Undergraduate Academic Catalog. If absences

exceed these limits but are due to university excused health issues, an exception will be granted.

Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

SPIRITUAL CARE

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.
 If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the Office of Spiritual Development Links to an external site.

USE OF TECHNOLOGY

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the *Technology and System Requirements* Links to an external site.information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student is in need of technological resources please contact student-tech-request@pointloma.edu.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.