

**COM 100: Principles of Human Communication**  
**Department of Communication & Theatre**  
**Point Loma Nazarene University**

<b>Meeting days:</b> Tuesday only	<b>Instructor title and name:</b> Dr. Andrew Hoag
<b>Meeting times:</b> T 4:00-6:40 pm	<b>Phone:</b> (619) 849-2468
<b>Meeting location:</b> Liberty Station 204B	<b>E-mail:</b> ahoag@pointloma.edu
<b>Office Location:</b> Cabrillo Annex Adjunct office	<b>Office hours:</b> By appointment
<b>Final Exam:</b> 12/15 7:30 pm	<b>Section:</b> 14

**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 LEARNING OUTCOMES**

At the end of the course, you should be able to do the following:

1. Describe and discuss the process of human communication.
2. Identify and explain the basic components of an effective speech.
3. Interact competently in dyadic and small group experience.
4. Construct and deliver informational and persuasive speeches.

**COURSE TEXT**

Berko, R.M., Wolvin, A. D. & Wolvin, D. R. *Communicating: A social and career focus.* (12<sup>th</sup> Ed.). New York: Houghton Mifflin Company.

**CLASS EXPECTATIONS**

1. Please arrive on time. Turn off your cell phones before class starts and place them where they will not be a distraction to you or others. Personal computers, tablets, smartphones can be used only for taking notes or completing in-class assignments. You will be asked to leave the classroom if you are found texting or doing other homework, playing games or are on social networking sites on laptops during class time. Unless the building/department forbids it and except on speech days, food and drink are allowed.
2. **ATTENDANCE:** Because this class only meets once a week, attendance of and participation in each class is expected and is, therefore, a part of your grade. Excused absences (University-sponsored sports, forensics or other activities) need to be brought to my attention in writing **before** the day(s) you will be absent. Assignments that are due that day must be turned in before the class time. If you are absent from more than 10% of class meetings, I have the option of filing a written report that may result in de-enrollment. If the absences exceed 20%, you may be de-enrolled without notice. See “Academic Policies” in the undergraduate academic catalog.
3. **SYLLABUS:** You are responsible for the due dates stated in the schedule. If changes to the syllabus are given verbally in class, any student absent on that day is responsible for getting the changes.
4. **COMMUNICATION:** Please check your Point Loma email and Canvas regularly. These are the primary ways that I will be contacting you or posting important course announcements. You are responsible for any changes to assignments that are sent through the pointloma.edu address. Allow up to 48 hours for a response from me (I am not joined at the hip to my devices!). If you have not received a response within 48 hours, please follow up.

5. **QUIZZES** will be given each class on the chapters and material assigned that week, as indicated on the syllabus. Make-ups will not be given unless you make prior arrangements with me.
6. **FINAL EXAMINATIONS** are scheduled on Tuesday December 15, 2015. No accommodations for early examinations or alternative days are allowed per university policy. The final examination schedule is posted on the “Class Schedules” site.
7. **ASSIGNMENT SUBMISSIONS:** All work is due by class time on the day indicated on the assignment requirement sheet and on the schedule (unless I indicate otherwise in class and on Canvas). If you turn in an assignment after the due date indicated on the syllabus, there will be a 5 point deduction for each day the assignment is late. There is no distinction between “excused” and “unexcused” assignments.
8. **SPEECHES:** You must be ready to deliver your speeches on your assigned day. 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. I am not responsible for finding another student to switch with you.
9. **ACADEMIC HONESTY POLICY:** At PLNU, we want you to exhibit integrity in your work. If you reference another person, give them credit. If credit isn’t given, it demonstrates academic irresponsibility and reflects disrespect for your community and yourself. As stated in the university catalogue: “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.”
10. **ACADEMIC ACCOMMODATIONS:** Students requiring special accommodations on the basis of physical, learning or psychological disability for this class are required to file documentation with the Disability Resource Center (in the Bond Academic Center). The DRC will write me with recommendations as to how to meet the individual needs of the student. Please contact Pat Curley within the first two weeks of the term so as to give accommodations as early as possible.
11. **FERPA POLICY:** In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without written permission from the student. This class will meet the federal requirements by distributing all grades and papers individually. 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.

### GRADING

<b>Grade Breakdown:</b> <ul style="list-style-type: none"> <li>• Major Speeches: 30% (3 at 10% each)</li> </ul>	<b>Sample grade scale:</b> A=93-100
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<ul style="list-style-type: none"> <li>• Mini Speeches: 5%</li> <li>• Written Assignments: 15%</li> <li>• Peer Feedback: 5%</li> <li>• Reading Quizzes: 10%</li> <li>• Final Exam: 25%</li> <li>• Attendance/Participation: 20%</li> </ul>	A-=92-90 B+=87-89 B=83-86 B-=80-82 C+=77-79 C=73-76 C-=70-72 D+=67-69 D=63-66 D-=60-62 F=0-59
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## ASSIGNMENTS

- **READING QUIZZES:** Each quiz has 10 questions with each question worth one (1) point each. The quizzes will cover the material of the text, whether or not the material was covered in class. I do not assign pop quizzes, so we will be made aware of each quiz ahead of time.
- **WRITTEN ASSIGNMENTS:** There are only a few written assignments planned for this course. The purpose of the written assignments are to help you analyze certain communication concepts and to think critically about them. Requirements for each assignment will be distributed well ahead of the due date.
- **SPEECHES/PRESENTATIONS** make up the bulk of the semester grade. Each speech assignment has an accompanying list of requirements (see Canvas for detailed instructions) and will be graded on two different components: the content outline and the delivery.

