



COM 3060-1 Professional Speaking for Career Settings

Department of Communication Studies

Fall 2022 ♦ 3 Units ♦ C 101

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Office hours: Appointments upon request

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 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

Advanced exploration of the theory, preparation, and delivery of presentations for professional arenas, such as business, government, media, education and ministry. Practical application will also include an emphasis on technology and the stewardship of communication practices.

Course Learning Outcomes

Students who successfully complete this course will:

- (1) Gain an understanding and appreciation of the academic approaches to communication.
- (2) Strengthen public speaking and presentation skills.
- (3) Develop an understanding of the importance of the stewardship of one's communication.
- (4) Display written and oral communication skills, interpersonal skills, and conceptual and analytical thinking.
- (5) Develop the theoretical, practical, and spiritual foundations for effective communication.

Required Texts

All required reading is listed on Canvas and you will need to use the Business Source Premier Database on the library website. Instructions for access will be provided in class. Students will need to provide proof of completion of assigned readings to participate in course related materials. This may be in the form of written notes or reading quizzes.

Assignments At-A-Glance

Below you will find the assignments for the semester. Your grade will be calculated by dividing the number of points you earn by the total number of points at the end of the semester. Course assignments and scheduling are subject to change due to the nature of the course. All changes will be made orally in class, provided in writing and posted on Canvas.

I. Midterm and Final Exam (100 points each)

II. Speeches (15-50 points each)

III. Speech Outlines (10-15 points each)

V. Invitational Speech (100 points)

VI. Written Assignments (Points vary for the writing assignments, peer feedback, speech reflections, journals, rough drafts, article reviews and other activities as needed)

VIII. Participation: Please note that points will be deducted at the professor's discretion for not completing reading on time, excessive absences and/or disruptive behavior during lecture/presentations (including being on your phone and walking in/out of the classroom during class).

Grade Scale

A	B	C	D	F
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F Less than 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

Method of Instruction/Course Norms

1. Due to the recent pandemic, our class will follow all of the PLNU policies related to Covid 19. Please see the [PLNU Covid-19 website](#), the Covid-19 Canvas course, and the [PLNU catalog](#) for the most current policies.
2. If you are in quarantine, please follow the syllabus, complete the work on Canvas (if any) and get missed notes from a classmate.
3. PLNU allows up to 25% of course work to be completed in Canvas and this section may use Canvas for much of the course work required. It has your assignments listed with due dates set and all the materials needed for the course beyond the textbook so be sure to set your Canvas user preference to get daily reminders for assignments due. 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. Late work will receive an automatic point deduction. The exception to this is for illness verified by the [EAC](#).
4. 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.
5. Please check your PLNU email account daily. This is the way that I will most frequently communicate with you outside of class, and it's also the way the university distributes important information.
6. The subject librarian for Communication, Anne-Elizabeth Powell, is available to help you with planning and organizing your research, as well as locating resources for your class assignments. She can be reached at apowell@pointloma.edu or 619-849-2208.
7. We will not maintain an "always on" mentality as it's not a sustainable way to conduct our work this semester. To that end, I am committed to responding to emails within 24 hours (and on Mondays for emails sent to me Fri-Sun).
8. 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. Please do not expect exceptions to be made for you.

Course Schedule

Please note, this schedule may change depending on our circumstances. Any changes will be posted on Canvas and announced during class. Rest assured, I will not spring any new assignments or work on you at the last minute.

Date	Class Session	How to Prepare Before Class
Week 1 9/1	Course Intro & Expectations Topic: Intro to Communication	After first in-person meeting: 1) Read Syllabus and put important dates in your calendar with alerts set. There are strict penalties for late work.
Week 2 Sept 6 & 8	Topic: Professional Speaking Student Introduction Speeches on Sept 6	<u>Interactive Lesson</u> : Research and Library Guide Assignment Read and Take Notes on Canvas Readings <u>Decide</u> on a favorite Ted or Tedx talk, watch talk and write outline <u>Submit</u> : Journal Reflection #1: Goal Setting
Week 3 Sept 13 & 15	Topic: Researching and Outlining Speeches Canons of Rhetoric Ted Talk Presentations on Sept 13	<u>Interactive Lesson</u> : Planning your Message Read and Take Notes on Canvas Readings Submit: 1) Interactive Lesson 2) Speech Outline 3) Peer Feedback

