

Fall 2020

<b>Meeting days:</b> Tuesday/Thursday	<b>Instructor title and name:</b> Professor Sarah Witmer, M.A.
<b>Meeting times:</b> 11:00 a.m.-12:15 p.m.	<b>Phone:</b> N/A
<b>Meeting location:</b> Cabrillo 102	<b>E-mail:</b> <a href="mailto:switmer@pointloma.edu">switmer@pointloma.edu</a>
<b>Final Exam:</b> Thursday, December 3rd	<b>Office location and hours:</b> Email to set up 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 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.

**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.

**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.

**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.

**ASSIGNMENT VALUES:**

Assignment	Points	Your Grade (follow along!)
In-Class Practice Speeches & responses to group (8 @ 5 pts. each)	<b>40</b>	
Quizzes (12 at 5 pts. each)	<b>60</b>	
Midterm Exam	<b>78</b>	
Speech Journals (9 @3 pts. each)	<b>27</b>	
Speech Day Video & Group Feedback (9 @ 5 pts each)	<b>45</b>	
“Testing Out”	<b>100</b>	
<b>Total:</b>	<b>350</b>	

**GRADE CONCERNS:**

If you feel that you were unjustly evaluated on any assignment, please talk with me within one (1) week after the assignment has been returned. An appeal is welcome by scheduling an appointment via email. Please come with a well-reasoned and written explanation of why the grade should be changed, and I will be happy to discuss it with you. Asking for an appeal and defending your case does not secure, nor imply a change of grade. If at any point during the course you are concerned with your overall class grade or other issues in the course, please feel free to make an appointment or stop by my office. I want to help you learn and succeed in this course.

**EXPLANATION OF CLASS ASSIGNMENTS**

**See Canvas for details, examples and links.**

**Quizzes:**

Description: Online quizzes will cover the reading material that is to be covered by the following class session. Quizzes will be posted to Canvas and are due before class. Quizzes cannot be re-taken or made up if missed. If there are any University excused reasons for missing any specific assigned quiz, the professor should be notified before the quiz is due.

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.

Style Standard: Non-Applicable..

### **Thursday Practice Speeches:**

Description: Each Thursday, students will gather in pre-assigned groups on the Canvas “discussion board” in order to practice speaking. Based on a topic given at the end of class on Tuesday, students will upload a video of their speech and provide feedback to the videos of the students in their group.

Requirements:

- Must upload video **before class on Thursday** in order to receive points. No exceptions.
- Must give (kind but honest) feedback to peers in groups for full points.
- Must actively try to apply feedback to the next speech session.

Style Standard: Non-Applicable.

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### **Midterm Exam:**

Description: The midterm examination will cover textbook and in-class lectures on Chapters: 1, 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 15, and 16.

Requirements: Students must attend class on the date of the midterm.

Style Standard: Multiple Choice, True or False, Fill-in-the-blank, and essay.

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### **AFTER MIDTERM SPEAKING COURSE PROCEDURES:**

This new method Professor Witmer is applying is based on students speaking more and the professor speaking less. The theory is that you learn more by doing. I won't leave you out in the wilderness of public speaking on your own though. You will still receive a basic foundation of instruction and coaching.

### **“In-Class” Speeches**

Once the lecture portion of the class is concluded, the remainder of the semester focuses on practicing what you have learned. Each class session students will deliver one speech and provide feedback to the other speeches delivered in their group.

1. Students will each be given three speech topics to choose from.
2. Students have 20 minutes to prepare for their speech.
3. In assigned groups, students will deliver the speeches in front of their peers.
4. Students will also provide constructive feedback to their peers at the end of class.

### **Journaling:**

Description: Journaling is an indispensable part of this course. At first, speech construction, aspects of delivery, and content issues appear as an overwhelming number of technical elements. By journaling, all of the major components of speech construction, delivery, and content are broken down into individual skills that you will build a couple at a time. Once you see and track your success, you will find that the “fear factor” is reduced, and your abilities will grow with each successive session.

Requirements: Students will submit one “journal entry” on Canvas at the end of every class.

### **Testing Out:**

The goal of the performance section of this class is skills mastery. Once the lecture portion of class is concluded, you will speak every day in class until the end of class. The type of speaking you will learn is extemporaneous speaking. All students begin as speaker-critics. Once your group evaluates you as ready for testing, you may volunteer for testing at the next class session.

1. To “test out” you must exhibit flawless organizational structure – meaning that all of the elements of your organizational structure must be present, well-developed, and in the right order; reasonably good topic analysis and incorporation into your speech of at least 3 unique source - cited pieces of evidence as supporting material; and generally good physical and vocal delivery.
2. To test out you must earn a 75/100 or higher on your speech. If you do not reach that goal, you will

continue to practice with your group and then retest at a later date.

3. Once you pass testing, you may retest at a later date before the end of the class, space permitting, to attempt to raise your grade.

**Coaching:**

Once you have tested out you become a coach. You must maintain your skills by speaking with your group once a week, and the other class session you will be coaching your classmates to help them pass testing. The goal of this class is for everyone to pass testing and demonstrate competent communication skills. Students who do not pass testing by the final date will have a final speech date assigned to them where they will perform for an evaluative grade in the class, which will be based on their skill level.

