



## **COM 1000 Principles of Human Communication**

*Department of Communication Studies*

Fall 2020 ◊ 3 Units ◊ Section 4

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Office hours: zoom 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.
5. Develop the theoretical, practical, and spiritual foundations for effective communication.

### **Foundational Explorations Mission**

PLNU provides a foundational course of study in the liberal arts informed by the life, death, and resurrection of Jesus Christ. In keeping with the Wesleyan tradition, the curriculum equips students with a broad range of knowledge and skills within and across disciplines to enrich major study, lifelong learning, and vocational service as Christ-like participants in the world's diverse societies and culture.

This course will meet the following PLNU Foundational Explorations Learning Outcomes:

FELO 1b. Oral: Students will be able to effectively express ideas and information to others through oral communication.

FELO 1c. Information Literacy: Students will be able to access and cite information as well as evaluate the logic, validity, and relevance of information from a variety of sources.

FELO 1d. Critical Thinking: Students will be able to examine, critique and synthesize information in order to arrive at reasoned conclusions.

FELO 2a. Students will develop an understanding of self that fosters personal wellbeing.

### **Required Materials**

1) Textbook:

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.

2) GoReact Student 1 Class-Access Pass (purchase from the PLNU bookstore)

### **Assessment and Grading**

Below you will find the assignments for the semester. Assignments and speeches will have grading rubrics that you are welcome to view at any time. 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. Here are the categories of assessment (see Canvas for the points possible):

- Speeches: Intro Speech, Informative Speech\*, Persuasive Speech\*
- Outlines: Informative Outline (rough draft and final), Persuasive Outline (rough draft and final),
- Assignments: Interactive Lessons, Research Assignments, Peer Feedback, Library Guide, Speech Analysis Journals, Collaborative work and personal reflection journals
- Quizzes within Interactive Lessons
- Exams over course material

\*The course requires 2 major speeches this semester (informative & persuasive); in order to pass the class, you must submit both speeches. ***Students who do not submit both speeches will receive an "F" grade for the course.***

**Grade Scale** (with corresponding adjectives to help you frame the kind of work that must be done for the associate grade)

A- = 90-92%; A = 93-100%: Excellent (*zoom attendance, superior, exceptional, superlative paper and tests; engaged in online discussions, 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/Course Norms**

1. Attendance will be determined by zoom class attendance, threaded discussions, quizzes and collaborative assignments provided in each session.
2. Students shall follow the Zoom Etiquette norms provided in Canvas.
3. In order to pass the class, students must submit an informative speech and a persuasive speech.
4. All written work must be typed, and attention should be paid to form (including grammar, punctuation, spelling, and general appearance) as well as content.
5. Students may use their textbooks and notes on quizzes and tests, but they may not work with other students to complete the assessments. Collusion is a form of cheating and will result in a failing grade.
6. Late work will be accepted with a point reduction for *one week*.
7. For the course discussion boards, students must make an initial post to each threaded discussion and make at least two comments to another student's thread. Responses to threaded discussions are meant to be a conversational. This means the content should be more than simple agreement. A good response would show insight into the question or prompt and also create the potential for more discussion. Students will not receive credit for the threaded discussions if they do not participate in the threaded discussions at the designated time.
8. 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.
9. 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.
10. The subject librarian for Communication, Anne-Elizabeth Powell, is available to help you with planning and organizing your research, as well as locating resources for your class assignments. She can be reached at [apowell@pointloma.edu](mailto:apowell@pointloma.edu) or 619-849-2208.
11. We will not maintain an "always on" mentality as it's not a sustainable way to conduct our work this semester. To that end, I am committed to responding to emails within 24 hours (and on Mondays for emails sent to me Fri-Sun).
12. 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, our **Course Learning Outcomes** for all of our assignments are listed in the Course Overview in each weekly module. Also, this schedule may change depending on our circumstances. Any changes will be posted on Canvas and announced during zoom class. Rest assured, I will not spring any new assignments or work on you at the last minute.

