

“Principles of Human Communication”
COM 100, Section 7
Department of Communication & Theatre
Point Loma Nazarene University

Class Time: Tues & Thurs 9:30am – 10:45am

Location: Cabrillo Hall, Rm.104

Number of Units: 3

Final Exam: Thursday Dec.15th, 2016 10:30am – 1:00pm

Instructor: Arnica Laurice, MFA

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Office Hours: By appointment

PLNU Mission Statement

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.

REQUIRED MATERIALS & RESOURCES

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

COURSE DESCRIPTION

This course is an introduction to the study of human communication. Through readings, class discussions, projects and assignments, we will explore the challenges and rewards of communicating with others, and gain skills for professional and social interactions. This course has an emphasis on participation and developing skills for public speaking.

LEARNING OUTCOMES

Through successful completion of this course, students will be able to:

- Describe and discuss the process of human communication.
- Identify and explain the basic components of an effective speech.
- Interact competently in dyadic, and small group experiences.
- Construct and deliver informational and persuasive speeches.

COURSE PROCEDURE

- You are expected to be familiar with all material in this syllabus.
- You must create a “Live Text” account at the beginning of the semester or you will not receive a final grade. <https://www.livetext.com/>
- All assignments are to be submitted by the beginning of the class session when they are due, in person, uploaded to Canvas or by email. Assignments submitted within 24 hours of the assignment due date will be eligible for up to 90%, assignments submitted 24-48 hours after due will be eligible for up to 85%, assignments submitted 48-72 hours late will be eligible for up to 75%, assignments more than 72 hours late may be submitted for review and feedback from instructor.
- Assignments must be typed. Work should be proofread and free of errors, following MLA standard formatting, 10-12 point font size, single spaced, and all research materials properly cited. This on-line writing lab from Purdue is very helpful: <https://owl.english.purdue.edu/owl/resource/747/1/> As well, the Tutorial Center has people available to help with proofreading, etc., and the staff at Ryan Library can assist with research.

- You must take both the mid-term and final exam. A failure to complete either of these is grounds for failure in the class regardless of point totals. You must complete all the course assignments in order to pass the class.
- 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 receive a failing grade for the speech. If you are late to class on a speech day you jeopardize partial credit for your speech.
- Each student is required to dress professionally when presenting speeches. More detail will be given in class in advance of presentations.
- Each speech will be evaluated based on several criteria that the instructor will go over in class before presentations. The grading rubric will be available on the Canvas class site as well.

CLASS ASSIGNMENTS & GRADING BREAKDOWN

Your grade for the course will be based on the following breakdown:

| | | |
|-----|-----------------------------------|--|
| 15% | Class Preparation & Participation | Short assignments, pop quizzes and discussions on Canvas will be used to engage with assigned readings and promote greater student involvement in classroom learning. |
| 15% | Group Presentation | Students will work in small groups to prepare and give a presentation for the class on an approved topic. An outline of the presentation must be submitted in advance. A brief response paper will follow. This assignment will help prepare students for their individual speeches as well as provide opportunity to practice aspects of communication learned in the course. |
| 20% | Informative Speech | Students will prepare and present an informative speech to the class. Topics must be approved at least two weeks before speech is scheduled. An outline of the presentation must be provided to instructor before presentation. A brief response is due by the following class, as will be outlined in class, providing self-assessment of your speech. |
| 20% | Persuasive Speech | Students will prepare and present a persuasive speech to the class. Topics must be approved at least two weeks before speech is scheduled. An outline of the presentation must be provided to instructor before presentation. A brief response is due by the following class, as will be outlined in class, providing self-assessment of your speech. |
| 15% | Mid Term | The midterm exam for this course is tentatively scheduled for Oct. 13 th during class. |
| 15% | Final Exam | The final exam for this course is scheduled between 10:30am-1:00pm on Thursday Dec.15 th , 2016. |

ASSESSMENT & GRADING

According to PLNU policy, the Grade Scale is as follows: (% to Letter):

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|-------------|-------------|
| 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 |

ATTENDANCE AND PARTICIPATION

Regular and punctual attendance at all classes is considered essential to optimum academic achievement, especially with a course of this nature. You are expected to attend each class session and participate in a positive manner. Distracting or disrespectful behavior will not be tolerated and may result in removal from the classroom and significantly affect your final grade.

Being on time and ready at the start of class is important not only to your instructor but to your fellow student. If you are late, please enter the classroom quietly. If you are late on a speech or presentation day, you may not enter the class while a speech or presentation is in progress. Lates will be considered as a half absence when calculating attendance and participation grades.

Excused absences (University-sponsored sports, forensics or other activities) need to be brought to the instructor's attention in writing before the day(s) you will be absent. Any absences, excused or otherwise, mean you are responsible for finding out what you have missed, including any assignments that may be due before your next class. If absence is scheduled for the same time as you are scheduled for a presentation or exam, it is up to you to notify the instructor well in advance in order to coordinate alternative arrangements.

If you are absent from more than 10% of class meetings, the instructor has 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 [Class Attendance](#) under Academic Policies in the undergraduate academic catalog. 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.

FINAL EXAMINATION POLICY

Successful completion of this class requires taking the final examination **on its scheduled day**. The final exam for this class is schedule between 10:30am-1:00pm on Thursday Dec. 15th, 2016.

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 result in a grade of F on the official transcript.

ACADEMIC DISHONESTY

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 Honesty](#) in the undergrad student catalog.

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.

USE OF TECHNOLOGY

Technology can be a powerful tool for learning, communication, and collaboration. However, it can also be distracting and interfere in other levels of human interaction and syntheses of course material. Please keep cell phones on silent during class. Electronic devices such as laptops, tablets and smart phones, may be used on a limited basis during class with instructor approval, but instructor reserves the right to monitor or eliminate their use or welcome in class.

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 [Education Records \(FERPA\) and Directory Information](#) in the undergrad student catalog.