



Communication Studies Department

COM 1000-9 Principles of Human Communication

3 Units

Spring 2026

Meeting days/times: Tuesday Thursday 9:30am-10:45am

Meeting location: Salomon Hall Theatre

Final Exam: Tuesday, May 5, 10:00 – 12:30 pm

INFORMATION	SPECIFICS FOR THE COURSE
Instructor title and name:	Dr. Skip Rutledge
Phone:	619-849-2391
Email:	skiprutledge@pointloma.edu
Office location and hours:	Cabrillo Hall #103, Office Hours: T/R 11:00-12:00 pm and T/TH 3:00pm-3:45pm 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 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.

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.

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.

Program and 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

As a required course in the PLNU general education program, this course will contribute to the following FELOs:

FELO 1b. Oral: Students will be able to effectively express ideas and information to others through oral communication. Assessed through the delivery of various speeches.

FELO 1c. Information Literacy: Students will be able to access and cite information as well as evaluate the logic, validity, and relevance of information from a variety of sources. Assessed through the research and preparation of various speeches.

FELO 1d. Critical Thinking: Students will be able to examine, critique and synthesize information in order to arrive at reasoned conclusions. Assessed through the research and preparation of various speeches.

FELO 2a. Students will develop an understanding of self that fosters personal wellbeing. Assessed through communication reflections.

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 FORMAT AND POLICIES

Required Text:

Edwards, A., Edwards, C., Wahl, S.T., Myers, S.A. (2022). *The Communication Age, Connecting and Engaging*. (4th Ed.). Sage Publishing.

*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](#)*

Communication

All communication for this course will take place via Canvas where you will receive reminders and updates related to the course regularly. Your instructor will utilize the Canvas page to communicate with the class as well as post the syllabus, reading materials, assignment descriptions, rubrics, grades, and any other information related to the course. Throughout the term it is essential that you actively check your canvas email and the course canvas page in order to succeed in this course.

Email: skiprutledge@pointloma.edu

I check my email frequently and try my best to respond to emails within 24 hours during the workweek (Monday- Friday). If you have not received a response from me within 48 hours, then please send me a follow up email.

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 withdrawal date or, after that date, receive an “F” grade.

COM 1000 Attendance

Students are allowed one (1) absence during the course of the semester without penalty excluding university approved absences or Covid-related absences. Each absence over these three will result in a 15-point deduction from your final grade. Please notify me at least one week

prior to excused absences. You are responsible for communicating with your instructor in order to make up missed work within one calendar week of the excused absence.

Late Policy

In order to benefit from each class session and avoid interrupting the learning experience of their fellow classmates, it is important that students attend the entire class period. Tardiness exceeding 5 minutes at any point during the class period is taken note of. If a student demonstrates habitual tardiness points will be taken from their final grade.

Reading Policy: This course requires that all assigned readings are completed prior to arriving in class on the day they are due. In-class time will be used to build on the concepts covered in the readings, not to review it. Come to class prepared to ask questions you have about the readings, and to thoughtfully analyze and apply the topics covered in the text.

Professionalism: Please be respectful of your peers and instructor at all times by adhering to the guidelines provided below.

- Use your best communication skills. Actively engage in class discussions and be professional, positive, and supportive of others.
- Be respectful to your classmates and instructor.
- Use technology strictly for notetaking and course-related reasons.
- Put laptops away during in-person student presentations.
- Ensure appropriate grammar, spelling, and punctuation for all completed work.

Final Examination Policy

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the [Traditional Undergraduate Records: Final Exam 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.

Incompletes and Late Assignments

Late assignments are not accepted in this course and should instead be submitted via Canvas on or before their assigned due date. If you are unable to attend class on the day an assignment is due for university excused reasons, communicate with your instructor and an alternative will be made available to you. Incompletes will only be assigned in extremely unusual circumstances.

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 you have questions, a desire to meet with the chaplain or have prayer requests you can contact your professor or the [Office of Spiritual 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 distance education outside 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.

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

The use of Artificial Intelligence (AI) tools (e.g., ChatGPT, iA Writer, Marmot, Botowski, GrammarlyGo, Perplexity, etc.) is prohibited in this course for any aspect of your work, including idea generation, drafting, editing, or final submissions. This course is designed to assess your independent critical thinking, writing, and research skills without the assistance of AI technologies. 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.

