

	Department of Communication Studies
	COM 1000 (1) Principles of Human Communication 3 Units
Fall 2025	

Meeting days: M/W/F	Professor: Dr. Lisa Raser
Meeting times: 11:00 - 11:55 am	Phone: 619-849-2585
Meeting location: Salomon Theater	Email: lraser@pointloma.edu
Final Exam: Wed. 12/17 @ 10:30 am	Office location: Cabrillo Hall 201
Office Hours: M & F: 2:30 - 3:30 pm and by appointment	

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.

GENERAL EDUCATION 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.

REQUIRED MATERIALS & RESOURCES

Edwards, A., Edwards, C., Wahl, S. T., & Myers, S. A. (2024). *The communication age: Connecting and engaging*. Sage Publications.

→ Please read and save this syllabus. If you remain in the course after the first day of class, you are stipulating that you will abide by the university and course policies described within this syllabus.

This course is part of our course material delivery program, **LomaBooks**. The bookstore will provide each student with a convenient package containing all required physical materials; all digitally delivered materials will be integrated into Canvas. You should have received an email

from the bookstore confirming the list of materials that will be provided for each of your courses and asking you to select how you would like to receive any printed components (in-store pick up or home delivery). If you have not done so already, please confirm your fulfillment preference so the bookstore can prepare your materials. For more information about **LomaBooks**, please go: [HERE](#)

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 informative and persuasive speeches.
5. Develop the theoretical, practical, and spiritual foundations for effective communication.

GENERAL EDUCATION LEARNING OUTCOMES

FELO 1b. Oral: Students will be able to effectively express ideas and information to others through oral communication.

COURSE FORMAT AND POLICIES

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 ask for help, in or out of class. I will also be available if you would like me to review your work and give you feedback before it is turned in or presented. If you have any needs that it would be helpful for me to be aware of, please do let me know.

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.

COM 1000 Attendance Policy: As members of a learning community, your presence is appreciated, and your absence is noticed. The class sessions are set up to help people learn from each other (through discussions, activities, etc.) and you are expected to attend each class session.

Everyone has useful and insightful information to offer to the class. Participation is the core of this work, and to help keep track of that, I take attendance.

You are allowed two (2) absences in the course of the semester without penalty. The only absences excused after that will be university approved absences (see section below). It is your choice how you use these absences, and it is encouraged that you use them wisely. Please note that these 2 absences DO include instances of illness and family obligations. Each absence over two will result in a 15-point deduction to your overall grade.

University Approved Absences: Absences for certain events and obligations recognized by the University (i.e.: participation in sports, forensics, music tours, field trips, etc.) may be counted as “excused.” Please notify me at least one week prior to such absences with documentation and contact information from the sponsoring program/department. You are responsible for making up all work missed due to absences in a timely manner, to be worked out ahead of time with me.

Late to Class/Leaving Early: It is an expectation of this class community that we begin our class time together and complete our class time together each day. Instances of habitual lateness are a distraction to our class community and will impact your ability to participate fully in the course. Please talk to me early in the semester if you have any concerns about arriving to class on time.

Being absent for more than 20 minutes during any part of a class period, whether at the beginning, middle, or end, will constitute an absence. Similarly, it is expected that you remain actively engaged in the classroom discussion and activities until the end of the class period. If you absolutely must leave early one day for a personal/emergency reason, please let me know at the class period prior or via email before class. (During advising time, please arrange any advising meetings with your academic adviser so that they do not conflict with your class schedule.)

Late Work/Make-Up Work: All assignments are to be submitted/turned in according to the due dates set on this syllabus schedule and on Canvas. In general, no late or makeup written assignments/presentations/exams will be allowed. Please communicate with me in advance of an assignment due date (not the day of) if you are concerned that an illness or other personal hardship may prevent you from turning in an assignment on time. Presentation dates are your commitment and should not be changed, as changes impact class planning. Exam or presentation makeups will only be considered in the rare instance of a documented illness or personal emergency and you have notified me prior to the beginning of class.

Incompletes: Incompletes will only be assigned in extremely unusual circumstances, given reasonable justification.

