

# COM 100 Section 11 (3 units): Principles of Human Communication Department of Communication & Theatre Fall 2015



## Teach - Shape - 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.*

<b>Meeting days:</b> Tuesday/Thursday	<b>Instructor title and name:</b> Prof. Sarah Witmer, M.A.
<b>Meeting times:</b> 4:30-5:45pm	<b>Phone:</b> (661) 972-2434
<b>Meeting location:</b> LSCC 203	<b>E-mail:</b> <a href="mailto:switmer@pointloma.edu">switmer@pointloma.edu</a>
<b>Final Exam:</b> 10:30-1pm on Tuesday, December 13	<b>Office location and hours:</b> Tuesdays & Thursdays 1:30-4:00pm Call or email to set up by appointment.

### REQUIRED MATERIALS & RESOURCES

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.

<https://canvas.pointloma.edu/login> Critical information will be communicated via Canvas.

### COURSE DESCRIPTION

*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

- 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.

### COURSE CREDIT HOUR INFORMATION

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

---

You are expected to be familiar with all material in Canvas, including this syllabus and class schedule.

## ASSESSMENT & GRADING

---

### 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

**A:** Indicates exceptional work that reflects deep thinking, superb creativity, individual incentive and an extremely high level of intellectual attainment.

**B:** Indicates very good work that reflects a thorough understanding of theory and practice.

**C:** Indicates work that reflects a satisfactory completion of the assignment as directed.

**D:** Indicates work that, although passing, reflects a lack of understanding of theory and/or fails to fulfill the assigned task.

**F:** Indicates work that reflects an inability or unwillingness to do the assigned tasks.

### Course Point Values:

Assignment	Point Value
Quizzes (10 at 10 pts. Each)	100
Impromptu Speeches (2 at 25 pts. Each)	50
Speech of Introduction	50
Speech to Inform	100
Interview "Speech"	150
Group Speech to Persuade	200
Peer Evaluations (5 Evaluations at 10 pts. Each)	50
Midterm Exam	100
Final Exam	200
<b>Total</b>	<b>1000</b>

## 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.

## **INCOMPLETES AND LATE ASSIGNMENTS**

---

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Missed quizzes and in-class activities cannot be made up by students. Missing class on an assigned speech day without valid notice will result in a zero for that assignment. Homework and other assignments will be accepted late for a reduced grade only if the student gets permission for late submissions before the assignment is due. Homework and other assignments will not be accepted for any credit if turned in late without prior permission for a late extension. So ask for an extension before the assignment is due!

## **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.

## **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](http://www.apa.org), <http://owl.english.purdue.edu/owl/section/2/10/> or your friendly local librarian for help with paper formatting.

## **USE OF TECHNOLOGY**

---

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**

---

"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**

---

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**

---

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**

---

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. No requests for early examinations or alternative days will be approved.

## **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.

## **COURSE SCHEDULE AND ASSIGNMENTS**

---

1. There are four (4) speaking assignments required for this course: One is partner based, two are individual and one is a group speech.
2. There are multiple written assignments required for this course, including: outlines for each speech, a 2-page essay reflecting on the interview process,
3. A midterm and final (cumulative) exam will be given.
4. See Canvas for additional assignment details & schedule.

## **EXPLANATION OF CLASS ASSIGNMENTS – See Canvas for details, examples and links.**

---

### **1. Speech of Introduction:**

- a. Description: In teams of two, students will introduce each other to the class. This assignment is meant to act as a conduit for you to get to know your fellow classmates while overcoming the initial barrier of speaking and presenting in front of the class. It allows you a chance to become accustomed to the structure and format that will be required for all presentations and assignments throughout this course.
- b. Requirements: Must adequately introduce partner to class within 1:00-2:00 minutes as well as provide a physical copy of the speech outline.
- c. Style Standard: APA. Times New Roman, size 12 font, double-spaced.

### **2. Speech to Inform:**

- a. Description: Your job is to inform the class about something or someone that you believe they would find interesting and most likely do not already know about. This assignment is meant to combine your skills of research and presentation.

