



FALL 2020 COM 1000 SECTION #19

**Instructor:** Kelly Togerson

**Email:** KellyTogerson@pointloma.edu

**Office location and hours:** online only

**Meeting days:** Tu/Th online

**Meeting times:** 1:00-2:15 **Meeting location:** online/Zoom

We will meet on Zoom each Tuesday at 1:00. Thursdays will be entirely online. I will post a link to each meeting in Canvas Announcements.

### **REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES**

Textbook (Required): *Communicating: A Social and Career Focus* by Berko, Wolvin and Wolvin. 12<sup>th</sup> ed.

### **Grade Categories**

Assignments	30%
Quizzes	20%
Discussion Board Posts	20%
Informative Speech	15%
Persuasive Speech	15%
Total	100%

### **ASSIGNMENTS POLICY:**

All assignments are to be submitted on Canvas. You may use APA or MLA style. All papers must be typed using Times New Roman, 12-point font, and double spaced. Directions and due dates are listed in Canvas next to the assignment in each week's module.

### **SPEECH POLICY**

Students must complete and submit both speeches to pass the class. Detailed information for each speech can be found on Canvas.

## QUIZ POLICY

All quizzes will be taken on Canvas. Each quiz will be open book/open note.

## DISCUSSION BOARD POLICY

Students will be required to post a response to the discussion board question (s) and reply to two classmate's posts by 11:59pm each Sunday night (end of each week). See Canvas for specific post requirements and instructions.

## FINAL EXAMINATION POLICY

Successful completion of this class requires taking the final examination on its scheduled day. No requests for early examinations or alternative days will be approved. The final exam will be online and be part of your QUIZ category grade.

## ASSESSMENT AND GRADING

Grades will be based on the following:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
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	

### Grading Scale

100-90% = A	Excellent performance. Work is exemplary and worthy of emulation by others
89-80% = B	Above average performance. All parts of the assignment are complete and exhibit a complete understanding and an ability to apply concepts
79-70% = C	Average performance. Accomplishes only the minimum requirements. Written communication is at an acceptable level.
69-60% = D	Below Average. Demonstrates understanding at the most rudimentary level. Work is minimally passing.
59-0% = F	Failing. Work is not passing, characterized by incompleteness, unsatisfactory demonstration of understanding an application.

## **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.

### **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.

## **COURSE DESCRIPTION**

This course offers an opportunity to learn and apply, in daily life, the practical principles of communication. Emphasis is placed on psychological, social, cultural, and linguistic factors, which affect person-to-person interaction. This course is designed to help students improve their communication in both personal and professional context. Attention is given to human perceptions, interpersonal dynamics, and patterns of inference, listening, and verbal and visual symbols.

## **COURSE CONCEPTS COVERED**

The process of communication. Communication competence. Communication and the self-concept. Elements of human perception. Role of emotions in communication. Nature and impacts of language. Types of non-verbal communication. Improving listening skills. Intimacy and distance in relationships. Supportive and defensive communication climates. Intercultural and gender differences in communication. Managing interpersonal conflicts. Public speaking.

## **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 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 112.5 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 on time - including assignments posted in Canvas. If you are absent or late for a class Zoom meeting and miss an in-class activity you will not be able to make up to points unless you have an excused absence by the university. Incompletes will only be assigned in extremely unusual circumstances.

## **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.

## **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.

## **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 is in need of 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.

## **ONLINE LEARNING ACCOMMODATIONS**

If you have a disability for which you may require academic accommodations for this class, please contact the DRC at 619-849-2533 (8am-4pm PST) or email: [drc@pointloma.edu](mailto:drc@pointloma.edu) as soon as possible. Due to the nature of online courses, some accommodations approved for on-campus courses may not apply. Please discuss this with the DRC to clarify accommodations as needed. Students who receive accommodation plans from the Disability Resources are encouraged to discuss the provisions of those accommodations with their professors at their earliest opportunity. If you will be in an internship, field, clinical, student teaching, or other off-campus settings this semester please note that approved academic accommodations may not apply. Please contact the DRC as soon as possible to discuss the accommodations needed for access while in these settings.