Course Syllabus

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POINT 1902 LOMA
NAZARENE UNIVERSITY

Department of Communication Studies

COM1000: Principles of Human Communication

3 Units

Fall 2026 Quad 2

Fully Online

October 20 - December 11

Meeting Days: Online Asynchronous

Meeting Times: Online Asynchronous

Meeting Location: Online

Final Exam: Informative & Persuasive Speeches

Instructor: Dr. Melissa Newman

Email: mnewman@pointloma.edu (mailto:mnewman@pointloma.edu)

Phone: Zoom, by appointment

Office Location and Hours: 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 cultures.

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. GELO 1b
2. Be able to identify and explain the basic components of an effective speech. GELO 1d, 1c
3. Be challenged to interact competently in dyadic, and small group experiences. GELO 1b
4. Be able to construct and deliver informational and persuasive speeches. GELO 1d, 1c
5. Develop the theoretical, practical, and spiritual foundations for effective communication. GELO 2a

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General Education Learning Outcomes

This course will meet the following PLNU Foundational Explorations Learning Outcomes:

- GELO 1b. Oral: Students will be able to effectively express ideas and information to others through oral communication.
- GELO 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.
- GELO 1d. Critical Thinking: Students will be able to examine, critique, and synthesize information in order to arrive at reasoned conclusions.
- GELO 2a. Students will develop an understanding of self that fosters personal well-being.

Institutional Learning Outcomes

1. **Learning, Informed by our Faith in Christ**
   Students will acquire knowledge of human cultures and the physical and natural world while developing skills and habits of the mind that foster lifelong learning.
2. **Growing, in a Christ-centered Faith Community**
   Students will develop a deeper and more informed understanding of others as they negotiate complex professional, environmental, and social contexts.
3. **Serving, in a Context of Christian Faith**
   Students will serve locally and/or globally in vocational and social settings.

Required Texts and Recommended Study Resources

Edwards, A., Edwards, C., Wahl, S. T., & Myers, S. A. (2023). ***The Communication Age: Connecting and Engaging*** **(4th ed.) (https://collegepublishing.sagepub.com/products/the-communication-age-4-274641)** . SAGE Publications.

ISBN: 9781071890943

Note: Students are responsible for having the required textbooks prior to the first day of class. Students are also encouraged to begin reading the books in preparation for the class as soon as possible.

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. All supplemental materials posted on this course site (including articles, book excerpts, or other documents) are provided for your personal academic use. These materials may be protected by copyright law and should not be duplicated or distributed without permission of the copyright owner.

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 8 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.

Time Estimates

Assignment Type	Total Time to Complete (Hours)
Required Resources	40
Assignments	23

Discussions	20
Quizzes	10
Presentations	20
Total	112.5

Assessment and Grading

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:

Course Assignments

Assignment Category	Percentage of Total Grade
Assignments	35
Discussions	20
Quizzes	15
Presentations	30
Total	**100**

It is important to read the comments posted in the gradebook as these comments are intended to help students improve their work. Final grades will be posted by the due date as posted in the Academic Calendar.

Grading Scale

The following grading scale will be used for all exams and final course grades:

- 93-100% = A
- 90 - 92% = A-
- 87 – 89% = B+
- 83 – 86% = B
- 80 – 82% = B-
- 77 – 79% = C+
- 73 – 76% = C
- 70 – 72% = C-
- 67 – 69% = D+
- 63 – 66% = D

- 60 - 62% = D-
- Below 59% = F

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 (http://www.pointloma.edu/experience/academics/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.

General Course Concerns

If you have a concern related to the content or structure of this course, please bring your concern(s) to me (the instructor) in a timely manner, so that we have the opportunity to discuss your thoughts and work together toward a solution.

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. Incompletes will only be assigned in extremely unusual circumstances.

PLNU Spiritual Care

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

If you have questions, prayer requests, or a desire to meet with the chaplain, you can contact your professor or the **Office of Spiritual Life and Formation (https://www.pointloma.edu/offices/student-life-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 (https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures)** to view which states allow 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.

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. Please consult the **Academic Honesty Policy (https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/#academichonesty)** in the **University Catalog (https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/)** for definitions of kinds of academic dishonesty and for further policy information.

PLNU Academic Behavior Policy

Both faculty and students at Point Loma Nazarene University have the right to expect a safe and ordered environment for learning. Students are expected to take the initiative to learn and conduct themselves in a mature and civil manner in the classroom environment. Any student behavior that is disruptive or threatening is a serious affront to Point Loma Nazarene University as a learning community. Students who fail to adhere to these behavioral standards may be subject to disciplinary action, including removal from class or further university sanctions. For a full definition of disruptive behavior, response procedures, and the appeal process, please consult the **Academic Behavior Policy (https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/#academicbehavior)** in the **University Catalog (https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/)** .

Artificial Intelligence (AI) Policy

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc) to generate ideas, but 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 doubts about using AI, please gain permission from the instructor.

