

# Course Syllabus

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 <p><b>POINT LOMA</b> NAZARENE UNIVERSITY</p>	<p><b>Department of Communication Studies</b></p> <p><b>COM1000 Section 16</b></p> <p><b>3 Units</b></p>
<p>Fall 2020</p>	

<b>Meeting days: Thursday</b>	<b>Instructor title and name: Stephen Hosmer</b>
<b>Meeting times: 6:00pm</b>	<b>Phone: (619) 849-2605</b>
<b>Meeting location: Virtual / LBTR 202</b>	<b>Email: shosmer@pointloma.edu</b>
<b>Final Exam: (day/time) Thursday 6pm</b>	<b>Office location and hours: Virtual - use phone listed above.</b>
<b>Additional info:</b>	<b>Additional info:</b>

## 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.

## COURSE LEARNING OUTCOMES

At the end of the course, you should be able to do the following:

1. Describe and discuss the process of human communication.
2. Identify and explain the basic components of an effective speech.
3. Interact competently in dyadic and small group experience.
4. Construct and deliver informational, persuasive, and group speeches.

## REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

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

## 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. Specific details about how the class meets the credit hour requirement can be provided upon request. (Based on 37.5 hours of student engagement per credit hour.)

### Distribution of Student Learning Hours

Category	Time Expectation in Hours
Online Participation in Discussions, Groups, etc.	22.5
Reading Assignments	22.5
Written Assignments	15.5
Other Assignments & Learning Activities	48
Quizzes, Surveys	4
<b>Total Hours</b>	<b>112.5</b>

## COURSE SCHEDULE AND ASSIGNMENTS

Assignments	Points	Percent
Minor Speeches		
Introduction Speech	25	2.50%
Current Events (3 minutes) (3 at 25 pts each)	75	7.50%
Discussion (10 topics at 5 pts each)	50	5.00%

Major Speeches			
	Informative	125	12.50%
	Persuasive	125	12.50%
	Group Presentation	125	12.50%
			0.00%
Quizzes (3 at 50 pts each)		150	15.00%
Assignments			
	Com Analysis 1	50	5.00%
	Com Analysis 2	50	5.00%
	Resume	50	5.00%
	Job Interview	50	5.00%
Final		125	12.50%
	Total	1000	100.00%

## ASSESSMENT AND GRADING

Student grades will be posted in the Canvas grade book no later than midnight on Tuesday of each week beginning in Week Two of this course. It is important to read the comments posted in the grade book as these comments are intended to help students improve their work. Final grades will be posted within one week of the end of the class. Grades will be based on the following:

### Standard Grade Scale Based on Percentages

A	B	C	D	F
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F Less than 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

## 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](#) (<https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures>) 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](#) (<http://catalog.pointloma.edu/content.php?catoid=18&navoid=1278>) 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) (<https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=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 (a) 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](#) (<http://catalog.pointloma.edu/content.php?catoid=18&navoid=1278>) 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](#) (<https://www.pointloma.edu/offices/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](#) (<https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349>) information.











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

## **ASSIGNMENTS AT-A-GLANCE**

The table below lists our assignments and their due dates. Click on any assignment to review it.

