

	<p>Communication Department</p> <p>COM 1000-7 Principles of Human Communication</p> <p>3 Units</p>
<p>Spring 2024</p>	

Meeting days: TR	Instructor title and name: Professor Wong
Meeting times: 11:00 am-12:15 pm	Phone: n/a
Meeting location: Cabrillo Hall 102	Email: awong2@pointloma.edu
Final Exam: Thursday, May 2 10:30am-1:00pm	<p>Office location and hours: Thursdays, 2:30-3:30pm</p> <p>**Please make an appointment with me prior to 2:30pm if you will be attending office hours</p>

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

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.

Program and Course Learning Outcomes

Students who successfully complete this course will:

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 informational and persuasive speeches.
5. Develop the theoretical, practical, and spiritual foundations for effective communication.

Foundational Explorations Learning Outcomes

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

Signature assignments include an informative speech, a group speech, and a persuasive speech. These assignments will allow students to evaluate and improve their oral communication skills throughout the course.

*Required Texts and Recommended Study Resources**

Berko, R.M., Wolvin, A. D. & Wolvin, D. R. Communicating: A social and career 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.

Assessment and Grading

Grades will be based on the following:

A	B	C	D	F
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	

Rounding: Rounding will occur in rare circumstances. It will only occur if a student's grade is within one percentage point of 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.**

If you would like to challenge the grade given to you, you are able to do so within one (1) week of receiving the grade. You will present me with your reasons for getting a new grade during my office hours and we will review your assignment together. I reserve the right to adjust your grade, higher or lower, based on what I see in your assignment and the argument you present to me.

Point Distribution

COURSE REQUIREMENTS	POINTS ASSIGNED
Informative Speech	120
Dyad Speech	120
Persuasive Speech	150

Outlines (3x50)	150
Final Exam	200
Speech Peer Review (3x20)	60
Speech Reflection (2x25)	50
Reading Quizzes (4x25)	100
Mini-speeches (5x10)	50
TOTAL	1,000

Note: Completing the Informative Speech, Group Speech, Persuasive Speech, and final exam is necessary for passing this class. **If a student does not complete all of these assignments they will not pass the class, regardless of the grade they receive.**

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.

Reading Quizzes: You will randomly be given reading quizzes 5 times throughout the semester. These are based on the readings due that day and information from past readings and lectures. They are closed book. They will be a mix between multiple choice, true or false, matching, and short answer. You must demonstrate not only that you completed the reading but that you are reviewing previous class material. Your lowest score will be dropped, including any missed during any absence of any kind. There are no other dropped scores. There will be no makeups for quizzes missed due to absences except for university excused absences.

Mini-speeches: There will be no makeups for mini-speeches missed due to absences except for university excused absences.

Written Work

Unless otherwise specified, all written work should be submitted to Canvas and be formatted following APA 7th edition guidelines. APA 7th edition guidelines can be found on the library website.

Technology Policy

Students are allowed to use laptops or tablets to take notes and complete assignments during class but should not be using devices for entertainment purposes or to complete homework or work that I have not assigned during class. Phones should be silenced and put away for the duration of class. Students who misuse technology during class distract themselves and others. Therefore, if students are using technology during class for reasons other than class related assignments, they will be asked to stop using technology during class at all.

Email

If you need to contact me, please email my PLNU email address: awong2@pointloma.edu. I will do my best to respond to emails within 24 hours of receiving them. If you email me over the weekend, I will respond on the following school day. If you have not received a response from me within 24 hours, please send a follow up email.

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 withdrawal date or, after that date, receive an “F” grade.

You are allowed three (3) absences in the course of the semester without penalty. The only absences excused after that will be university approved absences. It is your choice how you use these absences and it is encouraged that you use them wisely. Please note that these 3 absences DO include instances of illness, quarantine, and family obligations. Each absence over 3 will result in a 15-point deduction to your overall grade.

If you have a university approved absence or you are absent due to illness or personal hardship, please let me know in advance. Absences of illness require documentation (for example, a note from your doctor or Covid-related accommodations from the EAC). Any absences that are not documented or that I am not notified of will not count as excused absences and students will lose points on their attendance and participation.

Final Examination Policy

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the [Class Schedules](#) site on the Point Loma website. If you find yourself scheduled for three (3) or more final examinations on the same day, you are

authorized to contact each professor to arrange a different time for one of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.

Incompletes and Late Assignments

All assignments are to be submitted/turned in by their due date. Incompletes will only be assigned in extremely unusual circumstances. Late assignments will be accepted up to a week after its due date with a 10% decrease in grade per day it is late. 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.

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 your professor or the [Office of Spiritual Life and Formation](#).

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.

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, this includes work created by Artificial Intelligence (AI). 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.

Artificial Intelligence (AI) Policy

Use of Artificial Intelligence (AI) tools (e.g, ChatGPT, iA Writer, Marmot, Botowski) is not permitted, and use of these tools will be treated as plagiarism.

Students will, however, be encouraged to utilize Yoodli, an AI speech analysis tool, for their speech review assignments. Students who choose not to use Yoodli will be able to complete the assignment using other means.

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 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.