Language and Belonging

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of

language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

If you (or someone you know) have experienced other forms of discrimination, you can find more information on reporting and resources at www.pointloma.edu/nondiscrimination.

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

Loma Writing Center

The Loma Writing Center exists to help all members of the PLNU community cultivate transferable writing skills to engage their academic, professional, personal, and spiritual communities. We work toward this goal by conducting one-on-one consultation sessions, supporting writing education across the PLNU community, and participating in ongoing writing center research.

Getting feedback from the Loma Writing Center while you're in the process of working on an assignment is a great way to improve the quality of your writing and develop as a writer. You are encouraged to talk with a trained writing consultant about getting started on an assignment, organizing your ideas, finding and citing sources, revising, editing for grammar and polishing final drafts, and more. For information about how to make in-person or online appointments, see [Loma Writing Center webpage](#) or visit the Loma Writer Center on the first floor of the Ryan Library, room 221.

- [Appointment Calendar](#)
- [Website](#)
- Email: writingcenter@pointloma.edu

Assignments and Grading

Exams 20%: This course will include a midterm (50 pts) and final exam (50 pts) Each of these will be administered in class in order to assess your knowledge of lecture material, in-class activities, and chapter readings. Items will consist of short answer, essay, multiple choice, and/or true/false questions.. (100 Total)

Attendance 10%: (50 Total).

Informative Speech 20%: (100 Total).

Persuasive Speech 20%: (100 Total).

Group Speech 20%: (100 Total).

Participation 10%: (50 Total).

Weighted Grades: This course uses weighted grades. Each assignment category is worth a certain percentage of the total grade (100%) for the course, as specified in the table below:

Assignment Category	Percentage of Total Grade
Informative Speech	20
Persuasive Speech	20
Group Speech	20
Exams	20
Attendance	10
Participation	10
Total	100

Grading Scale: Grades are calculated by dividing the number of points you earn by the total points available (725). The grading scale is as follows:

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

COURSE OUTLINE

Below you will find a detailed course outline. Please keep in mind that this is a living document that may change at any time. It is your responsibility to actively and regularly check the course canvas page, as well as your canvas email to stay up to date on any changes made to this outline.

Week	Dates	Topic/Activity	Reading / Assignment Due
1	1/13	Introductions/ Syllabus Walk Through Communication in the 21st Century Icebreakers	<i>Chapter 1</i>
2	1/20	Verbal Communication Nonverbal Communication Introduce Initial Response Paper	<i>Chapter 3, Chapter 4</i> Chapter's 3&4
3	1/27	Informative Speeches Introduce Informative Speech Assignment Selecting and Researching your Topic Knowing Your Audience Audience Analysis	<i>Chapter 14,, Chapter 11</i>
4	2/3	Organizing Your Presentation Informative Speech Workshop	Chapter 12
5	2/10	Delivering Your Presentation Six Keys to Effective Delivery Public Speaking Anxiety	Chapter 13
6	2/17	Impromptu Speeches	Yes, But, And drills
7	2/24	Listening Self-Perception	<i>Chapter 5, Chapter 2</i>
8	3/3	Interpersonal Communication	<i>Chapter 7</i>
9	3/10	Spring Break No Classes	Spring Break No Classes
10	3/17	Informative Speeches to be Delivered Feedback and Persuasion Speech Assigned	Informative Speeches Select Persuasive Topic
11	3/24	Midterm Tuesday 3/24 Persuasion Research Day 3/26	
12	3/31	Persuasive Speech Practice with Peers	April 2nd is Easter Break
13	4/7	Persuasion Speech Presentation 4/7 Small Group and Culture Introduce Group Speech	<i>Chapter 8 Chapter 6</i> Chapter's 6&8
14	4/14	Workplace and Organizational Communication, Communication, Culture, and Diversity	<i>Chapter 9 Chapter 10</i>

15	4/21	Communication and New Media	<i>Chapter 10</i>
16	4/28	Group Presentations Final Exam Review	
17	5/5	Final Exam Tuesday, 05/05, 10:00 – 12:30 pm)	