

## COURSE OUTLINE/SYLLABUS

### COM-100.9 PRINCIPLES OF HUMAN COMMUNICATION

Department of Communication & Theatre

Point Loma Nazarene University

Professor Mike Downs

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Office Offers: By appointment

Required Book: 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

Course Objective: Students will learn how to be better communicators and present competent, entertaining professional speeches.

#### LEARNING OUTCOMES

Able to describe and discuss the process of human communication

Able to identify and explain the basic components of an effective speech.

Challenged to interact competently in dyadic and small group experiences.

Able to construct and deliver informational and persuasive speeches.

#### COURSE PROCEEDURE

Classes will be held Tuesday and Thursdays 7:30a-8:45a at Liberty.

Classes will be held at Point Loma Nazarene University campus 9:30a -10:45a.

If student misses three classes, you will be asked to consider dropping the course.

If you arrive late or leave early during class, instructor will drop attendance points at his discretion.

You must create a "live text" account at the beginning of semester or you will not receive a final grade.

There are a total of 590 points students can earn during this course.

#### Points and Letter Grades Breakdown

System is based on Highest Point Total of 590

POINTS

LETTER GRADES

561 and above	A
532-560	A-
510-531	Bt
514-530	B
487-513	B-
464-486	Ct
445-463	C
425-444	C-
388-424	Dt
371-423	D
348-422	D-
347 or less	F

Each class is worth 5 points.  $5 \times 28 = 140 + 20 = 160$

The final class is worth 20 points

Each quiz is worth 5 points  $8 \times 5 = 40$

(every other week-chapter readings)

Each assignment is worth 6 points \*  $15 \times 6 = 90$

Each speech is worth 100 points  $3 \times 100 = 300$

**TOTAL POINTS** **590**

Each speech will be evaluated based on several criteria. Grading is subjective and objective.

Each student is required to dress professionally when giving the final speech: Speech one-topic to be determined, speech two-informative, speech three-persuasive.

- If you miss a speech and present it at a later date, instructor will automatically deduct 10-points.
- If you turn in late assignment I instructor will automatically deduct 5-points. (All late assignments are due on day of final exam presentation by email.) You cannot give a missed speech or assignment during the final day of class.

**Instructor will seldom discuss chapters during class but students are required to know material (weekly chapters for quizzes.)**

- **Quizzes will be taken in class. True and False and Multiple choice and possibly Essay questions.**

You must give completed quiz to instructor before leaving class. Instructor will check your name on attendance list. If your name has not been checked but you are listed as attending class that day, you will receive an F for the assignment. Be sure your name has been checked – off before leaving class. A missed quiz must be taken the next class. No missed quizzes will be taken on day of final exam.

- **If you miss the final day of class, you will receive an F for the last day of class which is worth a total of 120 points. There will be no makeup final exam speeches.**
- Please arrive on time. Turn off cell phones before class starts and place them where they will not be a distraction to you or the 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.
- **ATTENDANCE:** A missed day will result in four points taken from your grade. Tardiness (arriving 10 or more minutes after the start of class) or leaving class early (more than 10 minutes before the end) will result in ½ absence for that day. 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. 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 “Academic Policies” in the undergraduate academic catalog.
- **SYLLABUS:** If changes to the syllabus are given verbally in class, any student absent on that day is responsible for getting the changes.
- Make-ups will not be given unless you make prior arrangements with instructor-quizzes and assignments only.
- **FINAL EXAMINATIONS:** No accommodations for early examinations or alternative days are allowed per university policy.
- **ASSIGNMENT SUBMISSIONS:** All work is due on the day indicated on the assignment sheet. If you turn in an assignment after the due date indicated on the assignment sheet, there will be A

5-point deduction for each day the assignment is late. There is no distinction between “excused” and “unexcused” assignments.

- **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. The instructor is not responsible for finding another student to switch with you.
- **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 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.
- **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.
- **Changes to Syllabus:**
- The instructor reserves the right to make amendments, additions or deletions to this syllabus. It is each student’s responsibility to stay current and be aware of any changes.