

	<b>Department of Communication Studies</b>  <b>COM 1000 Principles of Human Communication</b>  <b>3 Units</b>
Fall 2021	

<b>Meeting days:</b> Mondays	<b>Instructor:</b> Katie Jacobson
<b>Meeting times:</b> 5:00pm - 7:40pm	<b>Email:</b> Katiejacobson@pointloma.edu
<b>Meeting location:</b> Cabrillo room 102	<b>Zoom Office hours:</b> I will hold Office Hours over Zoom.  Go <a href="#">here</a> to sign up.
	<b>Final Exam: Monday, 12/13/2021 at 7:30 pm</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.

#### 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.

#### COURSE DESCRIPTION

**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.

**and more:** 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

## **FOUNDATIONAL EXPLORATIONS LEARNING OUTCOMES**

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

- effectively express ideas and information to others through oral communication

This learning outcome will be assessed through the informative 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.

**Mini-Speeches:** There will be several “mini-speeches” in this course (ie: self-introduction, "My Favorite Ted Talk" etc). These speeches focus on practice and preparation. You will receive participation points for thoughtful preparation and delivery of each mini-speech.

**StoryCorps Interview/Paper:** 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 that 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>

**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. You will also receive participation points for your attendance and contributions during class sessions.

## **ASSESSMENT AND GRADING**

<b>COURSE REQUIREMENTS</b>	<b>Number of Points AVAILABLE</b>
Speeches	260
Mini Speeches	30
StoryCorps Assignments	85
Discussions	25
Interactive Lessons and Surveys	50
Other Assignments	71
Attendance and Participation	112
<b>TOTAL</b>	<b>633</b>

**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 on Canvas.

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.

<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+ 87-89.9	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	

## **COURSE 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 schedule a Zoom office hours appointment. I am also happy to provide support and feedback on assignments before they are turned in or presented. If you have any particular needs or concerns that would be helpful for me to be aware of, please do let me know.

### **PARTICIPATION**

Since arriving late to class is distracting to your classmates (and to your professor), you are expected to arrive on time. If you are late you will receive a reduction of your participation points for that class period. Missing more than 30 minutes of class will count as an absence. To earn full points for class participation you should come to class prepared (reading assignment complete) and you should participate in class discussions and learning activities.

### **CONSIDERATIONS FOR COVID-19**

1. Due to our current pandemic conditions, our class 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.

2. Students will answer the questions on the Campus Clear app each day before coming to class. All of us, including me, can show our respect and care for each other by not coming to class if we don't pass the Campus Clear app or have any covid symptoms.
3. During our in-person class, we will all wear face masks (over nose and mouth) and maintain as much distance as possible.
4. If I (or a member of my household) are in quarantine, our class may need to meet remotely for that time. If this happens I will make an announcement through Canvas which will send a notification to your email. Please check your email or Canvas announcements before coming to class in case there is a last-minute change in the modality of class.
5. If you are in quarantine, please follow the syllabus, complete any assignments on Canvas and get missed notes from a classmate. If you are ill and need an extension, please send me an email.

## **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**

Assignments are to be submitted to Canvas by midnight on the day they are due. There will be a few assignments you submit during class and they will count toward your participation grade for that day. Late assignments will impact your grade. A late assignment will be marked down one letter grade each day it is late. In the event of a personal emergency with advance communication and at my discretion, make-up work *may* be accepted. Incompletes will only be assigned in extremely unusual circumstances.

## **COMMUNICATION**

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. Generally, will respond to emails Monday-Friday. If you send me an email over the weekend or holiday, I may not respond until 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](#) 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**

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.

## **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, 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.

## **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 or hybrid 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, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

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