

 <b>POINT</b> <sup>19</sup>  <b>LOMA</b> <sup>02</sup> NAZARENE UNIVERSITY	<b>Department of Communication Studies</b>
	<b>COM 1000 (11)</b> <b>Principles of Human Communication</b>  <b>3 Units</b>
Fall 2021	

<b>Meeting days:</b> Tues/Thurs	<b>Professor:</b> Dr. Lisa Raser
<b>Meeting times:</b> 9:30 - 10:45 am	<b>Phone:</b> 619-849-2585
<b>Meeting location:</b> Cabrillo Hall 202	<b>Email:</b> lraser@pointloma.edu
<b>Final Exam:</b> Tues Dec 14, 10:30 am	<b>Office location:</b> Cabrillo Hall 201
<b>Office Hours:</b> M: 12:30-1:30 pm & Tues/Thurs: 11:00 am – 12 noon (also by apt.)	

### PLNU MISSION

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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 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.

### FOUNDATIONAL EXPLORATIONS MISSION

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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.

### REQUIRED MATERIALS & RESOURCES

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

A copy of the course text is available for short-term check-out at the Ryan Library.

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

## COURSE DESCRIPTION

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COM 1000 is one of the components of the Foundational Explorations 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.

## COURSE LEARNING OUTCOMES

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- 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.

## FOUNDATIONAL EXPLORATIONS LEARNING OUTCOMES

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FELO 1b. Oral: Students will be able to effectively express ideas and information to others through oral communication.

## COURSE FORMAT AND POLICIES

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**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 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.

You are allowed two (2) absences in the course of the semester without penalty. The only absences excused after that will be university approved absences or Covid-related absences (see sections 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, quarantine, and family obligations. Each absence over two will result in a 15-point deduction to your overall grade.

University Approved Absences: Absences for certain events and obligations recognized by the University (i.e.: participation in sports, forensics, music tours, field trips, 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.

**PLNU Attendance and Participation Policy:** Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (3 classes), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent (6 classes), 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.

**COVID-19:** Our course will follow all of the PLNU policies related to Covid-19. Please see the [PLNU Covid-19 website](#), the Covid-19 Canvas course, and the [PLNU catalog](#) for the most current policies. All of us, including me, can show our respect and care for each other by not coming to class if we do not pass the Campus Clear app or have any Covid symptoms. If you have Covid-related absences that extend beyond the two “freebie” absences allotted for the course, they will be excused. You will still be responsible for getting the notes from a classmate and keeping up with all assignments for any classes you miss.

Due to our current pandemic conditions, there is the possibility that classes may periodically need to be held in an asynchronous or synchronous online format. The attendance policy still applies to these types of class formats. Please check email/Canvas announcements on a regular basis for any course updates.

**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 five 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 discussion and activities until the end of the class period. If you absolutely must leave early one day for a personal/emergency reason, please let me know at the class period prior or via email before class. (During advising time, please arrange any advising meetings with your academic adviser so that they do not conflict with your class schedule.)

**Late Work/Make-Up Work:** All assignments are to be submitted/turned in according to the due dates set on this syllabus schedule and on Canvas. In general, no late or makeup written assignments/presentations will be allowed. Please communicate with me in advance of an assignment due date if you are concerned that an illness or other personal hardship may prevent you from turning in an assignment on time. 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 documentation of your absence (for example, a note from your doctor).

**Incompletes:** Incompletes will only be assigned in extremely unusual 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 issues and back up files as you go.

**Student Responsibility:** It is your responsibility to maintain your class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), you have the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university). 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. 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 at the assigned time.

**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.

**COM 1000 Academic Honesty:** All work that you complete for COM 1000 must be originally created by you just for this class. You may not turn in work for this class that is the same or similar to work that you completed for another current or previous class, without consulting with me first. In some cases, you may also be required to consult with the professor of the other course as well. For example, if you wish to deliver a speech on the same topic that you are writing a research paper on for your Literature class, you must consult with me as well as your Literature professor to ensure that new/additional work is being completed to satisfy the assignment requirements.

**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 Accommodations Policy:** PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center ([EAC@pointloma.edu](mailto:EAC@pointloma.edu) or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

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 EAC 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](#).

**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.

## CLASS ASSIGNMENTS & COURSE SCHEDULE

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

**Speeches:** There are three (3) major speaking assignments required for this course: Two are individual (informative and persuasive) and one will be a group presentation. For each speech, you will turn in an outline and notecards on the day that you speak. You will receive detailed assignment guidelines for each speech on the date that it is assigned. 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 several "mini-speeches" (ie: introduction, toasts, and impromptu). These speeches will not be graded, but 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 given early or made up.

**Reading Quizzes:** You will have 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. Please make sure that you have a phone, tablet, or laptop with you in class to complete the quiz on Canvas. Quizzes will consist of a mix of multiple choice, T/F, fill-in-the-blank, and short response/essay questions. **At the end of the semester, the quiz with the lowest score will be dropped.**

**Quiz Policy:** Quizzes will not be given early. If you are absent (for illness, travel, Covid-related isolation or quarantine) 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 an illness or other personal

hardship 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 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.

**StoryCorps Interview/Assignment:** You will interview an acquaintance or loved one using the free StoryCorps app and upload your interview to the StoryCorps online platform (America’s oral history project). Once uploaded, your interview will be added to an archive at the American Folklife Center at the United States Library of Congress. At the end of the semester, you will turn in a reflective essay which chronicles: a review of other interviews on the StoryCorps website, your own interview questions, and a complete description of your interview experience. If you would like to find out more about StoryCorps, visit: <https://storycorps.org>

**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 final grade. These assignments may include written responses/reflections, speaking practice, peer feedback, group work, etc. The point value for these assignments may vary, but will be clearly designated on the assignment.

