

# COM 1000 Principles of Human Communication

Department of Communication Studies

Fall 2022 3 Units Section 1

Tuesdays and Thursdays 8:00 am - 9:15 pm

Final Exam December 13, 2022 7:30 am - 10:00 am

Liberty Station Campus - Room 204

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Office hours: Zoom office hours Fridays 3:00 -5:00 pm - and appointments upon request

## **PLNU Mission**

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**

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**

This course is a survey of the human communication process. Emphasis is placed on interpersonal and public communication. Particular attention is paid to the preparation and presentation of speeches. This course prepares students for a variety of academic and other situations for which presentations are required. Topics include cultural conventions and speech, perceptions of others, verbal and nonverbal message delivery and receiving, outline development, and speech presentations. It is an asset to speak clearly and comfortably in public. It is also of great benefit to be able to listen effectively and convey understanding. This course will provide you with a basic background in the theories and principles of public speaking,

interpersonal communication, and group work. Students will gain practical experience in creating, organizing, and developing speeches.

## Course Learning Outcomes

1. Be able to describe and discuss the process of human communication.
2. Be able to identify and explain the basic components of an effective speech.
3. Be challenged to interact competently in dyadic, and small group experiences.
4. Be able to construct and deliver informative and persuasive speeches.
5. Develop the theoretical, practical, and spiritual foundations for effective communication.

## Foundational explorations learning outcomes

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

## Benefits from the course

1. Enhance public speaking skills.
2. Learn to evaluate yourself and others.
3. Cultivate poise and confidence in communicating with others.
4. Improve posture, vocal tone, and other mechanics of speech.
5. Develop audience and self-awareness.
6. Discover ways to reduce anxiety in a variety of situations.

## Required Text

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

## Assessment and Grading

- Speeches:
  - Intro Speech
  - Informative Speech (100 pts)
  - Persuasive Speech (100 pts)
  - Group Presentation & Outline (50 pts)
  - Impromptu Speeches (points vary).
- Outlines:
  - Informative Outline (15 pts), Persuasive Outline (15 pts)
- Assignments:
  - Communication Assignment (15 pts)
  - Peer Feedback attendance required (15 pts)
  - Speech Analysis journals (points vary)

- Journal entries (5 points each- 75 total possible points)

## Grade Scale

**A- = 90-92%; A = 93-100%: Excellent** superior, first rate/class, exceptional, superlative paper and tests; engaged in class lecture and discussion, attendance, posture, interest, etc. Comprehensive excellence is needed for a superlative grade in this course.

**B- = 80-82%; B = 83-87%; B+ = 88-89%: Above average**

**C- = 70-72%; C = 73-77%; C+ = 78-79%: Average (mediocre, commonplace, ordinary, passable, fair, midpoint between extremes of excellence and failure.)**

**D- = 60-63%; D = 64-67%; D+ = 68-69%: Below average**

**F = 59% and below: Failure** (omission or lack of satisfactory performance of action or task, inadequate, impassable, etc.)

## 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.

## Method of Instruction/Norms

1. Students are expected to come to class on time, stay for the duration. Students are expected to be active participants in the learning process.
2. Failure to make presentations on schedule will result in a failing grade for that presentation. In the event of absence on non-speech days, students should seek missed information/notes from classmates and/or Canvas.
3. PLNU allows up to 25% of course work to be completed in Canvas and this section of COM 1000 will use Canvas for much of the course work required. Assignments are listed in Canvas with set due dates and all materials needed. Set your Canvas user preference to receive daily reminders for assignments. Written work must be typed, with attention be paid to form and content (including grammar, punctuation, spelling, APA formatting and general appearance). Late work will receive automatic point deductions.

4. Respect the learning experience of your classmates as well as your own. Turn off cell phones and other electronic devices. Text messaging is prohibited. Cell phones and similar electronic devices must remain turned off and out of sight for the duration of class.
5. While students are presenting, please remain a supportive audience member. Listen, take notes, or give positive nonverbal feedback. Remember, you will be speaking soon and their supportive attention to you will positively affect your connection with the audience. It is beneath you to speak disruptively or disengage while your classmates are presenting. This includes walking in and out of the classroom.
6. Check your PLNU email account and announcements daily. This is the way that I will most frequently communicate with you outside of class, and the way the university distributes important information.
7. If you need help with researching a topic, understanding how to avoid plagiarism or copyright infringements, contact Anne-Elizabeth Powell. apowell@pointloma.edu or 619-849-2208.
8. This syllabus serves as the contract between the students and professor. Your continued enrollment in the course serves as agreement to abide by the policies and information set forth here. Please do not expect exceptions to be made for you.

## University Notifications

### PLNU Attendance and Participation Policy

#### Participation is key!

This is a communication class. Expect to communicate. There is great emphasis on effort. You are here to discover your individual strengths and talents and hone your skills. In this class, participation and practice will:

- Improve communication skills
- Develop personal growth
- Aid in identifying career and life success

#### Attendance is key!

The class is enriched when you are here and when you participate. Because **discussion and participation** are integral, your regular attendance and participation are required for you to be successful. Each one of you brings a unique perspective and contribution. Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member has the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF consistent with university policy in the grading section of the catalog. Each absence will result in a 5-point deduction from final points earned. Students with “perfect attendance” will receive 1% extra credit at the end of the semester. “Perfect attendance means no “tardies” - more than 10 minutes late, or absences of any kind—in other words, were literally present for **the entirety of every**

**class meeting.** Coming to class unprepared, staring at a screen, or being disruptive in class will also count as an absence For further information please reference the [Academic Policies](#) in the academic catalog.

## **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 three-unit class delivered over 15 weeks. Specific details about how the class meets the credit hour requirement can be provided upon request.

## **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 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.

## **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. View this Youtube video about copyright infringement: <https://www.youtube.com/watch?v=2UWaQK5Wbvs>

## **Final Course Grades and “exam”**

Successful completion of this class requires participating in your group presentation on its scheduled day. The final examination schedule is posted on the “Class Schedules” site. Your final grade will be calculated by dividing the number of points you earn by the total number of class points at the end of the semester. You can keep track of your grades in Canvas. Final course grades will be submitted electronically at the conclusion of the semester by the deadline set forth by Point Loma Nazarene University. Questions regarding final grades must be addressed within two weeks of the class ending and sent in writing to the professor. No grade inquiries beyond that time will be allowed.

## **Academic Accommodations**

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.

### **FERPA Policy**

In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by (Note: each faculty member should 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/graduate as appropriate) academic catalog.