For the speech outline, I will be looking for fulfillment of the stated requirements, including, but not limited to: complete and logical articulation of the main ideas of the speech, well-researched support of the main ideas, critical thinking and analysis of your research, coherent organization and correct formatting as outlined below.

For the delivery of the speech, I look for application of the speech delivery concepts presented in class and in the textbook, evidence of rehearsal of the speech and, for each speech after the first major speech, improvement in delivery style. I take many notes during your presentations, most of which are suggestions for improvement.

- **PARTICIPATION** is one of the key components in a course such as COM 100. Participation includes, but is not limited to, volunteering points of view in class discussions, engaging in active listening of fellow students, refraining from texting, surfing the Internet on laptops, napping, or other activities unrelated to the class. If you are found consistently not participating, points will be deducted from the total participation grade, at my discretion, for each infraction after the first warning.

## ASSIGNMENT STYLE & FORMATTING

All speech outlines, the final paper and assignments are to be typed, double-spaced, using Times New Roman, 12 pt. font, with 1” margins. Speech outlines are required to use APA formatting for source citations and bibliographies.

Please refer to [www.apa.org](http://www.apa.org), <http://owl.english.purdue.edu/owl/section/2/10/> or your friendly local librarian for help with paper formatting.

Name  
Date  
Assignment Title

Last Name pg. #

**CLASS SCHEDULE**

*(subject to change at the instructor's discretion)*

Date	Topic(s)	Assignment(s)/Readings Due	Homework
9/8	Welcome & Class overview Speeches of Introduction		
15	Intrapersonal Communication Listening Interpersonal Communication	- Quiz - Ch. 4 – “Listening” - Ch. 5 – “The Self & Perception” - Ch. 6 – “Interpersonal and Electronically Mediated Communication”	1) Study for Quiz
22	Interpersonal Communication Continued Intercultural Communication	- Quiz - Finish Ch. 6 - Ch. 7 – “Interpersonal Skills and Conflict Management”	1) Study for Quiz 2) Analysis #1 (Submit on Canvas)
29	Informative Speaking Topic Selection & Research	- Quiz - Ch. 14 – “Public Speaking: The Informative Speech” - Ch. 11 – “Public Speaking: Planning the Message”	1) Informative Speech: Brainstorm topics 2) Study for Quiz #2 3) Write Analysis #2 – Informative Speaking 4) Begin researching topic (in class, bring technology)
10/6	Speech Development Speech Organization Delivery	- Ch. 12 – “Public Speaking: Developing the Message” - Analysis #2 – Informative Speaking (submit on Canvas) - Ch. 13 – “Public Speaking: Structuring the Message” - Ch. 16 – “Public Speaking: Presenting the Message”	1) Informative Speech: Research your topic; decide on 3 – 4 main points 2) Study for Quiz #3 3) Informative Speech: Create an outline (in class) 4) Informative Speech: Begin making delivery notes (in class)
13	<b>Informative Speeches</b>	- Outline for Informative Speech Due in Class	Informative Speech: Polish your outline and Practice!
8	Non-Verbal Communication <b>Quiz #4 (Chs. 3 &amp; 16)</b>	- Ch. 3 - “Nonverbal Communication” - <b>DRAFT Informative Speech Outlines for 10/15 speakers (submit on Canvas)</b>	<input type="checkbox"/> Informative Speech: Polish outline <input type="checkbox"/> Practice your speech!
13	<b>Informative Speeches</b>	- <b>FINAL Informative Speech Outlines 10/13 speakers (paper copy, submit in class)</b> - <b>DRAFT Informative Speech Outlines for 10/20 (submit on Canvas)</b>	<input type="checkbox"/> Informative Speech: Polish outline <input type="checkbox"/> Practice your speech!
20	<b>Informative Speeches</b> Non-Verbal Communication (if time)	- Outline Due in Class - Ch. 3: “Nonverbal Communication	1) Informative Speech: Polish outline And Practice your speech!

27	Persuasion	- Ch. 15 – “Public Speaking: The Persuasive Speech” - Quiz	<input type="checkbox"/> Persuasive Speech: Brainstorm topics! <input type="checkbox"/> Write Analysis #3 – Persuasive Speaking <input type="checkbox"/> Study for Quiz 4) Choose topic and research (in class) 5) Begin working on speech outline (in class)
11/3	Group Communication	- Ch. 9 – “The Concepts of Groups” - Ch. 10 – “Participating in Groups” - Analysis – Persuasive Speaking (submit on Canvas)	1) Group Speech: - Decide on members and group norms - Decide on a time to attend a worship service - Assign tasks 2) Study for Quiz 3) Draft outline for Persuasive Speech due on Canvas (November 2 <sup>nd</sup> by midnight)
10	Persuasive Speech	- Persuasive Speech Outline Due in class	Persuasive Speech: Polish your outline and Practice! Group Speech: Work on Research and Compile work
17	Persuasive Speech Group work in class (if time)	- Persuasive Speech Outline due in class	Persuasive Speech: Polish your outline and Practice! Group speech: write analysis of observations and individual work
24	Impromptu Speeches Group work in class (if time)	-Impromptu Speech	Group Speech Rough Draft due on Canvas
12/1	Group Speeches	- Group Speech outline due in class	Group Speech: Polish outline and Practice!
8	Final Exam: Written Portion	-In class written cumulative final	1) Complete and submit Peer Evaluations for Group Speech on Canvas by 12/11 2) Study for Written Exam
15	Final Exam: Oral Portion (time and date TBA)	7:30 pm in our room	Have a great Christmas!