Electronic Devices: The use of cell phones and laptops during class is prohibited unless I ask for them to be used as a specific part of a class activity. Please join me in turning off or silencing all cell phones, laptops, and similar electronic devices and keeping them out of sight for the duration of class. You will need to bring a laptop to class to take the midterm and final exam.

Notetaking in Class: Please plan to take lecture notes in class by writing rather than typing and using a pen/pencil and paper. A notebook is recommended to keep all class notes together and

organized. Laptops will not be permitted for notetaking. A tablet with a stylus that lays flat on the desk is the only electronic device that will be permitted for notetaking in class. The purpose of this policy is to limit multitasking and distractions during lecture for yourself and others.

This notetaking policy was influenced by two important pieces of research: 1. Faria Sana, Tina Weston, and Nicholas J. Cepeda, “Laptop Multitasking Hinders Classroom Learning for Both Users and Nearby Peers,” *Computers and Education* (March 2013): “We found that participants who multitasked on a laptop during a lecture scored lower on a test compared to those who did not multitask, and participants who were in direct view of a multitasking peer scored lower on a test compared to those who were not. The results demonstrate that multitasking on a laptop poses a significant distraction to both users and fellow students and can be detrimental to comprehension of lecture content.” 2. Pam A. Mueller and Daniel M. Oppenheimer, “The Pen Is Mightier Than the Keyboard: Advantages of Longhand Over Laptop Note Taking” (April 2014). In this study, the authors found that students who hand wrote their notes during lectures remembered more material than students who used laptops for notetaking because they could not write everything down verbatim. The extra processing required by the hand writers to select important over extraneous information was beneficial for their retention of the material they were learning.

Email: I will frequently use email to communicate with you and I do my best to respond to your emails as promptly as possible. If you send me an email after 5 pm, or over the weekend or on a holiday, I will respond on the following school day.

Written Work: It is my expectation that all submitted writing will be clear, coherent, and free of grammatical/spelling errors. Please proofread all written work – your grade will reflect both the substance and the style of your writing.

Exam Policy: Successful completion of this class requires taking the final examination on its scheduled day. The midterm exam and final exam will not be given before or after our assigned date/time. Please arrange any activities or transportation for the breaks around this exam schedule so that you can be present at the assigned time. The final examination schedule is posted on the [Class Schedules](#) site. If you find yourself scheduled for three (3) or more final examinations on the same day, you are authorized to contact each professor to arrange a different time for one of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.

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. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

Artificial Intelligence (AI) Policy: Artificial Intelligence (AI) tools (e.g., ChatGPT, iA Writer, Marmot, Botowski, GrammarlyGo, Perplexity, etc. may only be used to generate IDEAS. You are not allowed to use AI tools to generate CONTENT (text, video, audio, images) that will end up in any work submitted to be graded for this course. If you have any intention to use AI, or any concerns about using AI, please consult with the professor. Violations of this policy will be treated as breaches of academic integrity.

PLNU Academic Accommodations Policy: PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). 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 619-849-2533). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. Professors are able to view a student's approved accommodations through Accommodate.

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. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

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. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any accommodations.

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](#).

Sexual Misconduct and Discrimination: In support of a safe learning environment, 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 accommodations and resources 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, faculty and staff are 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. If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at www.pointloma.edu/bias

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.

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 Recording Notification: In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel. Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

CLASS ASSIGNMENTS

You must complete the three major speeches (informative, group speech, persuasive) and take the final exam in order to pass the class, regardless of point totals.

Speeches: There are three (3) major speaking assignments required for this course: Two are individual (informative and persuasive) and one will be a group presentation. For each speech, you will turn in an outline to Canvas and notecards in class. You will receive detailed assignment guidelines for each speech on the date that it is assigned. You must be ready to present your speech on the date you are assigned to speak. It is your responsibility to know this date. If you do not show up on your assigned speaking day, you will receive a zero on the speech. If you are late to class on your speech day, you jeopardize partial credit for your speech. If there are extenuating circumstances (medical or family emergencies, PLNU team games/activities), you may prearrange to exchange speech days with another student if prior notice is given to the instructor.