**Final Speeches:**

During Final’s Week, students will perform their very last speech and upload it to the discussion board within their groups. This will be a topic of the student’s choosing, and their chance to demonstrate what they have learned throughout the semester. This is called a “performance final.” More information will be provided closer to that date.

**COURSE CALENDAR: COM 100 SECTION 10 FALL 2020**

<b>Date</b>	<b>Discussion/ Activity</b>	<b>To Do Today</b>	<b>Assigned for Later</b>
8/18/20	Class Video Introduction	Watch Video	Record Your Own Intro Video
8/20/20	Students post video introductions Students watch & respond to each video in their pre-assigned groups	Post Intro. Video Respond to intro videos in group	Ch. 1 & 3 Canvas Quiz
8/25/20	Ch. 1 & 3 Video Lecture	Quiz due before class. Watch video lecture: Ch. 1 & 3 and respond to prompt	Speech topic for Thursday given in video lecture
8/27/20	Speech day: upload first speech (60 seconds) and give feedback to each person in your group	Ch. 1 & 3 speech topic	Ch. 5 Canvas Quiz
9/1/20	Ch. 5 lecture & notes	Quiz due before class. Watch video lecture: Ch. 5 and respond to prompt	Speech topic for Thursday given in video lecture
9/3/20	Speech day: upload speech (2 minutes) and give feedback to each person in your group	Ch. 5 speech topic	Ch. 6 Canvas Quiz
9/8/20	Ch. 6 lecture & notes	Quiz due before class. Watch video lecture: Ch. 6 and respond to prompt	Speech topic for Thursday given in video lecture

9/10/19	Speech day: upload speech (3 minutes) and give feedback to each person in your group	Ch. 6 speech topic	Ch. 9 & 10 Canvas Quiz
9/15/20	Ch. 9 & 10 lecture & notes	Quiz due before class. Watch video lecture: Ch. 9 & 10 and respond to prompt	Speech topic for Thursday given in video lecture
9/17/20	Speech day: upload speech (4 minutes) and give feedback to each person in your group		
9/22/20	Ch. 11, 12, & 13 lecture & notes	Quiz due before class. Watch video lecture: Ch. 11, 12, & 13 and respond to prompt	Speech topic for Thursday given in video lecture
9/24/20	Speech day: upload speech (5 minutes) and give feedback to each person in your group		Ch. 14 Canvas Quiz
9/29/20	Ch. 14 lecture & notes	Quiz due before class. Watch video lecture: Ch. 14 respond to prompt	Speech topic for Thursday given in video lecture
10/1/20	Speech day: upload speech (6 minutes) and give feedback to each person in your group	Ch. 14 speech topic	Ch. 15 Canvas Quiz
10/6/20	Ch. 15 lecture & notes	Quiz due before class. Watch video lecture: Ch. 15 and respond to prompt	Speech topic for Thursday given in video lecture
10/8/20	Speech day: upload speech (7 minutes) and give feedback to each person in your group	Ch. 15 speech topic	Ch. 16 Canvas Quiz
10/13/20	Ch. 16 lecture & notes	Quiz due before class. Watch video lecture: Ch. 16 and respond to prompt	Speech topic for Thursday given in video lecture
10/15/20	Ch. 16 speech day (7 minutes <i>perfected</i> )	Ch. 16 speech topic	Ch. 1, 3, 5, 6, 9, 10, 11, 12, 13, 14, & 15

10/20/20	MIDTERM EXAM: Ch. 1, 3, 5, 6, 9, 10, 11, 12, 13, 14, & 15		
10/22/20	VIDEO: New groups & "testing out" & feedback explained in detail	Watch Video & respond to prompt	Speech Topics posted in Canvas
10/27/20	In-class speeches in NEW groups	Upload speech Watch & give constructive feedback to each group member	Speech Topics posted in Canvas
10/29/20	In-class speeches in groups	Upload speech Watch & give constructive feedback to each group member	Speech Topics posted in Canvas
11/3/20	In-class speeches in groups	Upload speech Watch & give constructive feedback to each group member	Speech Topics posted in Canvas
11/5/20	In-class speeches in groups	Upload speech Watch & give constructive feedback to each group member	Speech Topics posted in Canvas
11/10/20	In-class speeches in groups	Upload speech Watch & give constructive feedback to each group member	Speech Topics posted in Canvas
11/12/20	In-class speeches in groups	Upload speech Watch & give constructive feedback to each group member	Speech Topics posted in Canvas
11/17/20	In-class speeches in groups	Upload speech Watch & give constructive feedback to each group member	Speech Topics posted in Canvas
11/19/20	In-class speeches in groups	Upload speech Watch & give constructive feedback to each group member	Speech Topics posted in Canvas

11/24/20	In-class speeches in groups	Upload speech Watch & give constructive feedback to each group member	Speech Topics posted in Canvas
11/26/20	<b>THANKSGIVING BREAK NO CLASS</b>		
12/1/20	PERFORMANCE FINAL: Final Speech	Upload speech Watch & give constructive feedback to each group member	Speech topic of your choice



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