

## COM 100: Principles of Human Communication

Spring 2016 Section: 2 MWF 8:30-9:25 Cabrillo 102

Instructor: Brian Redfern MFA, MTS

Office: Salomon 103

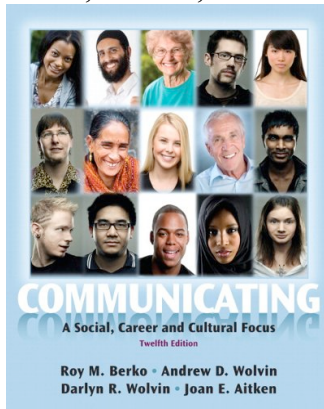
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**Text:** *Communicating: A Social, Career and Cultural Focus*

Berko, Wolvin, Wolvin and Aitken 12<sup>th</sup> edition



### Course Overview

“A survey of the human communication process. Emphasis will be placed on intrapersonal, interpersonal, and public communication. Particular attention is paid to the preparation and presentation of speeches.” -2011/2012 PLNU Academic Catalogue

This course is one of the components of the General Education Program at Point Loma Nazarene University, under the category of “Developing Cognitive Abilities.” By including this course in a common educational experience for undergraduates, the faculty supports the pursuit of personal awareness and skill development, focusing on the analytical, communication, and quantitative skills necessary for successful living in modern society.

### Learning Outcomes

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

These objectives will be met by: fulfilling all reading assignments and completing all written work; through class discussion; personal, partner, and small group exercises; quizzes, examinations, journaling and public speaking opportunities.

## Course Procedure

1. You are expected to be familiar with all material in this syllabus.
2. You must create a “Live Text” account at the beginning of the semester or you will not receive a final grade. We will discuss how to do this in class.
3. All assignments are to be submitted/turned in by the beginning of the class session when they are due. See daily schedule for Canvas assignments.
4. EVERY assignment must be TYPED. No handwriting is acceptable. Work should be proofread and free of errors.
5. You must take both exams; a failure to complete either of these is grounds for failure in the class regardless of point totals. The exams will include book and discussion material.
6. You must be ready to give your speech on the date you are assigned to speak. It is your responsibility to know this date. If you are not present on the assigned speaking day, you will fail the speech. If you are late to class on a speech day you jeopardize partial credit for your speech. Students will sign up for speeches using the discussion board on Canvas
7. Each student is required to dress professionally when presenting speeches.
8. Each speech will be evaluated based on several criteria. Grading is both subjective and objective.

## Expectations for Student Work

All work is to be completed to the best of the student’s abilities prior to the due date and submitted on time. **No late work will be accepted** with the exception of circumstances beyond the student’s control, i.e. extreme illness or bereavement. If you know you will not be in class, it is your responsibility to inform me as soon as possible so that you may turn in your work prior to the missed class session. If absent without prior arrangement on the day of a quiz, midterm, final, or speech, the student will not be able to make up the missed assignment. All written work completed outside of class must be typed and double-spaced. Assignments to be submitted on Canvas are indicated on the syllabus. Please bring a pen or pencil and paper, or a laptop everyday as well as your textbook.

## Student Responsibility

It is the student’s responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.

## Communication with Professor Redfern

I am happy to help students with questions and assignments and am generally available to meet Monday through Friday by appointment. My office is on the backside of Salomon Theatre overlooking the tennis courts. Please note that I do not respond to work email from home and will answer your emails between the hours of 8am and 5pm Monday through Friday. Please plan accordingly. The best time to talk is immediately after class.

## Academic Honesty

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As stated in the university catalog, “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. Such acts include plagiarism, copying of class assignments, and copying or other fraudulent behavior on examinations. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course.” See [Academic Policies](#) in the undergrad student catalog.

## Assessment and Grading

Grades will be given based on the following scale:

|    |           |    |                 |
|----|-----------|----|-----------------|
| A  | 94-100%   | C  | 73-76.99%       |
| A- | 90-93.99% | C- | 70-72.99%       |
| B+ | 87-89.99% | D+ | 67-69.99%       |
| B  | 83-86.99% | D  | 63-66.99%       |
| B- | 80-82.99% | D- | 60-62.99%       |
| C+ | 77-79.99% | F  | 59.9% and below |

Any unsubstantiated request for a grade change will result in the student’s actual percentage being lowered by one letter grade. Your grade will be calculated according to the scores you earn on your assignments only. Do not ask for a change unless you feel there has been an error in scoring or in grade entry. **Students may check their current grade at any time on Canvas under the “my grades” category.** I will enter grades in a reasonable time frame to keep you up to date. I do NOT round final grades up.