<p>Week 4 Sept 20 & 22</p>	<p>Speech Anxiety</p>	<p><u>Interactive Lesson</u>: Speech Anxiety</p> <p>Read and Take Notes on Canvas</p> <p>Readings <u>Watch</u>: Cho Ted Talk</p>
<p>Week 5 Sept 27 & 29</p>	<p>Communicate with Confidence: Presentation Skills</p> <p>Strategies to Reduce Speech Anxiety Speeches Sept 27</p>	<p>Read and Take Notes on Canvas Readings</p> <p><u>Submit</u>:</p> <ol style="list-style-type: none">1) Speech Outline2) Peer Feedback
<p>Week 6 Oct 4 & 6</p>	<p>Communicate with Confidence: Nonverbal Skills</p>	<p>Read and Take Notes on Canvas</p> <p>Readings <u>Submit</u>: Speech Delivery Plan</p> <p>Assignment <u>Prepare</u>: Exam 1</p>

<p>Week 7 Oct 11 & 13</p>	<p>Midterm Exam-Oct 11</p> <p>Lecture-Oct 13 Elevator Speeches</p>	<p><u>Submit:</u> Exam 1</p> <p>Read and Take Notes on Canvas Readings</p>
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<p>Week 8 Oct 18 & 20</p>	<p>Elevator Speeches 10/18</p> <p>Authenticity & Storytelling 10/20</p>	<p>Read and Take Notes on Canvas</p> <p>Readings Write: Authenticity Speech</p> <p><u>Submit Elevator Speech:</u> 1) Peer Feedback</p>
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<p>Week 9 Oct 25 & 27</p>	<p>Authenticity and Storytelling Authenticity Speeches</p>	<p>Read and Take Notes on Canvas</p> <p>Readings Listen: <u>6 Rules of Storytelling</u> <u>CG</u></p> <p><u>Submit:</u> 1) Speech Outline 2) Peer Feedback</p>
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<p>Week 10 Nov 1 & 3</p>	<p>Lecture: Invitational Speaking</p>	<p>Read and Take Notes on Canvas Readings <u>Interactive Lesson</u>: Listening with Empathy Write: Invitational Speech Outline (due 11/4) <u>Select</u>: Topic for Humor Speech</p>
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<p>Week 11 Nov 8 & 10</p>	<p>Invitational Speeches</p>	<p><u>Submit</u>: 1) Speech Outline 2) Peer Feedback</p> <p>Read and Take Notes on Canvas Readings <u>Prepare</u>: Humor Presentation Outline</p>
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<p>Week 12 Nov 15 & 17</p>	<p>Humor and Communication Presentation Conferences</p>	<p><u>Submit</u>: 1) Speech Outline 2) Peer Feedback</p>
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<p>Week 13 Nov 22</p>	<p>Humor and Communication Presentations</p>	<p>Decide on your topic for the Toast or Tribute</p>
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<p>Week 14 Nov 29 & Dec 1</p>	<p>Commemorative Speaking</p>	<p>Read and Take Notes on Canvas Readings <u>Read and take notes</u>: Anderson’s “How to give a Killer Presentation” <u>Write</u>: Toast or Tribute Speech</p>
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Week 15 Dec 6 & 8	Toasts & Tributes	<u>Submit:</u> 1) Speech Outline 2) Peer Feedback 3) Final Reflection Prepare: Final Exam (Sessions 8-15)
Week 16	Final Exam TBD	Submit: Final Exam

University Notifications

SPIRITUAL CARE

PLNU strives to be a place where students grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If you have questions, a desire to meet with the chaplain, or if you have prayer requests, you can contact the [Office of Student Life and Formation](#).

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

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.*** Make up dates will not offered, unless a prearranged date has been made with the professor. In the event of absence on non-speech days, students should seek missed information/notes from classmates. Incompletes will only be assigned in extremely unusual circumstances.

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 Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

SEXUAL MISCONDUCT AND DISCRIMINATION

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, 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.