



COM 1000 Principles of Human Communication
Department of Communication Studies
Fall 2019 ♦ 3 Units ♦ Section 17 ♦ Cabrillo 102 MWF 12:15-1:10

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Office hours: MWF 1:15-3p.m. & appointments upon request

PLNU Mission

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

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

Students who successfully complete this course will:

1. Be able to describe and discuss the process of human communication.
2. Be able to identify and explain the basic components of an effective speech.
3. Be challenged to interact competently in dyadic, and small group experiences.
4. Be able to construct and deliver informational and persuasive speeches.

Required Texts

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

Assessment and Grading

Below you will find the assignments for the semester. Speeches will have grading rubrics that you are welcome to view before giving your speech. Your final grade will be calculated by dividing the number of points you earn by the total number of points at the end of the semester. It is your responsibility to keep track of your grades in Canvas.

- Speeches: Intro Speech (c/nc), Informative Speech (100 pts), Persuasive Speech (100 pts), Commemorative Speech (30 pts), Group Speech & Outline (50 pts), Impromptu Speeches (points vary).
- Outlines: Informative Outline (15 pts), Persuasive Outline (15 pts)
- Assignments: Research Assignment (15 pts), Peer Feedback (18 pts), Speech Analysis journals (points vary)
- Quizzes: points vary
- Exams: points vary

Grade Scale

A- = 90-92%; A = 93-100%: Excellent (*superior, first rate/class, exceptional, superlative paper and tests; engaged in class lecture and discussion, attendance, posture, interest, etc. Comprehensive excellence is needed for a superlative grade in this course.*)

B- = 80-82%; B = 83-87%; B+ = 88-89%: Above average

C- = 70-72%; C = 73-77%; C+ = 78-79%: Average (*mediocre, commonplace, ordinary, passable, fair, midpoint between extremes of excellence and failure.*)

D- = 60-63%; D = 64-67%; D+ = 68-69%: Below average

F = 59% and below: Failure (*omission or lack of satisfactory performance of action or task, inadequate, impassable, etc.*)

Method of Instruction:

1. Students are expected to come to class on time, stay for the duration, and not carry on side conversations during lecture. In other words, students are expected to be active participants in the learning process.
2. Failure to make presentations on schedule will result in a failing grade for that presentation. In the event of absence students seek missed information/notes from classmates.
3. PLNU allows up to 25% of course work to be completed in Canvas and this section of COM 1000 will utilize it to a great degree. Canvas has your assignments listed with due dates set and all the materials needed for the course beyond the textbook so be sure to set your Canvas user preference to get daily reminders for assignments due. All written work must be typed, and attention should be paid to form (including grammar, punctuation, spelling, APA formatting and general appearance) as well as content. Late work will receive an automatic point deduction.
4. Classroom disruption by cell phones or other electronic devices (i.e. text messaging) is prohibited. All cell phones and similar electronic devices must remain turned off and out of sight for the duration of class. A student may face a zero and/or failure in the class if an electronic device is used for cheating during a test.
5. Please DO NOT disrupt class while students are presenting. This includes walking in and out of the classroom.
6. Integrity is of great importance. Plagiarism of any sort will not be tolerated and will result in a grade of "F" for the project and possibly the course.
7. Please check your PLNU email account daily. This is the way that I will most frequently communicate with you outside of class, and it's also the way the university distributes important information.
8. This syllabus serves as the contract between the students and professor. Your continued enrollment in the course serves as agreement to abide by the policies and information set forth here. Please do not expect exceptions to be made for you.

Course Schedule

Please note: *Due to the nature of this course, the schedule is subject to change. All changes will be posted on Canvas and announced in class.*

Date	Plan for the Week	Preparation for the Week
Sept 4/6	Course Intro Intro Speeches	<ul style="list-style-type: none">▪ Read Syllabus▪ Log onto Canvas and review course▪ Prepare/practice Intro Speech▪ Read textbook overview▪ Read Chapter 1
Week of Sept 9	Chapter 1: The Human Communication Practice Communication Model	<ul style="list-style-type: none">▪ Read Chapter 2▪ Ted Talk Response
Week of Sept 16	Chapter 2: Foundations of Verbal Language Speech Anxiety Special Reading & Assignment	<ul style="list-style-type: none">▪ Read speech anxiety materials▪ Journal 1 (Due 9/22)▪ Read Chapters 11 & 12