Final Grades will be weighted as follows:

|               |                    |
|---------------|--------------------|
| Speeches      | 60%--3 at 20% each |
| Final         | 10%                |
| Midterm       | 10%                |
| Quizzes       | 10%                |
| Participation | 5%                 |
| Attendance    | 5%                 |

**Speeches—60% of Grade:**

Students will prepare three formal speeches throughout the semester on topics of their choosing. The first will be an informative speech about some aspect or area of interest in the student's life. The second will be a group presentation, and the third will be a persuasive/argumentative speech. Students **MUST** create a digital presentation for each of the three speeches. Acceptable formats for digital presentations include: PowerPoint and Keynote, or you can use free Internet-based presentation software such as Google Drive, or Prezi.com. Specific guidelines for each speech will be posted on Canvas at a later date and all speeches will be graded according to an appropriate rubric. Our classroom has a computer that you can run your speech from should you choose to bring your presentation file on a flash drive or email it to yourself. The classroom computer, however, **DOES NOT** run Mac software such as Keynote. You may also run your presentation from your own laptop and connect to the classroom projector. Students **MUST** dress professionally when giving formal speeches.

**Midterm and Final—10% Each of Grade:**

The midterm and final will be comprehensive exams. The format for these will be multiple choice, matching, short answer, and essay. Anything covered in class or in the assigned reading is possible to appear on these assessments. Please see the daily schedule below for dates and times.

**Quizzes—10% of Grade:**

Quizzes will be taken on Canvas on the day assigned reading is due. This quizzes will be multiple choice and will be timed. This is the first semester that I'm trying this so this format is subject to change. An update syllabus with quiz dates will be loaded to Canvas in the near future.

**Participation—5% of Grade:**

Students are expected to participate in all class activities and complete all assignments. Participation points will be earned through written work, short informal speeches, class discussions, personal, paired, and group exercises, Canvas speech reflections, journaling and impromptu speaking.

**Attendance—5% of Grade:**

Students are expected to attend every class. Points will be given every session for attendance: three points for each full class, two points if tardy and zero points if absent. Any student missing more than **FOUR** classes will be reported to the Vice-Provost and will also be recommended to be dropped from the course. Please be on time and plan on staying until the end. Students arriving late or leaving early **THREE** times will earn the equivalent of one absence. If a student is absent without just cause on the day speech sign ups begin, **he or she will be volunteered to present first.** Likewise, all students are expected to be in attendance every day of speeches, even if they have already presented. Once again, a student missing class for a legitimate reason should inform me as soon as possible prior to the absence. Absent students are responsible for knowing all material covered in class.

## Academic Accommodations

While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. At Point Loma Nazarene University, students requesting academic accommodations must file documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual learning needs of the student. This policy assists the University in its commitment to full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities (ADA) Act of 1990, and ADA Amendments Act of 2008, all of which prohibit discrimination against students with disabilities and guarantees all qualified students equal access to and benefits of PLNU programs and activities.

## FERPA Policy

In compliance with federal law, neither PLNU student ID nor social security number will be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by (each faculty member choose one strategy to use: distributing all grades and papers individually; requesting and filing written student permission; or assigning each student a unique class ID number not identifiable on the alphabetic roster.). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the "Information Release" section of the student portal. See [Policy Statements](#) in the undergrad student catalog.

## Weekly Schedule

| Date      | Week | In Class  | Required Reading for this day    | Due  |
|-----------|------|---|----------------------------------|--|
| 1/12<br>T | 1    | Introduction to the course<br>Overview of syllabus and expectations, Introduction to Canvas |                                  |  |
| 1/13<br>W | 1    | Introductory Speeches   |                                  | 2 Minute introductory speech, Submit outline on Canvas |
| 1/15<br>F | 1    | What is Communication?  | <i>Communicating</i> : Chapter 1 |  |
| 1/18<br>M | 2    | NO CLASS<br>MARTIN LUTHER KING JR.<br>DAY   |                                  |  |
| 1/20<br>W | 2    | The Communication Process<br>Understanding Backgrounds                                      |                                  |  |