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, **by email (mailto:EAC@pointloma.edu)** or phone at 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 approved 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 approved accommodations in that particular course. Accommodations are not retroactive; as such, 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-related need should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. In accordance with ADA, accommodations cannot constitute a fundamental alteration to course outcomes; therefore, planning ahead is vital in establishing appropriate accommodations for equal access to this course. 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 eligibility 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 the **PLNU Nondiscrimination webpage (http://www.pointloma.edu/nondiscrimination)** .

If you (or someone you know) have experienced a bias incident regarding language, you can find more information on reporting and resources via the **Nondiscrimination and Anti-harassment Policy (http://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 (https://www.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 (https://www.pointloma.edu/title-ix)** .

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact **Counseling Services (mailto:counselingservices@pointloma.edu)** or **consult the list of**

campus pastors (https://www.pointloma.edu/title-ix/get-help-now) .

If you (or someone you know) has experienced other forms of discrimination or bias, you can find more information on reporting and resources via the **Nondiscrimination and Anti-harassment Policy (http://www.pointloma.edu/nondiscrimination)** .

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.

PLNU Course Modality Definitions

1. Online Courses: These are courses with class meetings where all instruction and interaction are fully online.
    1. Synchronous Courses: At least one class meeting takes place at a designated time.
    2. Asynchronous Courses: All class meetings are asynchronous.
2. Hybrid Courses: These are courses with class meetings that take place both in the classroom and online synchronously and/or asynchronously.
3. In-Person Courses: These are courses that meet in person with the instructor and students in a physical classroom setting. With approval by the area dean, this may include up to 25% of qualified class interactions through a Learning Management System (such as Canvas).

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.

Use of Technology

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the ***Technology and System Requirement*** **(https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349)** information. Additionally,

students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams requires a computer with a camera (tablets are not compatible nor allowable) to complete exams online.

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

Loma Writing Center

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.

Walk-ins are welcome, but we recommend making an appointment in advance. For information about how to make in-person or online appointments, see **Loma Writing Center webpage (https://www.pointloma.edu/centers-institutes/loma-writing-center)** or visit the Loma Writer Center on the first floor of the Ryan Library, room 221.

- **Appointment Calendar (https://plnu.mywconline.com/)**
- **Website (https://www.pointloma.edu/centers-institutes/loma-writing-center)**
- **Email (mailto:writingcenter@pointloma.edu)**

Lomabooks Instructions for Students

***Note**: For courses using materials available through Lomabooks*

For both digital and print materials, please add these student instructions to your syllabus and Canvas Course. Prior to the start of class, the PLNU Bookstore will also be sharing student instructions in a standalone email on how to access their content.

This course is part of our course material delivery program, **LomaBooks (https://www.pointloma.edu/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 **LomaBooks (https://www.pointloma.edu/lomabooks)** materials.

Assignments-at-a-Glance

The course summary below lists our assignments and their due dates. Click on any assignment to review it.

Course Summary:

Date	Details	Due
	Week 1 Overview	to do: 8am
	Academic Honesty Verification Statement (https://canvas.pointloma.edu/courses/86782/assignments/1379165)	due by 11:59pm
Tue Oct 20, 2026	Wk 1 | Interactive Lesson: Intro to Communication (https://canvas.pointloma.edu/courses/86782/assignments/1379158)	due by 11:59pm
	Wk 1 | Introduction Discussion (https://canvas.pointloma.edu/courses/86782/assignments/1379172)	due by 11:59pm
Sun Oct 25, 2026	Wk 1 | Weekly Quiz (https://canvas.pointloma.edu/courses/86782/assignments/1379166)	due by 11:59pm
Mon Oct 26, 2026	Week 2 Overview	to do: 8am
Wed Oct 28, 2026	Orientation Attendance (https://canvas.pointloma.edu/courses/86782/assignments/1391134)	due by 11:59pm
	Wk 2 | Functions of Nonverbal Communication Discussion (https://canvas.pointloma.edu/courses/86782/assignments/1379171)	due by 11:59pm
	Wk 2 | Functions of Nonverbal Communication Discussion Copy	due by m