Date	Plan	Work to be completed during the date specified:
Week 1 Aug 17-23	Course Introduction & Expectations  Zoom class 8/18	Read chapter 1 Journal Reflection #1 Attend Zoom Class Post on Discussion Board (DB) Interactive Lesson Collaborative Work on DB Vocabulary Review
Week 2 Aug 24-30	The Human Communication Process (Chapter 1)  Zoom class 8/25	Interactive Lesson Collaborative Work-Types of Communication Post on Discussion Board (DB) Vocabulary Review Read chapter 2
Week 3 Aug 31- Sept 6	Foundations of Verbal Communication (Chapter 2)  Zoom class 9/1	Read chapter 3 Post on Discussion Board (DB) Interactive Lesson Collaborative Work Vocabulary Review
Week 4 Sept 7-13	Nonverbal Communication  Zoom class 9/8	Read chapter 4 Post on Discussion Board (DB) Interactive Lesson Collaborative Work Vocabulary Review
Week 5 Sept 14-20	Listening  Zoom class 9/15	Read chapter 5 Post on Discussion Board (DB) Interactive Lesson Collaborative Work Listening with Empathy Assignment Vocabulary Review
Week 6 Sept 21-27	The Self and Perception  Zoom class 9/22	Vocabulary Review Post on Discussion Board (DB) Interactive Lesson Collaborative Work Journal Reflection #2 Vocabulary Review Study for Exam 1
Week 7 Sept 28-Oct 4	Exam 1 Speech Anxiety  Zoom class 9/29	Speech Anxiety Assignment Read chapters 11 & 12 Interactive Lesson Collaborative Work

		Take exam 1
Week 8 Oct 5-11	Planning the Message & Developing the Message  Zoom class 10/6	Library Guide Assignment Vocabulary Review Read chapters 13 & 14 Interactive Lesson Collaborative Work
Week 9 Oct 12-18	Structuring the Message & Presenting the Message  Zoom class 10/13	Begin Informative Speech Outline Interactive Lesson Collaborative Work
Week 10 Oct 19-25	Informative Speaking  Zoom class 10/20	Write informative speech outline Interactive Lesson Collaborative Work
Week 11 Oct 26-Nov 1	Informative Speaking  Zoom class 10/27	Post Informative Speech Read chapters 6 & 7 Journal Reflection #3 Peer review Interactive Lesson Collaborative Work
Week 12 Nov 2-8	Interpersonal Communication & Conflict Management Skills  Zoom class 11/3	Read chapters 9 & 10 Vocabulary Review Interactive Lesson Collaborative Work
Week 13 Nov 9-15	Communicating in Groups Exam 2  Zoom class 11/10	Read Chapter 16 Vocabulary Review Interactive Lesson Collaborative Work Persuasive Speech Research Assignment Take Exam 2
Week 14 Nov 16-22	Persuasive Speaking  Zoom class 11/17	Interactive Lesson Collaborative Work Write your persuasive speech outline
Week 15 Nov 23-24	Persuasive Speaking  Zoom class 11/24	Post your persuasive speech Journal Reflection #4 Interactive Lesson Collaborative Work
Week 16 Nov 30-Dec 6	Finals Week Exam 3  Zoom class 11/30	Take the last test and wrap up the course work!  Course Evaluation

## 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 (including online sessions), 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. For further information please reference the Academic Policies in the academic catalog.

### *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 15 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 113 total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules.

### *State Authorization*

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

### *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. Incompletes will only be assigned in extremely unusual circumstances.

### *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.

### *PLNU Academic Honesty Policy*

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. 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. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

### *PLNU Academic Accommodations Policy*

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center ([DRC@pointloma.edu](mailto:DRC@pointloma.edu) or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 prohibits discrimination against students with special needs and

guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

#### *PLNU Attendance and Participation Policy*

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Academic Policies](#) in the Undergraduate Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

#### *Asynchronous Attendance/Participation Definition*

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

#### *Spiritual Care*

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the [Office of Spiritual Development](#).

#### *Use of Technology*

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student needs technological resources please contact [student-tech-request@pointloma.edu](mailto:student-tech-request@pointloma.edu).

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.