



## **COM 3060 Professional Speaking for Career Settings**

*Department of Communication Studies*

Fall 2020 ♦ 3 Units

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Office hours: phone and 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**

Advanced exploration of the theory, preparation, and delivery of presentations for professional arenas, such as business, government, media, education and ministry. Practical application will also include an emphasis on technology and the stewardship of communication practices.

### **Course Learning Outcomes**

Students who successfully complete this course will:

- (1) Gain an understanding and appreciation of the academic approaches to communication.
- (2) Strengthen public speaking and presentation skills.
- (3) Develop an understanding of the importance of the stewardship of one's communication.
- (4) Display written and oral communication skills, interpersonal skills, and conceptual and analytical thinking.
- (5) Develop the theoretical, practical, and spiritual foundations for effective communication.

### **Required Texts**

All required reading is provided on Canvas. Students will need to provide proof of completion of assigned readings to participate in course related materials. This may be in the form of written notes or reading quizzes.

### **Assessment and Grading**

Below you will find the assignments for the semester. Your grade will be calculated by dividing the number of points you earn by the total number of points at the end of the semester. Course assignments and scheduling are subject to change due to the nature of the course. All changes will be made orally in class, provided in writing and posted on Canvas.

#### **I. Intro Speech and Goal Setting Paper (25 points)**

#### **II. Panel Speeches (15 points each)**

#### **III. Speech Outlines (15 points each)**

#### **V. Invitational Speech (100 points)**

#### **VI. Written Assignments (Points vary)**

Students will submit a variety of writing assignments in each module, including: Panel and peer feedback, speech reflections, journals, rough drafts, speech anxiety, research handout article reviews and other activities as needed.

## VII. Participation

Please note that points will be deducted at the professor's discretion for not completing reading on time, excessive absences and/or disruptive behavior during lecture/presentations (including being on your phone).

### Grade Scale

A- = 90-92%; A = 93-100: Excellent (*exceptional, superlative presentations, 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, passable, fair, midpoint between extremes of excellence and failure.*)

D- = 60-62%; D = 63-67%; D+ = 68-69%: Below average

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

### Course Norms and Instruction

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 at least 80% of assigned speeches.
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 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 is available on Canvas.** *Please note*, 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.

## 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.