Date	Details	Due
	(https://canvas.pointloma.edu/courses/86782/assignments/1379167)	
Thu Oct 29, 2026	Wk 2 | Informative Speech Topic Selection (https://canvas.pointloma.edu/courses/86782/assignments/1379176)	due by 11:59pm
Fri Oct 30, 2026	Wk 2 | Weekly Quiz (https://canvas.pointloma.edu/courses/86782/assignments/1379161)	due by 11:59pm
Mon Nov 2, 2026	Week 3 Overview	to do: 8am
Tue Nov 3, 2026	Wk 3 | Library Guide Assignment (https://canvas.pointloma.edu/courses/86782/assignments/1379160)	due by 11:59pm
Thu Nov 5, 2026	Wk 3 | Informative Speech Research (https://canvas.pointloma.edu/courses/86782/assignments/1379177)	due by 11:59pm
	Wk 3 | Informative Speech Thesis Statement (https://canvas.pointloma.edu/courses/86782/assignments/1379178)	due by 11:59pm
Fri Nov 6, 2026	Wk 3 | Weekly Quiz (https://canvas.pointloma.edu/courses/86782/assignments/1379163)	due by 11:59pm
Sat Nov 7, 2026	Wk 3 | Reminder: Peer Review	to do: 11:59pm
Mon Nov 9, 2026	Week 4 Overview	to do: 8am
Tue Nov 10, 2026	Wk 4 | Interactive Lesson: Speech Anxiety (https://canvas.pointloma.edu/courses/86782/assignments/1379162)	due by 11:59pm

Date	Details	Due
Thu Nov 12, 2026	Wk 4 | Informative Speech Delivery Plan (Peer Review) Discussion (https://canvas.pointloma.edu/courses/86782/assignments/1379173)	due by 11:59pm
	Wk 4 | Informative Speech Outline (Peer Review) (https://canvas.pointloma.edu/courses/86782/assignments/1379179)	due by 11:59pm
Fri Nov 13, 2026	Wk 4 | Weekly Quiz (https://canvas.pointloma.edu/courses/86782/assignments/1379157)	due by 11:59pm
Sat Nov 14, 2026	Wk 4 | Reminder: Peer Review--this is now instructor review	to do: 11:59pm
Mon Nov 16, 2026	Week 5 Overview	to do: 8am
Wed Nov 18, 2026	Wk 5 | "Ten Ways to Have a Better Conversation" Discussion (https://canvas.pointloma.edu/courses/86782/assignments/1379174)	due by 11:59pm
Thu Nov 19, 2026	Wk 5 | Informative Speech Final Submission (https://canvas.pointloma.edu/courses/86782/assignments/1379180)	due by 11:59pm
	Wk 5 | Informative Speech with Peer Feedback (https://canvas.pointloma.edu/courses/86782/assignments/1379170)	due by 11:59pm
Fri Nov 20, 2026	Wk 5 | Persuasive Speech Topic Selection (https://canvas.pointloma.edu/courses/86782/assignments/1379181)	due by 11:59pm
	Wk 5 | Weekly Quiz (https://canvas.pointloma.edu/courses/86782/assignments/1379155)	due by 11:59pm

Date	Details	Due
		
Mon Nov 23, 2026	 Week 6 Overview	to do: 8am
	 Wk 6 | Informative Speech Reflection (https://canvas.pointloma.edu/courses/86782/assignments/1379182) 	due by 11:59pm
	 Wk 6 | Persuasive Speech Thesis Statement (https://canvas.pointloma.edu/courses/86782/assignments/1379184) 	due by 11:59pm
Tue Nov 24, 2026	 Wk 6 | Persuasive Speech Research (Peer Review) (https://canvas.pointloma.edu/courses/86782/assignments/1379183) 	due by 11:59pm
Sun Nov 29, 2026	 Wk 6 | Reminder: Peer Review	to do: 11:59pm
	 Wk 6 | Weekly Quiz (https://canvas.pointloma.edu/courses/86782/assignments/1379159) 	due by 11:59pm
Mon Nov 30, 2026	 Week 7 Overview	to do: 8am
Thu Dec 3, 2026	 Wk 7 | Persuasive Speech Delivery Plan (Peer Review) Discussion (https://canvas.pointloma.edu/courses/86782/assignments/1379169) 	due by 11:59pm
	 Wk 7 | Persuasive Speech Outline (Peer Review) (https://canvas.pointloma.edu/courses/86782/assignments/1379185) 	due by 11:59pm
Fri Dec 4, 2026	 Wk 7 | Weekly Quiz (https://canvas.pointloma.edu/courses/86782/assignments/1379156) 	due by 11:59pm

Date	Details	Due
Sat Dec 5, 2026	Wk 7 | Reminder: Peer Review	to do: 11:59pm
Mon Dec 7, 2026	Week 8 Overview	to do: 8am
	Wk 8 | Persuasive Speech Reflection (https://canvas.pointloma.edu/courses/86782/assignments/1379187)	due by 11:59pm
Thu Dec 10, 2026	Wk 8 | Persuasive Speech (Peer Review) Discussion (https://canvas.pointloma.edu/courses/86782/assignments/1379168)	due by 11:59pm
	Wk 8 | Persuasive Speech Final Submission (https://canvas.pointloma.edu/courses/86782/assignments/1379186)	due by 11:59pm
Fri Dec 11, 2026	End-of-Course Evaluation (https://canvas.pointloma.edu/courses/86782/assignments/1379175)	due by 11:59pm
	Wk 8 | Weekly Quiz (https://canvas.pointloma.edu/courses/86782/assignments/1379164)	due by 11:59pm