## ASSESSMENT & GRADING

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Grade Scale (% to Letter):

93-100	A	73-76.9%	C
90-92.9%	A-	70-72.9%	C-
87-89.9%	B+	67-69.9%	D+
83-86.9%	B	63-66.9%	D
80-82.9%	B-	60-62.9%	D-
77-79.9%	C+	0-59	F

**Rounding:** Typically, grades follow the scale above and are not rounded up. Rounding of grades is only done in rare circumstances when the percentage point after the decimal is extremely close to the next grade and the student has demonstrated exemplary participation and effort in the course. **Any possible changes are made by instructor discretion; please do not request that your grade be rounded up.**

**Point Distribution**

COURSE REQUIREMENTS	Number of Points AVAILABLE	Number of Points I EARNED
Informative Speech	100	
Group Speech	100	
Persuasive Speech	120	
Reading Quizzes (7 x 15 pts each)	105	
Final Exam	100	
StoryCorps Interview and Paper	75	
Mini Speeches, In-Class (or take home) Assignments	100	
TOTAL	700	
- Absence/Tardy penalties (15 pts. per absence after 2 absences)	(e.g., 3 absences = -15)	

**NOTE:** There may be adjustments made to the point values/totals listed above. Each assignment will be clearly marked with the point value when assigned in class or on Canvas.

Student grades will be posted in the Canvas grade book after each assignment has been graded. It is important to read the comments written on your assignment or posted on Canvas as these comments are intended to help you improve your work. Final grades will be posted by Dec. 26.

## Tentative Course Schedule

- Subject to change with fair notice.
- Please complete reading prior to arriving at class on the assigned due date.

WK	Date	Topic	Reading/Assignments Due
1	R 9/2	Welcome/Course Introduction	
2	T 9/7	Self-Introduction Speech (10 pts)	
	R 9/9	An Introduction to Human Communication	Ch. 1 Com Noise Scavenger Hunt Jamboard due before class on Canvas: Wed. 9/8 at 11:59 pm  Bring your two photos to class to share (on your device is okay).
3	T 9/14	Verbal Communication Reading Quiz on Ch 2	Ch. 2
	R 9/16	Nonverbal Communication Reading Quiz on Ch 3	Ch. 3
4	T 9/21	Informative Speech & Planning the Message Nonverbal Category Group Presentation (10 pts)	Ch. 11, 14
	R 9/23	Developing the Message Reading Quiz on Ch 12	Ch. 12
5	T 9/28	Developing the Message Meet in the Bresee Computer Lab (located in the reference section of the Ryan Library)	Ch. 12
	R 9/30	Structuring the Message Reading Quiz on Ch 13	Ch. 13
6	T 10/5	Presenting the Message	Ch 16 Reading on Speech Anxiety by Rothwell on Canvas Written Reflection on Rothwell due on Canvas before class
	R 10/7	Informative Speech Workshop Impromptu Speeches (10 pts.)	Bring complete draft of Informative Speech Outline (10 pts.)
7	T 10/12	Listening Reading Quiz on Ch 4 Impromptu Speeches con't. (10 pts.)	Ch. 4
	R 10/14	<b>Informative Speeches</b>	Final Outline and notecards due on the day that you present
8	T 10/19	<b>Informative Speeches</b>	
	R 10/21	<b>Informative Speeches</b>	
9	T 10/26	Group Communication	Self-Evaluation due on Canvas on

		Assign Group Speech	Mon 10/25 at 11:59 pm Ch. 9
	R 10/28	The Self and Perception Reading Quiz on Ch 5 Discuss Johari Window Project Work on Group Presentations	Ch. 5
10	T 11/2	Interviewing Assign StoryCorps Interview Work on Group Presentations	Ch. 8 Johari Window Project Due on Canvas Mon 11/1 at 11:59 pm
	R 11/4	<b>Group Speeches</b>	Outline and notecards due on the day that you present
11	T 11/9	<b>Group Speeches</b>	Outline and notecards due on the day that you present
	R 11/11	Persuasive Speaking Reading Quiz on Ch 15 Discuss Persuasive Speech What is the argument?	Ch 15
12	T 11/16	Interpersonal Com and Conflict Reading Quiz on Ch 7 What knowing requires	Ch. 7 McEntyre reading: “What are we willing to know? on Canvas Written reflection due on Canvas before class
	R 11/18	Toasts (10 pts.)	Prepare Toast for class
13	T 11/23	Persuasive Speech Workshop Final Exam Review/Prep for Speeches	Bring complete draft of Persuasive Speech Outline to class (10 pts. for complete outline and participation in workshop) & submit to Canvas for feedback.
	R 11/25	Thanksgiving Break	Thanksgiving Break – No Class
14	T 11/30	<b>Persuasive Speeches</b>	Final outline and notecards due on the day that you present
	R 12/2	<b>Persuasive Speeches</b>	
15	T 12/7	<b>Persuasive Speeches</b>	Story Corps Interview due on Canvas Tues 12/7 by 11:59 pm
	R 12/9	<b>Persuasive Speeches</b>	
16	Finals Week	Final Exam Tuesday, December 14 <sup>th</sup> 10:30 am – 1:00 pm	Final Exam 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.