

PNLU Fall 2020
COM 1000 (6): Principles of Human Communication
T / TH 7:30-8:45
Liberty Station 202

<p>Professor: Darron DeVillez Email: ddeville@pointloma.edu Office Hours: Every day after class or by appointment</p>
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REQUIRED MATERIALS & RESOURCES

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

This Course will meet synchronously on Tuesday mornings. This meeting time is mandatory for all students. On Thursdays I will hold non-mandatory zoom session during our normal class times to review weekly assignment and to hold speech coaching sessions for both writing and speaking improvements. In addition, I will record all zoom meetings and some lectures to better support student success.

Please read and save this syllabus. If you remain in the course after the first day, then you are stipulating that you will abide by the university and course policies described within this syllabus.

COURSE DESCRIPTION

COM 100 is one of the components of the General Education Program at Point Loma Nazarene University. This course is designed to provide you with the skills needed for effective public speaking and communication in multiple contexts. These skills include preparing and organizing a speech, developing speech content, and presenting a speech. In addition to the public speaking component of this course, emphasis will also be placed on intrapersonal communication (communication with the self) and interpersonal communication (communication with others). We will study topics such as nonverbal communication, listening, interviewing, working in groups, and conflict resolution.

LEARNING OUTCOMES

- Students will be able to describe and discuss the process of human communication. - Students will be able to identify and explain the basic components of an effective speech. - Students will be challenged to interact competently in dyadic, and small group experiences. - Students will be able to construct and deliver informational and persuasive speeches.

COURSE FORMAT AND POLICIES

Support: I am committed to helping every student attain their best possible education. **I AM HERE TO HELP!** Please do not hesitate to ask questions, or ask for help, in or out of class. I will also be available if you would like me to review your work and give you feedback before it is turned in or presented. If you have any special needs that it would be helpful for me to be aware of, please do let me know.

Attendance: As members of a learning community, your presence is appreciated, and your absence is noticed. The class sessions are set up to help people learn from each other (through discussions, activities, etc.) and you are expected to attend each class session. Everyone has useful and insightful information to offer to the class. Participation is the core of this work, and to help keep track of that, I take attendance and a portion of your attendance is counted towards your participation grade.

You are allowed two (2) excused or unexcused absences in the course of the semester without penalty. The only absences excused after that will be university approved absences (see section below). It is your choice how you use these absences and it is encouraged that you use them wisely. Please note that these 2 absences DO include instances of illness and family obligations. Each absence over two will result in a 20-point deduction to your overall grade. If the date of de-enrollment is past the last date to withdraw from a class, you will be assigned a grade of W or WF consistent with university policy in the grading section of the catalog. See Academic Policies in the undergrad student catalog.

University Approved Absences: Absences for certain events and obligations recognized by the University (i.e.: participation in sports, forensics, music tours, etc.) may be counted as “excused.” Please notify me at least one week prior to such absences with documentation and contact information from the sponsoring program/department. You are responsible for making up all work missed due to absences in a timely manner, to be worked out ahead of time with me.

Late to Class/Leaving Early: It is an expectation of this class community that we begin our class time together, and complete our class time together each day. Instances of habitual lateness are a distraction to our class community and may impact your ability to participate fully in the course. Therefore, I do make note when you are late to class and four tardies will equal one absence. Please talk to me early in the semester if you have any questions or concerns about this policy.

Being absent for more than 20 minutes during any part of a class period, whether at the beginning, middle, or end, will constitute an absence. Similarly, it is expected that you remain actively engaged in the classroom activities until the entire class has been dismissed for the day. If you absolutely must leave early one day for an important/legitimate/emergency reason, please approve it with me at the class period prior or via email. (Please arrange any meetings with your major adviser so that they do not conflict with your class schedule.)

Late Work/Make-Up Work: All work is expected on the planned “due dates” - at the beginning of the class period when they are due. In general, no late or make-up written assignments/presentations will be allowed. In the event of a documented personal emergency and at my discretion, make-up work may be accepted for half credit. If you are absent on the day of a test or a presentation, I will only consider a make-up opportunity if you have communicated with me in advance of your absence and you have written documentation of a personal emergency (for example, a signed note from your doctor). Depending upon the circumstance surrounding the absence, a make-up opportunity may not receive full credit.