- b. Requirements: Students must inform the class on an approved topic that utilizes 3-5 credible sources and last 3:30-5:00 minutes. Additionally, a physical copy of the speech outline must be provided to the instructor for grading purposes.
- c. Style Standard: APA. Times New Roman, size 12 font, double-spaced.

### **3. The Interview:**

- a. Description: You are interviewing for a job in a career field of your choice. Your job in this assignment is to get hired.
- b. Requirements: You must figure out what job you'd like to apply for and submit a resume and cover letter for that position. You will be assigned a date and time (within class hours) to show up in professional attire and do your best to get hired. After your interview, you will submit a 2 page essay of personal reflection on how you think you did, along with a self-assessment of how you communicate and what areas you need to grow in.
- c. Resume & Cover Letter Style Standard: This is up to you. What do you think will get you hired? Reflective Essay Style Standard: APA. Times New Roman, size 12 font, double-spaced.
- d. Extra credit: Between the dates of 10/11/16 and 11/03/16 make an appointment at the Office of Student Vocation to help you prepare for the interview or figure out career interests. If you do not need help with specifics, simply attend an event held by OSV and write a 1 page reflection on what you learned.

### **4. Group Speech to Persuade:**

- a. Description: You are being given the opportunity to not only educate your fellow classmates about an issue, but offer your own idea of a solution to that problem that your classmates would be able pursue on their own time. This assignment is meant to combine your skills of research, presentation and argumentation.
- b. Requirements: In groups of 4 or 5 students, you must inform the class on an approved topic that utilizes 8-10 credible sources and last 20 minutes. Students must identify a problem and utilize one or more persuasive techniques discussed in the textbook to convince the audience that the issue is important. A solution or call to action must also be provided. Additionally, a physical copy of the speech outline must be provided to the instructor for grading purposes. Each student must speak for at least 4 minutes and contribute two (2) research sources to the project.
- c. Style Standard: APA. Times New Roman, size 12 font, double-spaced.

### **5. Peer Evaluations:**

- a. Description: Students will be given forms that they will fill in with an honest assessment of what their peers were like to work with in the group speech project. This ensures that all students put in equal amounts of work, and if a student did not do their part, that their team members can be honest about it in an anonymous manner.
- b. Requirements: Students must attend class on their specified day to speak and fill out peer evaluation forms.
- c. Style Standard: Non-Applicable.

### **6. Quizzes:**

- a. Description: Online quizzes will cover the reading material that is due on the following day that class is scheduled. Quizzes will be posted to Canvas and are due by 11:59pm the day before class. Quizzes cannot be re-taken or made up for, no matter the reason for missing the quiz. Eleven (11) quizzes will be given, but only 10 will count toward the final grade. The quiz with the lowest score will be thrown out and won't count against you.
- b. Requirements: Students must take the quiz on Canvas well in advance to its due time, in case of any Internet or website glitches. The student is responsible for taking the quiz with plenty of time to contact the Library Helpdesk in case of any issues.

c. Style Standard: Non-Applicable.

**7. Impromptu Speeches**

- a. Description: Students will be selected at random to get up in front of the class and talk about a topic given by the professor. Students do not need to prepare for these speeches, but must be present to deliver the speech. Students cannot re-do impromptu speeches that they missed.
- b. Requirements: Students must be present in class in order to give their pop speech. Students will not know what days they will be asked to deliver an impromptu speech, and their name may be called at any time. Speeches will be administered at random and each student will be selected a minimum of two (2) times.
- c. Style Standard: Non-Applicable.

