

**COM 100 (3 units): Principles of Human Communication**  
**Department of Communication & Theatre**  
**Spring 2018**

PLNU *forward*

**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.*

**Professor Melissa Gentzkow Lázaro, M. A.**

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**REQUIRED MATERIALS & RESOURCES**

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- Berko, R.M., Wolvin, A. D. & Wolvin, D. R. Communicating: A social and career focus. (12th Ed.). New York: Houghton Mifflin Company.
- <https://canvas.pointloma.edu/login> Critical information will be communicated via Canvas.
- Subscription to 30Minute Prep [www.30minuteprep.com/student](http://www.30minuteprep.com/student) **FACULTY CODE: ML3963MP**
- 3x5 Notecards (1 Full Pack)

**COURSE DESCRIPTION**

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*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**

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

**COURSE CREDIT HOUR INFORMATION**

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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. Specific details about how the class meets the credit hour requirement can be provided upon request.

**COURSE PROCEDURE**

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1. You are expected to be familiar with all material in Canvas, including this syllabus and class schedule.
2. All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in [Canvas](#) and [30 minute Prep](#). Emailing assignments is NOT an acceptable alternative & will NOT be accepted. If you need assistance with Canvas, ask

someone at the Computer Lab or Student Help Desk. You can also access assistance by visiting PLNU's website.

3. **On Lecture Days:** Students must arrive on time and prepared to engage. Electronic devices will not be allowed unless permission is given by the instructor.
4. **On Speech Days:** Students will arrange the classroom as specified by the instructor, break into group, get topics from instructor, and immediately begin prepping for their speeches. In order to receive your topic you must show the printed out articles that you will be using as references. If you do not have these articles you will not be given a topic and therefore will not be able to participate in class that day and therefore receive a (0) on that assignment.
5. Students will actively listen to their classmates during speeches and offer appropriate constructive criticism.
6. Each speech will be evaluated based on several criteria. Grading is both subjective and objective. You will receive an evaluation sheet/rubric in advance.

### ASSESSMENT & GRADING

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**Grade Scale (% to Letter):**

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	0-59	F

<b>Lecture Assignments</b>	<b>30</b>
<b>Resume</b>	<b>40</b>
<b>In-Class Speeches (12)</b>	<b>120</b>
<b>Out-Class Speeches (12)</b>	<b>120</b>
<b>"Testing Out"</b>	<b>100</b>
<b>Journaling (24)</b>	<b>240</b>
<b>Informative Speech</b>	<b>100</b>
<b>Final Journal Narrative</b>	<b>100</b>
<b>Exams</b>	<b>150</b>
<b>TOTAL</b>	<b>1000</b>

### STUDENT RESPONSIBILITY

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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.

### INCOMPLETES AND LATE ASSIGNMENTS

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All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas.

## **ATTENDANCE AND PARTICIPATION**

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Regular and punctual attendance at all classes is considered essential to optimum academic achievement. You are expected to attend each class session. It is recognized that many of you have outside commitments to the university; these are considered excused, but must be cleared with the instructor PRIOR to the absence and written documentation presented, including sports. If you are absent from more than 10 percent of class meetings, I have the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, you may be de-enrolled without notice. If the date of de-enrollment is past the last date to withdraw from a class, you will be assigned a grade of W or WF consistent with university policy in the grading section of the catalog. See [Academic Policies](#) in the undergrad student catalog.

## **USE OF TECHNOLOGY**

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Point Loma Nazarene University encourages the use of technology for learning, communication, and collaboration. However, cell phones must be turned off before class begins. Laptops, tablets and all other electronic devices cannot be used during lecture/discussion without permission by the instructor or authorized by the [Disability Resource Center](#) (DRC). The use of these technology devices during any class period will count in your absence.

## **ACADEMIC HONESTY**

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“PLNU exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed...”(PLNU Catalog). As such students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As explained 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. Violations of university academic honesty include cheating, plagiarism, falsification, aiding the academic dishonesty of others, or malicious misuse of university resources. 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 following the procedure in the university catalog. Students may appeal also using the procedure in the university catalog. See [Academic Policies](#) for further information.

## **ACADEMIC ACCOMMODATIONS**

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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 request academic accommodations. At Point Loma Nazarene University, students must request that academic accommodations by filing 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 needs of the student. See [Academic Policies](#) in the (undergrad/graduate as appropriate) academic catalog.