Incomplete: Incompletes will only be granted under extreme circumstances, given reasonable justification.

Electronic Devices: The use of cell phones and laptops/tablets during class is prohibited unless I ask for them to be used as a specific part of a class activity. Please join me in turning off or silencing all cell phones, laptops, and similar electronic devices and keeping them out of sight for the duration of class. This policy was influenced by two important pieces of research: 1. Faria Sana, Tina Weston, and Nicholas J. Cepeda, “Laptop Multitasking Hinders Classroom Learning for Both Users and Nearby Peers,” *Computers and Education* (March 2013): “We found that participants who multitasked on a laptop during a lecture scored lower on a test compared to those who did not multitask, and participants who were in direct view of a multitasking peer scored lower on a test compared to those who were not. The results demonstrate that multitasking on a laptop poses a significant distraction to both users and fellow students and can be detrimental to comprehension of lecture content.” 2. Pam A. Mueller and Daniel M. Oppenheimer, “The Pen Is Mightier Than the Keyboard: Advantages of Longhand Over Laptop Note Taking” (April 2014). In this study, the authors found that students who hand wrote their notes during lectures remembered more material than students who used laptops for notetaking because they could not write everything down verbatim. The extra processing required by the hand writers to select important over extraneous information was beneficial for their retention of the material they were learning.

Email: I will frequently use email to communicate with you and I do my best to respond to your emails as promptly as possible. I will respond to emails Monday-Friday from 8:00 am – 4:00 pm. If you send me an email over the weekend or on a holiday, I will respond on the following school day.

Written Work: Please type, double-space and staple all written work unless instructed otherwise. It is my expectation that all writing will be clear, coherent, and free of grammatical/spelling errors. Please proof all written work – your grade will reflect both the substance and the style of your writing. When working on the computer, try to plan for the “unexpected” but predictable problems: plan extra time for library printing lines and back up files as you go.

Student Responsibility: It is the student’s responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.

Final Exam Policy: Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the Class Schedules site. Final exams will not be given early before our assigned date/time. Please arrange any activities or transportation for the break around this finals schedule so that you can be present to take the test at the assigned time.

Academic Dishonesty: Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As stated in the university catalog, “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. Such acts include plagiarism, copying of class assignments, and copying or other fraudulent behavior on examinations. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course.” See Academic Policies in the undergrad student catalog.

Academic Accommodations: While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. At Point Loma Nazarene University, students requesting academic accommodations must file documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student’s instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual learning needs of the student. This policy assists the University in its commitment to full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities (ADA) Act of 1990, and ADA Amendments Act of 2008, all of which prohibit discrimination against students with disabilities and guarantees all qualified students equal access to and benefits of PLNU programs and activities.

Ferpa Policy: In compliance with federal law, neither PLNU student ID nor social security number will be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by (each faculty member choose one strategy to use: distributing all grades and papers individually; requesting and filing written student permission; or assigning each student a unique class ID number not identifiable on the alphabetic roster.). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the “Information Release” section of the student portal. See Policy Statements in the undergrad student catalog.

CLASS ASSIGNMENTS & COURSE SCHEDULE

You must complete all of the course assignments/speeches and take the final exam in order to pass the class, regardless of point totals.

Speeches: There are three (4) major speaking assignments required for this course: Three are individual (extemporaneous, informative and persuasive) and one additional speech will be a group presentation. For each speech, you will turn in an outline and **you will be able to use notecards on the day that you speak.** You will receive detailed assignment guidelines for each speech on the date that it is assigned (see schedule.) You must be ready to present your speech on the date you are assigned to speak. It is your responsibility to know this date. If you do not show up on your assigned speaking day, you will fail the speech. If you are late to class on your speech day, you jeopardize partial credit for your speech. If there are extenuating circumstances (medical or family emergencies, PLNU team games/activities), you may prearrange to exchange speech days with another student if prior notice is given to the instructor. I am not responsible for finding another student to switch with you.