During speech days, you are expected to be an attentive and supportive audience member. **Please never walk in or out of the classroom during a speech.** If you are engaging in distracting behavior (talking, using an electronic device, writing, sleeping, etc.) while another student is presenting, you will lose points on your own speech. At times you will be asked to provide oral and/or written feedback to your peers about their speeches.

Mini-Speeches: There will be several "mini-speeches" (i.e.: introduction, toasts, etc.) this semester. You will receive participation points for thoughtful preparation and delivery of each.

Mini speeches must be completed in the designated class period on the schedule and cannot be given early or made up.

Chapter Quizzes: Chapter quizzes are designed to help you make the most out of your reading, prepare you for class activities, and the midterm and final exams. You will be assigned a chapter quiz on Canvas for most of the chapters in the textbook. All chapter quizzes become **available 4 days before their due date and will not be accepted after the due date**. These chapter quizzes may be completed with an open textbook and notes.

Midterm and Final Exam: The midterm and final exams will include material from the textbook and in-class lecture/discussion/activities. The exams will consist of objective questions (multiple choice and T/F). You will receive a study guide before each exam to aid you in your preparation. Please note: These exams will not be given before or after the assigned date/time. Please arrange any activities and transportation for the breaks around this schedule so that you can be present to take the exams.

In-Class (or Canvas) Assignments: At times you will be given short assignments or exercises in class (or on Canvas) that are worth points toward your final grade. These assignments may include written responses/reflections, speaking practice, peer feedback, group work, etc. The point value for these assignments may vary, but will be clearly designated on the assignment.

ASSESSMENT & GRADING

Grade Scale (% to Letter):

93-100	A	73-76.9%	C
90-92.9%	A-	70-72.9%	C-
87-89.9%	B+	67-69.9%	D+
83-86.9%	B	63-66.9%	D
80-82.9%	B-	60-62.9%	D-
77-79.9%	C+	0-59	F

Rounding: Typically, grades follow the scale above 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 and the student has demonstrated exemplary participation and effort in the course. **Any possible changes are made by instructor discretion; please do not request that your grade be rounded up.**

Point Distribution

COURSE REQUIREMENTS	Number of Points AVAILABLE	Number of Points I EARNED
Informative Speech	100	
Group Speech	100	
Persuasive Speech	100	
Chapter Quizzes (13 x 15 pts each)	195	
Midterm Exam	100	
Final Exam	100	
Mini Speeches, in-class (or Canvas) assignments	150	
TOTAL	845	
- Absence penalties (15 pts. per absence after 2 absences)	(e.g., 3 absences = -15)	

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 in class or on Canvas.

Student grades will be posted in the Canvas grade book after each assignment has been graded. It is important to read the comments written on your assignment or posted on Canvas as these comments are intended to help you improve your work.

COM 1000 Course Schedule

- Subject to change with fair notice.
- Please complete reading prior to arriving at class on the assigned due date.

WK	Date	In-Class	Reading/Assignments Due
1	W 9/3	Welcome & Course Introduction	Review the Course Syllabus & Schedule Create Sage Vantage Account
	F 9/5	Self-Introduction Mini Speech	Prepare/Practice Self-Intro Mini Speech
2	M 9/8	Communication in the 21 st Century Communication Noise Finish Self-Intro Mini Speeches & reflection	Ch 1/Chapter Quiz on Canvas
	W 9/10	Verbal Communication	Ch 3/Chapter Quiz on Canvas Communication Noise Scavenger Hunt Discussion Board due on Canvas: Tues. 9/9 at 11:59 pm
	F 9/12	Nonverbal Communication	Ch 4/Chapter Quiz on Canvas
3	M 9/15	Nonverbal Communication	
	W 9/17	Informative Speaking Introduce the Informative Speech	Ch 14/Chapter Quiz on Canvas

