

COM 100 (15): Principles of Human Communication

TR, 1:30 pm – 2:45 pm in C 104

Department of Communication & Theatre
Point Loma Nazarene University

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Office Hours: Mon: 1:00 – 2:30 pm; Tues/Thurs: 11:30 am – 1:00 pm and by appointment.

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.

*Please read and save this syllabus. If you remain in the course after the first class day, then you are stipulating that you will abide by the university and course policies described within this syllabus.

COURSE DESCRIPTION

COM 100 is one of the components of the General Education Program at Point Loma Nazarene University. This course is designed to provide you with the skills needed for effective public speaking and communication in multiple contexts. These skills include preparing and organizing a speech, developing speech content, and presenting a speech. In addition to the public speaking component of this course, emphasis will also be placed on intrapersonal communication (communication with the self) and interpersonal communication (communication with others). We will study topics such as nonverbal communication, listening, interviewing, working in groups, and conflict resolution.

LEARNING OUTCOMES

- Students will be able to describe and discuss the process of human communication.
- Students will be able to identify and explain the basic components of an effective speech.
- Students will be challenged to interact competently in dyadic, and small group experiences.
- Students will be able to construct and deliver informational and persuasive speeches.

COURSE FORMAT AND POLICIES

Support: I am committed to helping every student attain their best possible education.

I AM HERE TO HELP! Please do not hesitate to ask questions, or ask for help, in or out of class. I will also be available if you would like me to review your work and give you feedback before it is turned in or presented. If you have any special needs that it would be helpful for me to be aware of, please do let me know.

Attendance: As members of a learning community, your presence is appreciated, and your absence is noticed. The class sessions are set up to help people learn from each other (through discussions, activities, etc.) and you are expected to attend each class session. Everyone has useful and insightful information to offer to the class. Participation is the core of this work, and to help keep track of that, I take attendance.

You are allowed two (2) excused or unexcused absences in the course of the semester without penalty. The only absences excused after that will be university approved absences (see section below). It is your choice how you use these absences and it is encouraged that you use them wisely. Please note that these 2 absences DO include instances of illness and family obligations. Each absence over two will result in a 20-point deduction to your overall grade.

As noted in the University catalog: If you are absent from more than 10 percent of class meetings (3 classes), I have the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent (6

classes), 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.

University Approved Absences: Absences for certain events and obligations recognized by the University (i.e.: participation in sports, forensics, music tours, etc.) may be counted as “excused.” Please notify me at least one week prior to such absences with documentation and contact information from the sponsoring program/department. You are responsible for making up all work missed due to absences in a timely manner, to be worked out ahead of time with me.

Tardies: It is an expectation of this class community that we begin our class time *together*, and complete our class time *together* each day. Instances of habitual lateness are a distraction to our class community and may impact your ability to participate fully in the course. Therefore, I do make note when you are late to class and habitual lateness will negatively impact your participation grade.

Being absent for more than 20 minutes during any part of a class period, whether at the beginning, middle, or end, will constitute an absence. Similarly, it is expected that you remain actively engaged in the classroom activities until the entire class has been dismissed for the day. Failure to do so will result in a deduction of your participation points for the course. If you absolutely must leave early one day for an important/legitimate/emergency reason, please approve it with me at the class period prior or via email. (Please arrange any meetings with your major adviser so that they do not conflict with your class schedule.) If you leave class early without timely notification/approval, it will negatively affect your course participation grade. Please talk to me early in the semester if you have any questions or concerns about this policy.

Late Work/Make Up Work: All work is expected on the planned “due dates” - at the beginning of the class period when they are due. In general, no late or makeup written assignments/presentations will be allowed. In the event of a documented personal emergency and at my discretion, makeup work *may* be accepted for half credit. If you are absent on the day of a test or a presentation, I will only consider a make-up opportunity if you have communicated with me in advance of your absence and you have a documented personal emergency. Depending upon the circumstance surrounding the absence, a make up opportunity may not receive full credit.

Incomplete: Incompletes will only be granted under extreme circumstances, given reasonable justification.

Electronic Devices: Please join me in turning off or silencing all cell phones and refrain from using them (including texting) during class. If you choose to have your phone on vibrate in order to remain reachable for a family member who may need care, for example, please take such calls outside. You may bring a laptop/tablet to class to use for notes. If you use your laptop/tablet for things not related to this class (e.g., internet, games, work from other classes) and/or if your use of these devices causes any disruption in class, you will be asked to put your laptop/tablet away. If you use your device (either cell phone or laptop/tablet) for non-class related purposes, you will receive a deduction in your participation grade in the course.

Email: I do my best to respond to your emails as promptly as possible. I will respond to emails Monday-Friday from 8:00 am – 4:30 pm. If you send me an email over the weekend or holiday, I will respond on the following school day. I ask that you follow these simple email reminders: (1) Please address me at the beginning of each email and conclude your email by typing your name. (2) Please read your emails twice before hitting “send”. (3) Please craft your emails with respectful language and tone. If you are frustrated by something, email is not the best way to communicate about it. Please schedule a meeting with me so that we can discuss in person.

Written Work: Please type, double-space and staple all written work unless instructed otherwise. It is my expectation that all writing will be clear, coherent, and free of grammatical/spelling errors. Please proof all written work – your grade will reflect both the substance and the style of your writing. When working on the computer, try to plan for the “unexpected” but predictable problems: check printer ink and back up files as you go.

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.

Final Exam 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. Final exams will not be given early before our assigned date/time. Please arrange any activities or transportation for the break around this finals schedule so that you can be present to take the test at the assigned time.

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 ASSIGNMENTS & COURSE SCHEDULE

You must complete all of the course assignments/speeches and take both exams in order to pass the class, regardless of point totals.