## **FERPA POLICY**

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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 student written permission. This class will meet the federal requirements by (Note: each faculty member should 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/ graduate as appropriate) academic catalog.

## FINAL EXAMINATION POLICY

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Successful completion of this class requires taking the final examination **on its scheduled day**. The final examination schedule is posted on the [Class Schedules](#) site and on Canvas.

## COPYRIGHT POLICY

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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.

## COURSE SCHEDULE

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Week	CLASSROOM ACTIVITY	DUE	HOMEWORK
Week 1	<ul style="list-style-type: none"><li>Syllabus &amp; Course Intro</li></ul>		<ul style="list-style-type: none"><li>Read Syllabus &amp; Schedule</li><li>Registration of 30MinPrep</li><li>Ch. 1</li><li>Ch. 4</li><li>Ch. 5, 113-119, 122-128</li></ul>
Week 2	<ul style="list-style-type: none"><li>Human Comm Process</li><li>Listening</li><li>Activity: Active Listening Practice &amp; Listening for Feelings</li><li>I-Me</li></ul>	Ch. 1, 4 & 5	<ul style="list-style-type: none"><li>Ch. 3</li><li>Ted Talk Assignment</li></ul>
Week 3	<ul style="list-style-type: none"><li>Nonverbal Comm</li><li>Intercultural Comm</li><li></li></ul>	Ch. 3 Ted Talk Assignment	<ul style="list-style-type: none"><li>Ch. 6, 131-143</li><li>Ch. 7</li><li>Write Gender Q</li><li>Canvas Assignments:<ul style="list-style-type: none"><li>Read Article</li><li>Cost &amp; Reward</li><li>Compliment Club</li></ul></li></ul>
Week 4	<ul style="list-style-type: none"><li>Interpersonal Comm</li><li>Relational &amp; Gender Comm</li><li>Activity: Go Ahead &amp; Ask, Sex Role Stereotypes</li></ul>	Ch. 6, 7 & Article Costs & Rewards of Relationships + Compliment Club + Bring Gender Qs (Written on 3x5card)	<ul style="list-style-type: none"><li>Ch. 8</li><li>Create Resume</li><li>Practice Mock Interview Q's</li></ul>
Week 5	<ul style="list-style-type: none"><li>Mock Interviews</li><li>Resume Review</li></ul>	Ch. 8 Dress to Impress	<ul style="list-style-type: none"><li>5 Steps Effective Delivery</li><li>Ch. 11 &amp; 12</li><li>Ch. 13, 344-349, 365-366</li><li>Ch. 14 &amp; 16</li></ul>
Week 6	<ul style="list-style-type: none"><li>Public Speaking &amp; Speech Writing</li><li>Activity: To Read, Memorize or Speak</li></ul>	Ch. 11-14, 16 5 Steps to Effective Delivery	<ul style="list-style-type: none"><li>Study for Midterm</li></ul>
Week 7	30 Minute Prep Review + MIDTERM EXAMINATION		

Week 8	30 Minute Prep	Platform Topic & 3 Main Points & Bring Laptop	30MinutePrep – Speech Ramp (Extemporaneous Speech) In Class and Out of Class Journaling Reference Articles
Week 9	*NO SCHOOL* Spring Break :: March 5-9		
Week 10	30 Minute Prep	See Topics Released on Friday	30MinutePrep – Speech Ramp (Extemporaneous Speech) In Class and Out of Class Journaling Reference Articles
Week 11	30 Minute Prep	See Topics Released on Friday	30MinutePrep – Speech Ramp (Extemporaneous Speech) In Class and Out of Class Journaling Reference Articles
Week 12	Thursday 3/29 No School ( <i>Easter Break 3/29-April 2</i> )	See Topics Released on Friday	30MinutePrep – Speech Ramp (Extemporaneous Speech) In Class and Out of Class Journaling Reference Articles
Week 13	30 Minute Prep	See Topics Released on Friday	30MinutePrep – Speech Ramp (Extemporaneous Speech) In Class and Out of Class Journaling Reference Articles
Week 14	Informative Speeches	See Topics Released on Friday	30MinutePrep – Speech Ramp (Extemporaneous Speech) In Class and Out of Class Journaling Reference Articles
Week 15	Informative Speeches	See Topics Released on Friday	30MinutePrep – Speech Ramp (Extemporaneous Speech) In Class and Out of Class Journaling Reference Articles
FINALS	FINAL EXAM + Final Journal (Time Posted in Canvas)		