	Rothwell Reading & “5 Ways to Get Over your Fear of Public Speaking”	
Week of Sept 23	Chapter 11: Planning the Message Chapter 12: Developing the Message	<ul style="list-style-type: none"> ▪ Research Topics for Informative Speech ▪ Read Chapters 3 & 4 ▪ Complete Speaker Inventory (p.303) ▪ Complete Research Handout (Due 9/29)
Week of Sept 30	Chapter 3: Nonverbal Communication Chapter 4: Listening	<ul style="list-style-type: none"> ▪ Take Quiz over chapters 11 & 12 ▪ Read Chapter 5 ▪ Begin preparing for Exam 1 ▪ Read article ▪ Decide on topic for Informative Speech
Week of Oct 7	Chapter 5: The Self and Perception Exam 1 (Chapters 1-5)	<ul style="list-style-type: none"> ▪ Study for Exam 1 ▪ Read Chapters 13 & 14 ▪ Journal
Week of Oct 14	Chapter 13: Structuring the Message Chapter 14: Informative Speaking	<ul style="list-style-type: none"> ▪ Read Chapters 4 & 5 ▪ Journal- “Leveraging” Article Response ▪ Write Informative Speech
Week of Oct 21	Informative Speech Conferences/ Outline Due Fall Break 10/25	<ul style="list-style-type: none"> ▪ Journal ▪ Take quiz over chapters 13 & 14 ▪ Read Chapter 16
Week of Oct 28	Chapter 16: Presenting the Message Informative Speeches 10/30	<ul style="list-style-type: none"> ▪ Complete Speech Prep ▪ Practice Speech ▪ Read Article
Week of Nov 4 *Nov 8 is online only	Informative Speeches	<ul style="list-style-type: none"> ▪ Turn in Peer Feedback & Self-Analysis ▪ Read Chapter 6
Nov 11 & 13	Chapters 6 & 7: Interpersonal Communication Groups Assigned for Group Speech	<ul style="list-style-type: none"> ▪ Read Chapters 8 & 15 ▪ Develop a topic for your persuasive speech
Week of Nov 18 & 25	Chapter 8: Interviews Chapter 15: Persuasive Speaking Persuasive Speech Conferences/ Outline Due	<ul style="list-style-type: none"> ▪ Read article ▪ Write persuasive speech ▪ Take quiz on chapters 15 & 16 ▪ Meet with Group ▪ Prepare Group Speech outline ▪ Practice Group Speech
Nov 27-29	No Class: Thanksgiving	
Week of Dec 2	Persuasive Speeches **bring your smart phone or ipad to record speech for analysis	<ul style="list-style-type: none"> ▪ Read Chapters 6 & 7 ▪ Turn in Peer Feedback & Self-Analysis ▪ Prepare for Exam 2

Week of Dec 9	Chapters 9 & 10: Groups Exam 2 (Dec 13 th)	<ul style="list-style-type: none"> ▪ Read article ▪ Study for Exam 2 ▪ Final Prep for Group Speech
Final Exam Monday, 12/16 7:30 am	Group Presentations **bring your smart phone or ipad to record speech for analysis	<ul style="list-style-type: none"> ▪ Turn in Peer Feedback & Group Analysis

University Notifications

Attendance & Participation

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member has the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF consistent with university policy in the grading section of the catalog. Because discussion and participation is an important part of our class, your regular attendance and participation are required for you to be successful. Every absence in this class will result in a 5 point deduction from final points earned. Coming to class unprepared, staring at a screen, or being disruptive in class will also count as an absence. Truly perfect attendance (with no tardies or absences of any kind—you were literally present for all of every class meeting) will earn you 1% of extra credit at the end of the semester. For further information please reference the Academic Policies in the academic catalog.

Attendance & Participation: Your first two absences will not count against your grade, but use them wisely. For each additional absence, your total grade will be lowered by 2%; **if you miss class more than 6 times (over 2 weeks), you will automatically fail this course.** Coming to class unprepared, staring at a screen, or being disruptive in class will also count as an absence. Also, since arriving late to class is distracting to your classmates (and to your professors), you are expected to arrive on time. Two late arrivals will count as one absence. Truly perfect attendance (with no tardies or absences of any kind—you were literally present for all of every class meeting) will earn you 1% of extra credit at the end of the semester.

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 three-unit class delivered over 16 weeks. Specific details about how the class meets the credit hour requirement can be provided upon request.

Academic Honesty and Dishonesty

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.

Final Course Grades

Final course grades will be submitted electronically at the conclusion of the semester by the deadline set forth by the university. Any questions regarding final grades need to be addressed within two weeks of the class ending and must be sent in writing to the professor. Grade inquiries beyond that time will not be allowed.

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 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. 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.