

**PLNU**  
**Department of Communication Studies**  
**COM 1000 Principles of Human Communication**  
**3 Units**

**Instructor: Kelly Togerson**

**Email: KellyTogerson@pointloma.edu**

**Meeting days and times: Fall 2021**

Section 18: Tues/Thurs 10:30-11:45am

Section 19: Tues/Thurs 12:00 - 1:15pm

**Catalog 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.

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**

By the end of the course, you will be able to:

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

## REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

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

## 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 16 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.

## COURSE ASSIGNMENTS

**Speeches:** There are two major speaking assignments required for this course: an Informative Speech, and a Persuasive Speech. You will record your speeches and give/receive feedback on these speeches using the Canvas Studio platform through Canvas. Speech assignments will also require an outline, notecards, and peer feedback.

**Note:** You must complete both major speeches (Informative and Persuasive) in order to pass the class, regardless of point totals.

**Quizzes, Discussion Posts, Collaborations, Participation, etc:** Throughout the semester there will be quizzes, discussion posts and other assignments (individual and collaborative with peers) that will be due each week. The point values for these assignments may vary, but will be clearly designated on the assignment.

## ASSESSMENT AND GRADING

Student grades and feedback will be posted in the Canvas grade book promptly after each assignment has been graded. It is important to read the comments posted in the grade book as these comments are intended to help you improve your work.

**Rounding:** Typically, grades follow the scale below 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 in the course. Any possible changes are made by instructor discretion; please do not request that your grade be rounded up.

## INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted when they are due—including assignments posted in Canvas. In general, no late or makeup written assignments/presentations will be allowed. In the event of a personal emergency with advance communication and at my

discretion, make-up work *may* be accepted for half credit. Incompletes will only be assigned in extremely unusual circumstances.

### **Standard Grade Scale Based on Percentages**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
A 93-100	B+ 87-89.9	C+ 77-79.9	D+ 67-69.9	F Less than 59
A- 90-92.9	B 83-86.9	C 73-76.9	D 63-66.9	
	B- 80-82.9	C- 70-72.9	D- 60-62.9	

### **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.

### **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.

### **EMAIL**

I will frequently use Canvas Announcements or 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 9:00 am – 4:00 pm. If you send me an email over the weekend or holiday, I will respond on the following school day.

### **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](#)Links to an external site. for definitions of kinds of academic dishonesty and for further policy information.

**COM 1000 ORIGINAL WORK:** 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 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.

## 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](#) Links to an external site. in the Undergraduate Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

## 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](#) Links to an external site.

## 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](#) Links to an external site. 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 classwork.

## Course Summary:

Date	Details	
Tue Aug 31, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11

Date	Details	
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
Sun Sep 5, 2021	Assignment <a href="#">Quiz Chapter 1</a>	due by 11
	Assignment <a href="#">Week 1 DB (Discussion Board)</a>	due by 11
Tue Sep 7, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
Sun Sep 12, 2021	Assignment <a href="#">Quiz Chapter 2</a>	due by 11
	Assignment <a href="#">Week 2 DB Headlee's 10 Ways to Have a Better Conversation</a>	due by 11
Tue Sep 14, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Page <a href="#">Syllabus</a>	to do: 11
Sun Sep 19, 2021	Assignment <a href="#">Eavesdropping Assignment</a>	due by 11
	Assignment <a href="#">Quiz Chapter 3</a>	due by 11
	Assignment <a href="#">Week 3 DB</a>	due by 11
Tue Sep 21, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11

Date	Details	
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Assignment <a href="#">Quiz Chapter 4</a>	due by 11
	Assignment <a href="#">Quiz Chapter 5</a>	due by 11
Sun Sep 26, 2021	Assignment <a href="#">Week 4 DB</a>	due by 11
	Assignment <a href="#">Week 5 DB</a>	due by 11
	Assignment <a href="#">Listening Self Evaluation worksheet</a>	due by 11
Tue Sep 28, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
Sun Oct 3, 2021	Assignment <a href="#">Week 6 DB</a>	due by 11
Tue Oct 5, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
Sun Oct 10, 2021	Assignment <a href="#">Lying Assignment</a>	due by 11

Date	Details	
Tue Oct 12, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
Sun Oct 17, 2021	Assignment <a href="#">Week 7 DB</a>	due by 11
	Assignment <a href="#">Assignment: Conflict Style Assessment</a>	due by 11
	Assignment <a href="#">Assignment: Watch "Learn How to Resolve Conflict and Restore Relationships" with Pastor Rick Warren</a>	due by 11
Tue Oct 19, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
Sun Oct 24, 2021	Assignment <a href="#">DB #8</a>	due by 11
	Assignment <a href="#">Film Review Assignment</a>	due by 11
Tue Oct 26, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11

Date	Details	
Tue Nov 2, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
Sun Nov 7, 2021	Assignment <a href="#">Informative Speech Preparation Worksheet</a>	due by 11
	Assignment <a href="#">Submit your Informative Speech Outline/bibliography</a>	due by 11
	Assignment <a href="#">Dr. Cuddy's Power Posing Tedtalk</a>	due by 11
Tue Nov 9, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
Thu Nov 11, 2021	Assignment <a href="#">Informative Speech Submission</a>	due by 11
Tue Nov 16, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
Thu Nov 18, 2021	Assignment <a href="#">Persuasive Speech Submission</a>	due by 11

Date	Details	
	Assignment <a href="#">Submit your Persuasive Speech outline and bibliography here</a>	due by 11
Sun Nov 21, 2021	Assignment <a href="#">Persuasive Speech Preparation Worksheet</a>	due by 11
	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
Tue Nov 23, 2021	Calendar Event <a href="#">COM1000-18 FA20 - Principles Of Human Communication</a>	10:50am to 11
	Assignment <a href="#">Quiz Chapter 5</a>	
	Assignment <a href="#">Week 3 Ch 2 Interactive Lesson Harvard article quiz</a>	
	Assignment <a href="#">Week 4 Ch 3 Interactive Lesson (quiz and selfies)</a>	

## Assignments are weighted by group:

Group	Weight
Assignments	30%
Informative Speech	15%
Persuasive Speech	15%
Quizzes	20%
Discussion Board	20%
Imported Assignments	0%
<b>Total</b>	<b>100%</b>