Speeches: There are three (3) major speaking assignments required for this course: Two are individual (informative and persuasive) and one will be a group presentation. For each speech, you will turn in an outline and notecards on the day that you speak. You will receive detailed assignment guidelines for each speech on the date that it is assigned (see schedule.) You must be ready to present your speech on the date you are assigned to speak. It is your responsibility to know this date. If you do not show up on your assigned speaking day, you will fail the speech. If you are late to class on your speech day, you jeopardize partial credit for your speech. 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. Please note: You must create a “Live Text” account at the beginning of the semester or you will not receive a final grade in this course.

During speech days, you are expected to be an attentive and supportive audience member. Please NEVER walk in or out of the classroom during a speech. If you are engaging in distracting behavior (talking, using an

electronic device, writing, sleeping, etc.) while another student is presenting, you will lose points on your own speech. At times you will be asked to provide oral and/or written feedback to your peers about their speeches.

Mini-Speeches: There will be two “mini-speeches” (6-word memoir and toasts). These speeches will not be graded, but you will receive participation points for completion. Mini speeches must be completed in the designated class period on the schedule and cannot be made up.

Exams: There are two exams in this course – one near the middle of the semester and one during finals week. The exams will include material from the book and in-class discussion/activities. Exams may contain T/F, Multiple Choice, Matching, Fill-in-the-blank, and short response/essay questions. You will receive a study guide before each exam to aid you in your preparation.

StoryCorps Interview/Assignment: You will interview an acquaintance or loved one using the free StoryCorps app and upload your interview to the StoryCorps online platform (America’s oral history project). Once uploaded, your interview will be added to an archive at the American Folklife Center at the United States Library of Congress. At the end of the semester, you will turn in a reflective essay which chronicles: a review of another interview on the StoryCorps website, your own interview questions, and a complete description of your interview experience. If you would like to find out more about StoryCorps, visit: <https://storycorps.org>

In-Class (or take home) Assignments and Participation: At times you will be given short assignments or exercises in class (or to take home) that are worth points toward your final grade. These assignments may include written responses/reflections, speaking practice, peer feedback, home learning, group work, etc. The point value for these assignments may vary, but will be clearly designated on the assignment.

The remaining portion of this grade will be designated for your class participation and will reflect your involvement in the course, including (but not limited to): your regular and on-time class attendance, how well/completely you read for the day and incorporate text concepts into the discussion/activities, how "present" you are in class, how readily you volunteer for in-class activities, and how well you generally project respectful involvement such as supportive listening, nonverbal feedback, and thoughtful verbal contributions.

ASSESSMENT & GRADING

Grade Scale (% to Letter):

93-100	A	73-76	C
90-92.9%	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

Point Distribution

COURSE REQUIREMENTS	Number of Points AVAILABLE	Number of Points I EARNED
Informative Speech	100	
Group Speech	100	
Persuasive Speech	125	
Mid Term Exam	100	
Final Exam	100	
StoryCorps Interview Assignment	100	
Mini Speeches, In-Class (or take home) Assignments & Participation	75	
TOTAL - Absence penalties (20 pts. per absence after 2 absences)	700 (e.g., 3 absences = -20)	

Tentative Course Schedule

- Subject to change with fair notice.
- Please complete reading prior to arriving at class on the assigned due date.

WK	Date	Topic	Reading/Assignments Due
1	R 9/1	Welcome/Course Introduction	
2	T 9/6	6 Word Memoirs-Mini Speech (10 pts) An Introduction to Human Communication	Ch 1: pgs. 1-12 Bring your 6 word memoir to class
	R 9/8	Verbal Communication	Ch 2
3	T 9/13	Nonverbal Communication	Ch 3
	R 9/15	Informative Speech Informative Speech Assigned	Ch 14
4	T 9/20	Planning the Message	Ch 11
	R 9/22	Developing the Message	Ch 12
5	T 9/27	Structuring the Message	Ch 13
	R 9/29	Presenting the Message	Ch 16
6	T 10/4	Informative Speeches	Ch 4 Outline and notecards due on the day that you present
	R 10/6	Informative Speeches	
7	T 10/11	Informative Speeches	Ch 5
	R 10/13	Informative Speeches	
8	T 10/18	Midterm Exam	Exam Covers: Ch 1-3; 11-14; 16
	R 10/20	Group Communication Assign Group Presentation	Ch 9
9	T 10/25	Interviewing Assign StoryCorps Interview	Ch 8
	R 10/27	The Self and Perception Work on Group Presentations	Ch 6
10	T 11/1	The Self and Perception Work on Group Presentations	
	R 11/3	Group Presentations	Outline and notecards due on the day that you present
11	T 11/8	Group Presentations	
	R 11/10	<i>Dr. Raser will be at the National Communication Association's annual conference in Philadelphia, PA.</i>	No Class Review Persuasive Speech Guidelines on Canvas. Begin brainstorming topic ideas.
12	T 11/15	Persuasive Speaking Discuss Persuasive Speech	Ch 15
	R 11/17	Interpersonal Comm and Conflict Discuss Toasts	Ch 7
13	T 11/22	Toasts – Mini Speech (10 pts.) Interpersonal Comm and Conflict	Last day to have persuasive speech topics approved.
	R 11/24	<i>Thanksgiving Break</i>	No Class
14	T 11/29	Persuasive Speeches	Outline and notecards due on the day that you present
	R 12/1	Persuasive Speeches	
15	T 12/6	Persuasive Speeches	
	R 12/8	Persuasive Speeches	StoryCorps Interview/Assign. due
16	Finals Week	Final Exam Thurs, Dec 15 th 1:30 pm – 4:00 pm	Final Exam Exam Covers: Ch. 4-9 & 15 Please note: Final exams will not be given early before our assigned date/time.

