

	<b>Department of Communication Studies</b>  <b>COM1000 Section 16</b>  <b>3 Units</b>
Fall 2021	

<b>Meeting days: Thursday</b>	<b>Instructor title and name: Stephen Hosmer</b>
<b>Meeting times: 6:00pm</b>	<b>Phone/Text: (619) 843-7142</b>
<b>Meeting location: Liberty Station 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>	

### 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.

## **CLASS EXPECTATIONS**

1. Please arrive on time. Mute the ringer of your cell phones before class starts and place them where they will not be a distraction to you or others. Personal computers, tablets, smartphones can be used only for taking notes or completing in-class assignments. You will be asked to leave the classroom if you are found texting or doing other homework, playing games or are on social networking sites on laptops during class time. Point Loma Nazarene University encourages the use of technology for learning, communication, and collaboration. However, cell phones must be turned off before class begins. Laptops, tablets and all other electronic devices cannot be used during lecture/discussion without permission by the instructor.
2. Unless the building/department forbids it and except on speech days, food and drink are allowed.

**ATTENDANCE AND PARTICIPATION** Regular and punctual attendance at all classes is considered essential to optimum academic achievement. You are expected to attend each class session. It is recognized that many of you have outside commitments to the university; these are considered excused, but must be cleared with the instructor PRIOR to the absence and written documentation presented, including sports. If you are absent from more than 10 percent of class meetings, I have the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, you may be de-enrolled without notice. 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.

**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.

**SYLLABUS:** You are responsible for the due dates stated in the syllabus (Page 6). If changes to the syllabus are given verbally in class, any student absent on that day is responsible for getting the changes.

**SPEECHES:** You must dress professionally and be ready to deliver your speeches when presenting on your assigned day. 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.

**CANVAS SUPPORT:** If you have questions about the content you find in my Canvas course or need clarification on assignment instructions please let me know. If you are unsure how to use any given feature in Canvas you will find the [Canvas Guides](#) to be a very helpful resource. If you cannot access something in my Canvas course or it appears that some part of the course is not working properly, please contact the Office of Instructional Technology for support at [oit@pointloma.edu](mailto:oit@pointloma.edu). Include specific information in the request (course ID, section, assignment or module name, etc.) to expedite the troubleshooting process. Screenshots are super helpful!

### **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 (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.

## **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.

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

## **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.)

<b>Distribution of Student Learning Hours</b>	
<b>Category</b>	<b>Time Expectation in Hours</b>
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**

Date	In Class	Prep	Async

2-Sep	Welcome Intro Speeches Course logistics Shared Experience		
9-Sep	Extemp Speeches Non-Verbal (3) Listening (4)	Read Chapter 3,4 Current Events	Discussion Board
16-Sep	Extemp Speeches Self Perception (5) Conflict Management (7)	Read Chapter 5,7 Current Events	Discussion Board Com Analysis 1
23-Sep	Extemp Speeches Electronic Communication (6) Business Communication	Read Chapter 6 Current Events	Com Analysis 1
30-Sep	Extemp Speeches Informative Speaking (14) Speech Development (12)	Read Chapter 12,14	Prepare Extemp Speech
7-Oct	Planning the Message (11) Organization (13)	Read Chapter 11, 13	Job Interview video
14-Oct	Informative Speeches		
21-Oct	Informative Speeches		Com Analysis 2
28-Oct	Persuasion (15) Presenting (16)	Read Chapter 15, 16	Resume
4-Nov	Persuasive Speeches		

11- Nov	Persuasive Speeches		
18- Nov	Groups (9 & 10)	Read Chapter 9, 10	
25- Nov	Thanksgiving		
2- Dec	Group Presentation		
9- Dec	Group Presentation		
15- Dec	Final & Final Justification		

### ASSESSMENT AND GRADING

Student grades will be posted in the Canvas grade book. 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:

Assignments	Points	Percent
<b>Minor Speeches</b>		
Introduction Speech	25	2.50%
Current Events (4 minutes) (4 at 25 pts each)	100	10.00%
<b>Major Speeches</b>		
Informative	150	15.00%
Persuasive	150	15.00%
Group Presentation	150	15.00%
<b>Quizzes (4 at 25 pts each)</b>	100	10.00%
<b>Assignments</b>		
Com Analysis 1	50	5.00%

Com Analysis 2	50	5.00%
Resume	50	5.00%
Job Interview	50	5.00%
<b>Final</b>	125	12.50%
<b>Total</b>	1000	100.00%

<b>Standard Grade Scale Based on Percentages</b>				
<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	

## **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.