

COM 100: Principles of Human Communication
Department of Communication & Theatre
Point Loma Nazarene University


FALL 2016 Com 100 Section 12

Meeting days: Tuesday	Instructor: Ashleigh Livingston, MBA
Meeting times: 6:05-8:45pm	Phone: Department Assistant 619-849-2605
Meeting location: Liberty Station 204A	E-mail: Alivings@pointloma.edu
Final Exam: 12/13/2016 6:05PM	Office location and hours: By Appointment Only

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 is an expression of faith. Being of Wesleyan heritage, we strive 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., Aitken, J.E. *Communicating: A Social, Career and Cultural Focus.* (12th Ed.). New York: Houghton Mifflin Company.

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.

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 PROCEDURE

1. You are expected to be familiar with all material in this syllabus.
2. You must create a "Live Text" account at the beginning of the semester or you will not receive a final grade.
3. All assignments are to be submitted/turned in by the beginning of the class session when they are due.
4. EVERY assignment must be TYPED. No handwriting is acceptable. Work should be proofread and free of errors.
5. You must take both exams; a failure to complete either of these is grounds for failure in the class regardless of point totals. The exams will include book and discussion material.
6. You must complete all the course assignments in order to pass the class.
7. 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 fail the speech. If you are late to class on a speech day you jeopardize partial credit for your speech.
8. Each student is required to dress professionally when presenting speeches.

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

CLASS ASSIGNMENTS & COURSE SCHEDULE

1. There are three (3) speaking assignments required for this course: Two are individual and one may be a group speech.
2. There is a minimum of one written assignment requirement for this course.
3. A midterm and final (cumulative) exam will be given.
4. Additional assignments will be customized by your instructor.
5. See separate document for assignment details & schedule.

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.

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.

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.

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.

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.

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.

CLASS EXPECTATIONS

- ✓ **SYLLABUS:** You are responsible for the due dates stated in the schedule. If changes to the syllabus are given verbally in class, any student absent on that day is responsible for getting the changes.
- ✓ **WORK:** All work is to be completed to the best of the student's abilities prior to the due date and submitted on time. **No late work will be accepted** with the exception of circumstances beyond the student's control, i.e. extreme illness or bereavement. If you know you will not be in class, it is your responsibility to inform me as soon as possible so that you may turn in your work prior to the missed class session. If absent without prior arrangement on the day of a quiz, midterm, final, or speech, the student will not be able to make up the missed assignment. All written work completed outside of class must be typed and double-spaced. Assignments to be submitted on Canvas are indicated in class. Please bring a pen or pencil and paper, as well as your textbook.
- ✓ **COMMUNICATION:** Please check your Point Loma email and Canvas regularly. These are the primary ways that I will be contacting you or posting important course announcements. 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, please follow up with me.

ASSIGNMENTS

SPEECHES—60% of Grade: Students will prepare three formal speeches throughout the semester on topics of their choosing. The first will be an informative speech about some aspect or area of interest in the student's life. The second will be a group presentation, and the third will be a persuasive/argumentative speech. Students **MUST** create a digital presentation for the group speech. Acceptable formats for digital presentations include: PowerPoint and Keynote, or you can use free Internet-based presentation software such as Google Drive, or Prezi.com. Students **MUST** dress professionally when giving formal speeches.

MIDTERM & FINAL—10% Each of Grade: The midterm and final will be comprehensive exams. The format for these will be multiple choice, short answer, and essay. Anything covered in class or in the assigned reading is possible to appear on these assessments. Please see the daily schedule below for dates and times.

QUIZZES & WRITTEN ASSIGNMENTS—10% of Grade: 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. Also, there will only be a few written assignments planned for this course. The purpose of the written assignments is to help you analyze certain communication concepts and to think critically about them. Requirements for each assignment will be distributed well ahead of the due date.

PARTICIPATION—5% of Grade: Class participation 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. Students are expected to participate in all class activities and complete all assignments. Participation points will be earned through written work, short informal speeches, class discussions, personal, paired, and group exercises, and speech or class reflections.

ATTENDANCE- 5% of the Grade: Because this class only meets once a week, attendance of and participation in each class is expected and is, therefore, a part of your grade. Excused absences (University-sponsored sports, forensics or other activities) need to be brought to my attention in writing before the day(s) you will be absent. Assignments that are due that day must be turned in before the class time. If you are absent from more than 10% of class meetings, I have 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. If a student is absent without just cause on the day speech sign ups begin, he or she will be volunteered to present first. Likewise, all students are expected to be in attendance every day of speeches, even if they have already presented.

GRADING

ASSESSMENT & GRADING

COURSE PERCENTAGE

Grade Scale (% to Letter):

93-100	A	73-76	C	Speeches	60%
90-92	A-	70-72	C-	Weekly Quizzes & Assignments	10%
87-89	B+	67-69	D+	Midterm Exam	10%
83-86	B	63-66	D	Final Exam	10%
80-82	B-	60-62	D-	Participation	5%
77-79	C+	0-59	F	Attendance	5%

CLASS SCHEDULE

(subject to change at the instructor's discretion)

Date	In Class	Required Reading	Due
9/6	Introduction to Class, Overview of Syllabus and Expectations, Nonverbal Exercise	Chapter 1	Email me by the end of the week your course objective.
9/13	Human Communication Process & Discussion of the Group Presentation CH 1	Chapters 1	Email me by the end of the week your group and chapter to discuss.
9/20	Listening & The Self Perception CH 4 & 5	Chapters 4 & 5	
9/27	The Informative Speech CH 14, 11, 12	Chapters 11, 12, & 14	Email by the end of the week your Informative Topic
10/4	Group Presentations of Chapters 2 & 3	Chapters 2 & 4	Outlines for Informative Speeches Due
10/11	Presenting the Message & Persuasive Speech CH 15 & CH 16	Chapter 6, Chapters 15, & 16	

10/18	Group Presentation of Chapter 6 A&B	Chapter 6	
10/25	MIDTERM EXAM		
11/1	Group Presentation of Chapter 7 Group 1 Informative Speeches	Chapter 7	Persuasive Speech Topics Due
11/8	Group Presentation of Chapter 9 Group 2 Informative Speeches	Chapter 9	Outlines for Persuasive Speeches Due
11/15	Participating in Groups Discussion CH 10	Chapter 10	Reflection Paper: Group Participation Roles
11/22	Group 2 Persuasive Speeches		
11/29	Group 1 Persuasive Speeches		
12/6	The Interview CH 8 & Final Review	Chapter 8	
12/13	FINAL EXAM		Reflection Paper: Persuasive Speech Evaluation

EXTRA CREDIT

Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness that most frightens us. We ask ourselves, who am I to be brilliant, gorgeous, talented, and fabulous? Actually, who are you not to be? You are a child of God. You're playing small does not serve the world. There is nothing enlightened about shrinking so that other people will not feel insecure around you. We are all meant to shine, as children do. We were born to make manifest the glory of God that is within us. It is not just in some of us; it is in everyone and as we let our own light shine, we unconsciously give others permission to do the same. As we are liberated from our own fear, our presence automatically liberates others.

- Marianne Williamson