	F 9/19	Selecting and Researching Topics and Knowing Your Audience	Ch 11/Chapter Quiz on Canvas
4	M 9/22	Evidence and Citing Your Sources	Informative Speech Topic due to Canvas by 11:59 pm
	W 9/24	Library Research Meet in the computer lab in the Ryan Library	
	F 9/26	Organizing Your Presentation	Ch 12/Chapter Quiz on Canvas Library Research Assignment due to Canvas
5	M 9/29	Informative Speech Outline Workshop	
	W 10/1	Delivering Your Presentations	Ch 13/Chapter Quiz on Canvas
	F 10/3	Delivery and Communication Apprehension	Informative Speech Working Outline due to Canvas by 11:59 pm
6	M 10/6	Informative Speech Peer Review and Workshop	Bring Informative Speech Working Outline Take Honorlock Practice Quiz
	W 10/8	Student Conferences with Dr. Raser	Prepare a question(s) and bring your Working Outline to the meeting Practice your speech!
	F 10/10	Student Conferences with Dr. Raser	Prepare a question(s) and bring your Working Outline to the meeting Practice your speech! Informative Speech Final Outline due to Canvas by Sun 10/12 at 11:59 pm
7	M 10/13	Informative Speeches	Notecards are due in class on the day that you present.
	W 10/15	Informative Speeches	Notecards are due in class on the day that you present.
	F 10/17	Informative Speeches	Notecards are due in class on the day that you present.
8	M 10/20	Review Day: reflect on speeches, prepare for midterm.	Self-Evaluation due on Canvas @ 11:59 pm
	W 10/22	Midterm Exam	Bring laptop to class to take the exam on Canvas with Honorlock. Please note: The midterm will not be given before or after this date/time. Please arrange any activities and transportation for the break around this schedule so that you can be present to take the test at the assigned time.

	F 10/24	<i>Fall Break</i>	<i>No Classes</i>
9	M 10/27	Persuasive Speaking	Ch 15/Chapter Quiz on Canvas
	W 10/29	Small Group and Team Communication Introduce Group Speech	Ch 8/Chapter Quiz on Canvas
	F 10/31	Group Work/Brainstorming	Group Speech Location Commitments due to Canvas by 11:59 pm
10	M 11/3	Group Speech outline work	
	W 11/5	Listening	Ch 5/Chapter Quiz on Canvas
	F 11/7	Perception, Self, and Communication	Ch 2/Chapter Quiz on Canvas Group Working Outline due on Canvas at 11:59 pm
11	M 11/10	Group conferences with Dr. Raser	Prepare a question(s) and bring your Working Outline to the meeting
	W 11/12	Communication, Culture, and Diversity Introduce Persuasive Speech	Ch 6/Chapter Quiz on Canvas
	F 11/14	Group Speech practice run-through on location Finalize outlines	Group photo and reflection due to Canvas at 11:59 pm Group Final Outline due on Canvas by Sun 11/16 at 11:59 pm
12	M 11/17	Group Speeches	Notecards due on the day that you present
	W 11/19	Group Speeches Introduce Gratitude Toast	Notecards due on the day that you present
	F 11/21	Group Speeches	Notecards due on the day that you present Persuasive Speech Topic due to Canvas by 11:59 pm
13	M 11/24	Gratitude Toast Mini Speech	Prepare toast for class. Toasts may not be given early or made-up later. Please arrange any activities and transportation for the break so that you can be present to give your toast in class.
	W 11/26	<i>Thanksgiving Break</i>	<i>No Classes</i>
	F 11/28	<i>Thanksgiving Break</i>	<i>No Classes</i>
14	M 12/1	Interpersonal Communication	Ch. 7/Chapter Quiz
	W 12/3	Interpersonal Communication Cont. Work on Persuasive Speech Outlines	Persuasive Speech Working Outline due to Canvas by 11:59 pm
	F 12/5	Persuasive Speech Peer Review and Workshop	Bring Working Outline of Persuasive Speech Persuasive Speech Final Outline due to Canvas by Sun 12/7 11:59 pm
15	M 12/8	Persuasive Speeches	Notecards are due in class on the day that you present.

	W 12/10	Persuasive Speeches	Notecards are due in class on the day that you present.
	F 12/12	Persuasive Speeches	Notecards are due in class on the day that you present.
16	Finals Week	Final Exam 10:30 am – 1:00 pm Wednesday, Dec 17 th	Bring laptop to class to take the exam on Canvas with Honorlock. The final exam will not be given early before our assigned date/time.