During speech days, you are expected to be an attentive and supportive audience member. **Please NEVER walk in or out of the classroom during a speech.** If you are engaging in distracting behavior (talking, using an electronic device, writing, sleeping, etc.) while another student is presenting, you will lose points on your own speech. At times you will be asked to provide oral and/or written feedback to your peers about their speeches.

Mini-Speeches: There will be two “mini-speeches” (introduction, and impromptu). These speeches will be graded, and you will receive 10 participation points for thoughtful preparation and delivery of each. Mini speeches must be completed in the designated class period on the schedule and cannot be made up.

Reading Quizzes: You will have 5 reading quizzes throughout the semester on select chapters of the text (see course schedule for dates). You may bring one 3x5 notecard (front and back) of handwritten notes to class as an aid for the quiz. You will turn in your note card with the quiz. Quizzes will consist of a mix of multiple choice, T/F, fill-in-the-blank, and short response/essay questions.

Quiz Policy: Quizzes will not be given early. If you are absent (for illness or travel, for example) on the day of a quiz, that first quiz grade will be dropped. If you miss more than one quiz, make-up quizzes will only be given if you have a personal emergency with written documentation and you notify me in advance of your absence. Exception to this policy: a first and subsequent missed quiz may be made up only for instances of University approved absences (debate team, athletic team travel, field trip for another class, etc.). Reading quizzes will be given at the beginning of class. If you come late to class, you will not be given extra time to complete a quiz.

Final Exam: The final exam will include material from the book, quizzes, and in-class discussion/activities. The exam may contain T/F, Multiple Choice, Matching, Fill-in-the-blank, and short response/essay questions. You will receive a study guide before the exam to aid you in your preparation. Please note: The final exam will not be given early before our assigned date/time. Please arrange any activities and transportation for the break around this finals schedule so that you can be present to take the test at your assigned time above.

In-Class (or take home) Assignments: At times you will be given short assignments or exercises in class (or to take home) that are worth points toward your participation grade. These assignments may include written responses/reflections, speaking practice, peer feedback, home learning, group work, etc. The point value for these assignments may vary, but will be clearly designated on the assignment.

Extra-Credit Opportunity: I will offer extra credit opportunities as they arise. This may include attending a speech tournament at PLNU or one of the local Colleges.

Okay, take a deep breath. This class is very interactive. We will laugh, learn and lean on each other throughout the semester. But, I know what you’re thinking; Professor it’s too early!!

To that point, I suggest reading Psalm 5:3

Extemp Speech	50
Extemp Outline	50
Informative Speech	50
Informative Outline	50
Persuasive Speech	50
Persuasive Outline	50
Group Speech	50
Group Outline	50
Mini Speeches	
Introduction Speech	50
Impromptu Speech	50

5 Quizzes	50
Participation	50
Final Exam	100
Total	700
A = 623-700	
B = 553-622	
C = 483-552	
D = 413-482	
F = 412-000	

Date	Activity / Due	Readings / Homework
Aug. 28th Tues	Syllabus and course Procedures Human communication Process / Ch. 1	Registration of 30MinPrep And Video Tutorials / CH. 1
Thur 30th	Ch. 1 continued / Ch. 2	Chapter 2 Quiz 1
Sept 4th Tues	Due Quiz 1	
Thurs 6th	Quiz	
Tues 11th		
Thurs 13th		
Tues 18th		
Thurs 20th	Quiz	

Tues 25th		
Thurs 27th		
OCT Tues 2nd		
Thurs 4th	Quiz	
Tues 9th		

Thurs 11th		
Tues 16th		
Thurs 18th	Quiz	

Tues 23rd		
Thurs 25th		
Tues 30th		
Nov 1st Thurs	Quiz	
Tues 6th		
Thurs 8th		
Tues13th		
Thurs 15th		

Tues 20th	Impromptu Outline Handouts	
Thurs 22nd	Thanksgiving Break	
Tues 27th	Impromptu Review	
Thurs 29th	Mini speeches (Impromptu)	
Dec 4th Tues	Final mini speeches (Impromptu) Final review	
Thurs 6th	Final review	
Final		