Content Warning

I acknowledge that each of you comes to PLNU with your own unique life experiences. This contributes to the way you perceive various types of information. In COM 1000, all of the class content, including that which may be intellectually or emotionally challenging, has been intentionally curated to achieve the learning goals for this course. The decision to include such material is not taken lightly. These topics include political issues and health related issues. Also, considering that students will give speeches on individually chosen topics, I cannot be certain about what will be talked about in class. If you encounter a topic that is intellectually challenging for you, it can manifest in feelings of discomfort and upset. In response, I encourage you to come talk to me or your friends or family about it. Class topics are discussed for the sole purpose of expanding your intellectual engagement in the area of communication, and I will support you throughout your learning in this course.

Trigger Warning

I acknowledge that each of you comes to PLNU with your own unique life experiences. This contributes to the way you perceive several types of information. In COM 1000, we will cover a variety of topics, some of which you may find triggering. These topics include political issues and health related issues. Also, considering that students will give speeches on individually chosen topics, I cannot be certain about what will be talked about in class. The experience of being triggered versus intellectually challenged are different. The main difference is that an individual must have experienced trauma to experience being triggered, whereas an intellectual challenge has nothing to do with trauma. If you are a trauma survivor and encounter a topic in this class that is triggering for you, you may feel overwhelmed or panicked and find it difficult to concentrate. In response, I encourage you to take the necessary steps for your emotional safety. This may include leaving class while the topic is discussed or talking to a therapist at the Counseling Center. Should you choose to sit out on discussion of a certain topic, know that you are still responsible for the material; but we can discuss if there are other methods for accessing that material, and for assessing your learning on that material. Class topics are discussed for the sole purpose of expanding your intellectual engagement in the area of communication, and I will support you throughout your learning in this course.

To maintain a healthy and community oriented classroom environment, **students will be asked to refrain from giving speeches about topics that could be triggering to peers and will be asked to refrain from using offensive language.** Before outlines are due, students will be asked to submit their topics for review and will be given feedback on the topic prior to the outline being due. Additionally, **students will not be able to give speeches unless a revised outline has been turned in 24 hours prior to the speech day.** Students who do not turn in outlines 24 hours prior to a speech day will not be able to give their speech and will instead be asked to make up

their speech at the instructor's convenience. Their speech will be penalized for being late. **If student speeches deviate from their outline and include material that I deem to be offensive or inappropriate, I reserve the right to stop a student's speech and have them make up their speech with a point deduction depending on the severity of the offense. There will be no exceptions to these rules.**

Language and Belonging

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality. Please refer to the [APA Inclusive Language Guidelines](#).

You may report an incident(s) using the [Bias Incident Reporting Form](#).

Sexual Misconduct and Discrimination

In support of a safe learning environment, if you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that accommodations and resources are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, faculty and staff are required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix.

Assignments At-A-Glance

*This schedule is subject to change

Week	Date	In Class	Readings/Assignments Due
1	T 1/9	Introductions and syllabus review	
	R 1/11	An Introduction to Human Communication <i>Mini speech: Introductions</i>	Ch 1
2	T 1/16	Community Guidelines and Communication Anxiety	Communication anxiety quiz
	R 1/18	Verbal Communication	Ch 2
3	T 1/23	Nonverbal Communication	Ch 3
	R 1/25	Planning the Message, <i>Mini Speech: Eye Contact</i>	Ch 11
4	T 1/30	Developing the Message/Informative Speech	Ch 12/14
	R 2/1	TED analysis Structuring the Message	Ch 13
5	T 2/6	Presenting the Message, Visual aids crashcourse	Ch 16 TED Speech Reverse Outline
	R 2/8	Library Research Session	Informative Speech thesis statement due
6	T 2/13	<i>Mini speech: TED summary</i>	
	R 2/15	Interpersonal and Electronically Mediated Communication, <i>Peer Review Session</i>	Ch 6 First draft of Informative Speech Outline due 11:59 pm
7	T 2/20	Interpersonal Skills and Conflict Management	Ch 7
	R 2/22	Informative Speeches	Final Informative Speech Outline due Informative Speech Peer-Feedback Assignment due

8	T 2/27	Informative Speeches	
	R 2/29	Informative Speeches The Concept of Groups	Ch 9/10 Dyads are decided
9	T 3/5 R 3/7	NO CLASS - SPRING BREAK	
10	T 3/12	Listening/Self and Perception <i>Mini speech: Minute-to-win-it</i>	Ch 4/5 Informative Speech Self Evaluation due
	R 3/14	The Persuasive Speech <i>Peer Review Session</i>	Ch 15 First draft of Dyad Speech Outline due at 11:59pm
11	T 3/19	In-Class Work Session	
	R 3/21	Dyad Speeches	Final Dyad Speech Outline due Dyad Speech Peer Feedback Assignment due
12	T 3/26	Dyad Speeches	Persuasive Speech thesis statement due
	R 3/28 EASTER	NO CLASS - EASTER	
13	T 4/2 EASTER	NO CLASS - EASTER	
	R 4/4	Professor Wong at CSCA Conference: Career Services Presentation	Dyad Speech Self Evaluation due
14	T 4/9	The Interview <i>Peer Review Session</i>	Ch 8 First draft of Persuasive Speech Outline due at 11:59pm
	R 4/11	<i>Mini speech: Toast/Special</i>	

		<i>Occasion Speech</i>	
15	T 4/16	Persuasive Speeches	Final Persuasive Speech Outline due Persuasive Speech Peer Feedback Assignment due
	R 4/18	Persuasive Speeches	
16	T 4/23	Persuasive Speeches	<u>Last day to turn in late work</u>
	R 4/25	Final exam study session	
FINALS	R 5/2 10:30am- 1:00pm	Final Exam	