

COM 100 sec 11: Principles of Human Communication
Department of Communication & Theatre
Point Loma Nazarene University
Fall 2017
Tuesday & Thursday 4:30 – 5:45 p.m.
Liberty Station 205A

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Office Location: TBD
Office Hours: by appointment

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 DESCRIPTION

Principles of Human Communication (GE) (3 units): 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

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, persuasive, and group speeches.

COURSE TEXT

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

CLASS EXPECTATIONS

- Please arrive on time. Mute the ringer of 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. 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.
- Unless the building/department forbids it and except on speech days, food and drink are allowed.
- **ATTENDANCE AND PARTICIPATION** 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.

- **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 easily result in a grade of F on the official transcript.
- **SYLLABUS:** You are responsible for the due dates stated in the syllabus (Page 7). If changes to the syllabus are given verbally in class, any student absent on that day is responsible for getting the changes.
- **LIVE TEXT** You must create a "Live Text" account at the beginning of the semester or you will not receive a final grade.
- **COMMUNICATION** Please check your Point Loma email regularly. This is the primary way that I will be contacting you. 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, follow up.
- **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.
- **FINAL EXAMINATIONS** No accommodations for early examinations or alternative days are allowed per university policy. The final examination schedule is posted on the "Class Schedules" site.
- **ASSIGNMENT SUBMISSIONS:** All work is due by 11:59 p.m. on the day indicated on the assignment requirement sheet and on the schedule. You may turn in an assignment late, but 5 points will be deducted from your score each day an assignment is late. No assignments will be accepted beyond a week after the due date.
- **SPEECHES:** You must dress professionally and be ready to deliver your speeches when presenting 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.
- **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 Policies 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.
- **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 [Policy Statements](#) in the undergrad student catalog.

GRADING

Assignment	Description	Points
Major Speeches	Informative	100
	Persuasive	100
	Group Presentation	150
Minor Speeches	Speech of Introduction	30
	Impromptu	30
	Interview	30
Assignments	Communication Analysis 1	40
	Speech observation - Analysis 2	40
	Resume	40
Peer Feedback		30
Quizzes		60
Final Exam		250
Attendance &		100

Participation		
	Total	1000

GRADING SCALE

Points	Percentage	Grade
1000 - 930	100 - 93	A
929 - 900	92 - 90	A-
899 - 870	89 - 87	B+
869 - 830	86 - 83	B
829 - 800	82 - 80	B-
799 - 770	79 - 77	C+
769 - 730	76 - 73	C
729 - 700	72 - 70	C-
699 - 670	69 - 67	D+
669 - 630	66 - 63	D
629 - 600	62 - 60	D-
599 - 0	59 - 0	F

PARTICIPATION RUBRIC

Excellent	Good	Fair	Poor	Fail
Frequent participation in class discussions; listens and responds with thoughtful ideas; is proactive in offering ideas & viewpoints in group work; does not engage in distracting behavior (social media, texting, looking at other sites/homework while “taking notes”)	Participates in most class discussions; responds to others’ input with little prompting; may engage in distracting behavior	Occasional participant in class discussions; has to be prompted to provide response and input; engages often in distracting behavior	Infrequent participant in discussions; needs to be prompted often to respond; engages frequently in distracting behavior	Little or no participation; is not proactive in class and small group & below discussions, even with prompting; engages frequently in distracting behavior

GRADING POLICY

The core of my grading philosophy is that one’s grade is earned. In other words, you must work for the grade that you want. All assignments outlined in the following pages have requirements that outline the bare minimum work—any student who fulfills the minimum requirements, earns, at best, a “C”. In order to achieve “A” or “B” level work, a student must demonstrate work that is above and beyond the requirements of any given assignment, which include, but are not limited to: critical thinking, thorough analysis, and creativity.

READING QUIZZES: These assignments are objectively graded. 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.

ASSIGNMENTS: There are only a few assignments that are a blend of spoken and written material planned for this course. They are designed to measure and enhance your understanding of different aspects of communication. Requirements for each assignment will be distributed well ahead of the due date. These assignments will be graded on the presence of critical thinking and insightful analysis.

SPEECHES/PRESENTATIONS: 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: It 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 or <http://owl.english.purdue.edu/owl/section/2/10/>
Your friendly local librarian will be more than happy to help as well.

CLASS SCHEDULE

(subject to change at the instructor's discretion)

Date	Topic	Reading Assignment (due at beginning of class)	Assignments
31-Aug	Welcome Speeches		Intro Speech
5-Sep	Self Intro speeches		
7-Sep	Self Perception (5) Non-Verbal (3)	Chapter 5 & Chapter 3	
12-Sep	Listening (4)	Chapter 4	
14-Sep	Interpersonal Electronic (6)	Chapter 6	Interview
19-Sep	Interpersonal Conflict Mgmt (7)	Chapter 7	
21-Sep	Informative (14)	Chapter 14	
26-Sep	Planning the message (11)	Chapter 11	
28-Sep	Speech Organization (13)	Chapter 13	Com Analysis 1
3-Oct	Speech Development (12)	Chapter 12	
5-Oct	Presenting (16)	Chapter 16	
10-Oct	Presenting (continued)		
12-Oct	Informative speeches		Informative Speech
17-Oct	Informative speeches		
19-Oct	Group Concepts (9)	Chapter 9	Com Analysis 2
24-Oct	Group Participating (10)	Chapter 10	
26-Oct	Persuasion (15)	Chapter 15	Resume
31-Oct	Persuasion (continued)		
2-Nov	Impromptu Speeches		Impromptu
7-Nov	Impromptu Speeches		
9-Nov	Pers speeches		
14-Nov	Pers speeches		Persuasive
16-Nov	Pers Speeches		
21-Nov	Pers speeches		
23-Nov	Break		
28-Nov	TBD		
30-Nov	Group Presentations		Group Pres
5-Dec	Group Presentations		
7-Dec	Group Presentations		
12-Dec	Final		