

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

Meeting days: Tuesday & Thursday	Instructor title and name: Prof. Arnica Laurice, MFA
Meeting times: 9:30am – 10:45am	Phone:
Meeting location: Cabrillo Rm. 104	E-mail: alaurice@pointloma.edu
Final Exam: Dec.12 th , 2017 at 10:30am	Office location and hours: By appointment, Cabrillo Annex, Rm.101

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.

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.

COURSE LEARNING OUTCOMES

Through successful completion of this course, you 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.

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 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/>
- Written assignments may be submitted in person, uploaded to Canvas or by email by the due date stated in the assignment. Class preparation assignments, such as discussions on canvas or questions on the readings, will not be accepted for credit if submitted late. Other assignments may be considered for partial credit at the professors discretion, based on the following: 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 may 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 in a professional manner 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, Attendance & Participation	Short assignments, quizzes and discussions on Canvas will be used to engage with assigned readings and promote greater student involvement in classroom learning. As well attendance will be factored into this grade this part of the grade.
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.19 th during class.
15%	Final Exam	The final exam for this course is scheduled for 10:30am on Tuesday December 12 th , 2017.

ASSESSMENT & GRADING

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

Some assignment for this course will be graded as complete/incomplete while others may receive a point value based on provided rubric and assignment information. These will then be weighted into the overall Grading Breakdown as provided above. Canvas will reflect completed portions of the Grading Breakdown but will not account for assignments that have not been graded yet (for example Attendance & Participation and Final Exam grades will not be entered until the end of the semester). You can speak with the instructor at any time if you have questions about your standing in the course. Your mid semester and final letter grade for the course will be submitted through the PLNU Portal.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. See [Academic Policies](#) in the Undergraduate Academic Catalog.

COURSE SPECIFIC ATTENDANCE AND PARTICIPATION POLICY

In order to benefit from this course, 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 & 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 an absence is scheduled for the same time as you are scheduled for a presentation or midterm exam, it is up to you to notify the instructor well in advance in order to coordinate alternative arrangements.

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 [Class Schedules](#) site. No requests for early examinations or alternative days will be approved. The final exam for this class is schedule for 10:30am on Tuesday Dec.12th, 2017.

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.

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.

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 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. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

If you have a diagnosed disability, please contact PLNU's Disability Resource Center (DRC) within the first two weeks of class to demonstrate need and to register for accommodation by phone at 619-849-2486 or by e-mail at DRC@pointloma.edu. See [Disability Resource Center](#) for additional information.

Class Schedule

Class #	Date	Subject	Chapter/Readings for Class	Assignments
1	8/31	Why COMM 100? Introductions, Syllabus, Expectations, etc. Intro Group Project		<ul style="list-style-type: none"> Read article "Classical Rhetoric 101: An Introduction" and respond to discussion on Canvas
2	9/5	The Art of Rhetoric	McKay, Brett and Kate. " Classical Rhetoric 101: An Introduction " <i>The Art of Manliness</i> . The Art of Manliness. 14 Nov. 2010. Web. 14 Nov. 2010.	<ul style="list-style-type: none"> Read article "Classical Rhetoric 101: The Three Means of Persuasion" and respond to discussion on Canvas
3	9/7	The Art of Persuasion	McKay, Brett and Kate. " Classical Rhetoric 101: The Three Means of Persuasion " <i>The Art of Manliness</i> . The Art of Manliness. 21 Dec. 2010. Web. 21 Dec. 2010	<ul style="list-style-type: none"> Read article "Classical Rhetoric 101: Logical Fallacies" and respond to discussion on Canvas
4	9/12	The Power of Logic	McKay, Brett and Kate. " Classical Rhetoric 101: Logical Fallacies " <i>The Art of Manliness</i> . The Art of Manliness. 26 May 2011. Web. 26 May 2011.	<ul style="list-style-type: none"> Ch.1 of text
5	9/14	The Human Communication Process	"Communicating: A Social, Career and Cultural Focus" Ch. 1	<ul style="list-style-type: none"> Final prep group projects
6	9/19	Current Events Group Presentations		<ul style="list-style-type: none"> Group Presentation Reflection Papers due Sept.26th
7	9/21	Current Events Group Presentations		<ul style="list-style-type: none"> Read Ch.14 of text 3 topic choices for Informative Speech
8	9/26	Intro Informative Speech Assignment	"Communicating: A Social, Career and Cultural Focus" Ch. 14 <ul style="list-style-type: none"> Group Presentation reflection papers due 	<ul style="list-style-type: none"> Outline & sources for Informative Speech due Feb 21st Read Ch.11 of text
9	9/28	Planning the Message	"Communicating: A Social, Career and Cultural Focus" Ch. 11	<ul style="list-style-type: none"> Read Ch.12 of text
10	10/3	Developing the Message	"Communicating: A Social, Career and Cultural Focus" Ch. 12	<ul style="list-style-type: none"> Read Ch.13 of text
11	10/5	Structuring the Message	"Communicating: A Social, Career and Cultural Focus" Ch.13	
12	10/10	Presenting the Message	"Communicating: A Social, Career and Cultural Focus" Ch.16 <ul style="list-style-type: none"> Outline & sources for Informative Speech due 	<ul style="list-style-type: none"> Read Ch.2 of text
13	10/12	Verbal	"Communicating: A Social, Career and Cultural Focus" Ch. 2	<ul style="list-style-type: none"> Read Ch. 3 of text

14	10/17	Non-Verbal Communication Midterm Prep	"Communicating: A Social, Career and Cultural Focus" Ch. 3	<ul style="list-style-type: none"> Study for midterm
15	10/19	➤ MIDTERM		
Fall Break				
16	10/24	➤ Informative Speeches - Day 1		<ul style="list-style-type: none"> Informative Speech reflection papers due Nov.2nd
17	10/26	➤ Informative Speeches - Day 2		
18	10/31	➤ Informative Speeches - Day 3		<ul style="list-style-type: none"> 3 topic choices for Persuasive Speech
19	11/2	Intro Persuasive Speech Assignment	<ul style="list-style-type: none"> Informative speech response papers due 	<ul style="list-style-type: none"> Read Ch.8 of text Work on outline & sources for Persuasive Speech Read Ch.8
20	11/7	Communication in the Workplace: Getting & Keeping the Job	"Communicating: A Social, Career and Cultural Focus" Ch.8	<ul style="list-style-type: none"> Group 3 reflections due Read Ch. 7 of text
21	11/9	Interpersonal Skills & Conflict Management	"Communicating: A Social, Career and Cultural Focus" Ch.7	<ul style="list-style-type: none"> Read Ch.6 of text
22	11/14	Communication in the Cyber Age: Pros & Cons	"Communicating: A Social, Career and Cultural Focus" Ch.6	<ul style="list-style-type: none"> Read Ch.5 of text
23	11/16	Self & Perception	"Communicating: A Social, Career and Cultural Focus" Ch. 5	<ul style="list-style-type: none"> Persuasive Speech outline & list of sources due
24	11/21	Communication in Relationships		
Thanksgiving Break				
25	11/28	➤ Persuasive Speech – Group 1		<ul style="list-style-type: none"> Persuasive Speech reflection papers due Dec.7th
26	11/30	➤ Persuasive Speech – Group 2		
27	12/5	➤ Persuasive Speech – Group 3		
28	12/7	Recap, Prep for Final	<ul style="list-style-type: none"> Persuasive Speech reflection papers due 	<ul style="list-style-type: none"> Study for final exam
Classes End				
EXAM	12/12	➤ FINAL EXAM 10:30am on Dec.12th		

*This schedule is subject to change by instructor.