|             |   |   |   |  |
|-------------|---|---|---|--|
| 1/22<br>F   | 2 | Verbal Communication<br>The Vocal System                            | <i>Communicating: Chapter 2</i>                                   |  |
| 1/25<br>M   | 3 | Nonverbal Communication   | <i>Communicating: Chapter 3</i>                                   |  |
| 1/27<br>W   | 3 | Impromptu Speaking  |   |  |
| 1/29<br>F   | 3 | Planning the message<br><b>SIGN-UP FOR SPEECH 1<br/>OPEN</b>        | <i>Communicating: Chapter 11</i>                                  |  |
| 2/1<br>M    | 4 | Structuring the Message   | <i>Communicating: Chapter 13</i>                                  |  |
| 2/3<br>W    | 4 | Digital Presentation Dos and<br>Don'ts<br>Impromptu Speaking        |   |  |
| 2/5<br>F    | 4 | Informative Speech Planning and<br>Review                           |   | Topic for Personal<br>Speech, Statement of<br>Central Idea, and<br>Outline |
| 2/8<br>M    | 5 | Personal Speeches 1   | <i>Communicating: Chapter 12</i><br>Finish by the end of the week |  |
| 2/10<br>W   | 5 | Personal Speeches 2   |   |  |
| 2/12<br>F   | 5 | Personal Speeches 3   |   |  |
| 2/15<br>M   | 6 | Personal Speeches 4   | <i>Communicating: Chapter 16</i><br>Finish by the end of the week |  |
| 2/17<br>W   | 6 | Personal Speeches 5   |   |  |
| 2/19<br>F   | 6 | Personal Speeches 6   |   |  |
| 2/22<br>M   | 7 | Review of Chapter 12 and 14   |   | <b>Speech #1<br/>Reflection, Submit<br/>on Canvas</b>                      |
| 2/24<br>W   | 7 | Midterm Review Session  |   |  |
| 2/26<br>F   | 7 | <b>Midterm Examination</b>  |   | Bring a #2 pencil<br>Exam will be<br>Scantron                              |
| 2/29<br>M   | 8 | Group Communication<br><b>Groups Assigned</b>                       | <i>Communicating: Chapter 9</i>                                   |  |
| 3/2<br>W    | 8 | Notes and Group Workday   | <i>Communicating: Chapter 10</i>                                  |  |
| 3/4<br>F    | 8 | Informative Public Speaking<br><b>SIGN-UP FOR SPEECH 2<br/>OPEN</b> | <i>Communicating: Chapter 14</i>                                  | Topic for group<br>presentation  |
| 3/7-<br>3/9 | 9 | <b>NO CLASS<br/>SPRING BREAK</b>                                    |   |  |

|               |    |  |  |   |
|---------------|----|--|--|---|
| 3/14<br>M     | 10 | Group Speech Planning and Review                                   |  |   |
| 3/16<br>W     | 10 | Group Speech Planning and Review                                   |  |   |
| 3/18<br>F     | 10 | Group Speech Planning and Review                                   | <i>Communicating: Chapter 6</i><br>Finish by the end of the week |   |
| 3/21<br>M     | 11 | Group Speech Planning and Review                                   |  |   |
| 3/23<br>W     | 11 | Group Speech Planning and Review                                   |  |   |
| 3/25-<br>3/28 | 11 | <b>NO CLASS<br/>EASTER RECESS</b>                                  |  |   |
| 3/30<br>W     | 12 | Group Speeches 1   |  |   |
| 4/1<br>F      | 12 | Group Speeches 2   | <i>Communicating: Chapter 7</i><br>Finish by the end of the week |   |
| 4/4<br>M      | 13 | Group Speeches 3   |  |   |
| 4/6<br>W      | 13 | Group Speeches 4   |  |   |
| 4/8<br>F      | 13 | Review Chapters 6 and 7<br>Interpersonal Communication and Skills  |  | <b>Speech #2<br/>Reflection, Submit<br/>on Canvas</b>               |
| 4/11<br>M     | 14 | The Self and Perception  | <i>Communicating: Chapter 5</i>                                  |   |
| 4/13<br>W     | 14 | Persuasive Public Speaking<br><b>SIGN-UP FOR SPEECH 3<br/>OPEN</b> | <i>Communicating: Chapter 15</i>                                 |   |
| 4/15<br>F     | 14 | Persuasive Speech Planning and Review                              |  | Topic for Persuasive Speech, Statement of Central Idea, and Outline |
| 4/18<br>M     | 15 | Persuasive Speech 1  |  |   |
| 4/20<br>W     | 15 | Persuasive Speech 2  |  |   |
| 4/22<br>F     | 15 | Persuasive Speech 3  |  |   |
| 4/25<br>M     | 16 | Persuasive Speech 4  |  | <b>Expanded Journal<br/>Assignment<br/>Submit on Canvas</b>         |
| 4/27<br>W     | 16 | Persuasive Speech 5  |  |   |
| 4/29<br>F     | 16 | Persuasive Speech 6  |  |   |
| 5/6<br>F      |    | <b>Final Examination<br/>7:30-10:00 am Cabrillo 102</b>            | Bring a #2 pencil, Final will be on Scantron                     | <b>Speech #3<br/>Reflection, Submit<br/>on Canvas</b>               |