# Course Summary:

Date	Details	to do: 11:59pm
Tue Sep 1, 2020	 <a href="#">Syllabus</a>	
	 <a href="#">Com Analysis 1</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545382">https://canvas.pointloma.edu/courses/51762/assignments/545382</a>	
	 <a href="#">Com Analysis 2</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545484">https://canvas.pointloma.edu/courses/51762/assignments/545484</a>	
	 <a href="#">Current Events 1</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545505">https://canvas.pointloma.edu/courses/51762/assignments/545505</a>	
	 <a href="#">Current Events 2</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545506">https://canvas.pointloma.edu/courses/51762/assignments/545506</a>	
	 <a href="#">Current Events 3</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545507">https://canvas.pointloma.edu/courses/51762/assignments/545507</a>	
	 <a href="#">Electronic Communications</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545525">https://canvas.pointloma.edu/courses/51762/assignments/545525</a>	
	 <a href="#">Group Presentation</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545339">https://canvas.pointloma.edu/courses/51762/assignments/545339</a>	
	 <a href="#">Informative Speaking</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545528">https://canvas.pointloma.edu/courses/51762/assignments/545528</a>	
	 <a href="#">Informative Speech</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/544720">https://canvas.pointloma.edu/courses/51762/assignments/544720</a>	
	 <a href="#">Introduction</a> ( <a href="https://canvas.pointloma.edu/courses/51762/assignments/545504">https://canvas.pointloma.edu/courses/51762/assignments/545504</a> )	
	 <a href="#">Job Interview</a> ( <a href="https://canvas.pointloma.edu/courses/51762/assignments/545381">https://canvas.pointloma.edu/courses/51762/assignments/545381</a> )	
	 <a href="#">Non-Verbal communication &amp; Listening skills</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545512">https://canvas.pointloma.edu/courses/51762/assignments/545512</a>	
	 <a href="#">Participating in Groups</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545549">https://canvas.pointloma.edu/courses/51762/assignments/545549</a>	
	 <a href="#">Persuasion</a> ( <a href="https://canvas.pointloma.edu/courses/51762/assignments/545533">https://canvas.pointloma.edu/courses/51762/assignments/545533</a> )	
	 <a href="#">Persuasive Speech</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545334">https://canvas.pointloma.edu/courses/51762/assignments/545334</a>	
	 <a href="#">Planning the Message &amp; Organization</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545531">https://canvas.pointloma.edu/courses/51762/assignments/545531</a>	
	 <a href="#">Presenting</a> ( <a href="https://canvas.pointloma.edu/courses/51762/assignments/545559">https://canvas.pointloma.edu/courses/51762/assignments/545559</a> )	
	 <a href="#">Quiz - Ch 16 - Presenting</a>	

Date	Details
	<a href="https://canvas.pointloma.edu/courses/51762/assignments/545571">(<a href="https://canvas.pointloma.edu/courses/51762/assignments/545571">https://canvas.pointloma.edu/courses/51762/assignments/545571</a>)</a>
	 <a href="#">Quiz - Chapter 11 &amp; 14</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545572">(<a href="https://canvas.pointloma.edu/courses/51762/assignments/545572">https://canvas.pointloma.edu/courses/51762/assignments/545572</a>)</a>
	 <a href="#">Quiz - Chapter 3 &amp; 4</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545574">(<a href="https://canvas.pointloma.edu/courses/51762/assignments/545574">https://canvas.pointloma.edu/courses/51762/assignments/545574</a>)</a>
	 <a href="#">Quiz - Chapters 12 &amp; 13 - Developing and Structuring the Message</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545573">(<a href="https://canvas.pointloma.edu/courses/51762/assignments/545573">https://canvas.pointloma.edu/courses/51762/assignments/545573</a>)</a>
	 <a href="#">Resume'</a> ( <a href="https://canvas.pointloma.edu/courses/51762/assignments/545503">https://canvas.pointloma.edu/courses/51762/assignments/545503</a> )
	 <a href="#">Self Perception</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545523">(<a href="https://canvas.pointloma.edu/courses/51762/assignments/545523">https://canvas.pointloma.edu/courses/51762/assignments/545523</a>)</a>
	 <a href="#">Speech Development</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545547">(<a href="https://canvas.pointloma.edu/courses/51762/assignments/545547">https://canvas.pointloma.edu/courses/51762/assignments/545547</a>)</a>
	 <a href="#">The Concepts of Groups</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/545548">(<a href="https://canvas.pointloma.edu/courses/51762/assignments/545548">https://canvas.pointloma.edu/courses/51762/assignments/545548</a>)</a>
	 <a href="#">Week 1 Collaborative Assignment: REPLACE THIS TEXT WITH THE ASSIGNMENT TOPIC</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/530341">(<a href="https://canvas.pointloma.edu/courses/51762/assignments/530341">https://canvas.pointloma.edu/courses/51762/assignments/530341</a>)</a>
	 <a href="#">Week 1 Discussion: REPLACE THIS TEXT WITH THE DISCUSSION TOPIC</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/530340">(<a href="https://canvas.pointloma.edu/courses/51762/assignments/530340">https://canvas.pointloma.edu/courses/51762/assignments/530340</a>)</a>
	 <a href="#">Week 1 Individual Assignment: REPLACE THIS TEXT WITH THE ASSIGNMENT TOPIC</a> <a href="https://canvas.pointloma.edu/courses/51762/assignments/530342">(<a href="https://canvas.pointloma.edu/courses/51762/assignments/530342">https://canvas.pointloma.edu/courses/51762/assignments/530342</a>)</a>