**COURSE CALENDAR**

---

<b>Date</b>	<b>Discussion/ Activity</b>	<b>HW Due</b>	<b>HW Assigned</b>
9/1/16	Class introduction AND Presentation of syllabus		Ch.1 (pg. 2-31) Speech of Introduction
9/6/16	Ch. 1: The Human Communication Process Speeches of Introduction	Speech of Introduction	Ch. 3 (pg. 53-73) Ch. 4 (pg. 81-84, 94-104)
9/8/16	IMRPOMPTU SPEECHES Ch. 3: Nonverbal Communication AND Ch. 4: Listening	Ch. 3/4	Ch. 14 (pg. 371-383)
9/13/16	IMRPOMPTU SPEECHES Ch. 14: Public Speaking: The Informative Speech	Ch. 14	Ch. 11/12 (pg. 294-298, 299-308, 310-316, 320-333)
9/15/16	IMRPOMPTU SPEECHES Ch. 11: Public Speaking: Planning the Message AND Ch. 12: Public Speaking: Developing the Message	Ch. 11/12 Informative Speech Topic (and back-up topics)	Ch. 13 (pg. 346-357) Ch. 16 (pg. 414-428)
9/20/16	IMRPOMPTU SPEECHES Ch. 13: Public Speaking: Structuring the Message AND Ch. 16: Public Speaking: Presenting the Message	Ch. 13/16 Informative Speech Outline	Speech to Inform

9/22/16	Speech to Inform Presentations		Speech to Inform
9/27/16	Speech to Inform Presentations		Speech to Inform
9/29/16	Speech to Inform Presentations		Ch. 1, 3, 4, 11, 12, 13, 14, and 16.
10/4/16	Midterm Review.	Ch. 1, 3, 4, 11, 12, 13, 14, and 16.	Midterm Review.
10/6/16	Midterm		Ch. 8 (pg. 211-241)
10/11/16	Ch. 8: The Interview  Danny Kim: Career Center	Ch. 8	Ch. 6 (pg. 131-151, 159-170)  Extra Credit: Career Center Visit to prepare for interviews
10/13/16	IMRPOMPTU SPEECHES  Ch. 6: Interpersonal and Electronically Mediated Communication	Ch. 6	Ch. 7 (pg. 174-177, 181-194, 204-205)  Extra Credit: Career Center Visit to prepare for interviews
10/18/16	QUIZ OR IMRPOMPTU SPEECHES  Ch. 7: Interpersonal Skills and Conflict Management	Ch. 7	Extra Credit: Career Center Visit to prepare for interviews
10/20/16	Interviews (5 people)	Resume & Cover Letter	Extra Credit: Career Center Visit to prepare for interviews
10/25/16	Interviews (5 people)	Resume & Cover Letter	Extra Credit: Career Center Visit to prepare for interviews
10/27/16	Interviews (5 people)	Resume & Cover Letter	Extra Credit: Career Center Visit to prepare for interviews
11/1/16	Interviews (5 people)	Resume & Cover Letter	Extra Credit: Career Center Visit to prepare for interviews
11/3/16	Interviews (5 people)		Ch. 15 (pg. 386-411)
11/8/16	IMRPOMPTU SPEECHES  Ch. 15: Public Speaking: The Persuasive Speech & Midterms Returned  Groups chosen in class	Ch. 15	Persuasive Group Speech Topic

11/10/16	Persuasive Speech Work Day- Library	Persuasive Group Speech Topic	Persuasive Group Speech Topic
11/15/16	IMRPOMPTU SPEECHES Ch. 9: The Concepts of Groups	Ch. 9	Ch. 10 (pg. 272- 280, 282-287, 288- 289)
11/17/16	IMRPOMPTU SPEECHES Ch. 10: Participating in Groups	Ch. 10	Ch. 9 (pg. 244-262, 265-268)
11/22/16	Group Speech Work Day	Group speech outlines due	Group Speech Work
11/24/16	THANKSGIVING BREAK		Group Speech Work
12/29/16	Persuasive Speech Group Presentations		Group Speech Work
12/1/16	Persuasive Speech Group Presentations		Group Speech Work
12/6/16	Persuasive Speech Group Presentations	Group Member Evaluations (Done in Class)	Final Review
12/8/16	Final Review	Final Review	Ch. 6, 7, 8, 9, 10, 15
12/12/16-12/16/16	Final		



**POINT LOMA**  
NAZARENE UNIVERSITY