Course Syllabus

Jump to Today 🛛 🗞 Edit



Department of Communication Studies

COM1000: Principles of Human Communication

3 Units

Summer 2024 | Session I

Fully Online

May 6 - June 7

Meeting Days/Times: Online Asynchronous

Instructor: Dr. John Capra

Meeting Location: Online

Email: jcapra@pointloma.edu

Office Location and Hours: By Appointment

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 cultures.

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.

COURSE LEARNING OUTCOMES

Students who successfully complete this course will:

- 1. describe and discuss the process of human communication.
- 2. identify and explain the basic components of an effective speech.
- 3. interact competently in dyadic, and small group experiences.
- 4. 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.
- FELO 1c. Information Literacy: Students will be able to access and cite information as well as evaluate the logic, validity, and relevance of information from a variety of sources.
- FELO 1d. Critical Thinking: Students will be able to examine, critique, and synthesize information in order to arrive at reasoned conclusions.
- FELO 2a. Students will develop an understanding of self that fosters personal well-being.

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

Berko, R.M., Wolvin, A. D. & Wolvin, D. R. Communicating: A social and career focus. (12th Ed.) 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 5 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

Below you will find the assignments for the course.

- Speeches: Intro Speech, Informative Speech (100pts), Persuasive Speech (100pts)
- Assignments: Interactive Assignments, Research Assignments, Outlines for Speeches, Peer Feedback, Speech Analysis, Journals, Collaborative assignments
- Quizzes: points vary
- Exams:points vary

Grading Distribution		
Category	Weight	
Assignments	15%	
Discussions	10%	
Lessons	20%	
Presentations (Informative/Persuasive)	30%	
Exams	25%	
Total	100%	

Grade Scale (with corresponding adjectives to help you frame the kind of work that must be done for the associate grade)

Grades will be based on the following:				
Α	В	С	D	F
A 93-100	B+ 88-89	C+ 78-79	D+ 68-69	F Less than 59
A- 90-92	B 83-87	C 73-77	D 63-67	

B-80-82 C-70-72 D-60-62

Method of Instruction/Course Norms

- 1. In our 5-week session, we will complete 16 weeks of course work so students should plan on 2-3 weeks of work per week. With our intense schedule, students should plan 20-25 hours per week to complete the course work.
- 2. Attendance will be determined by threaded discussions, quizzes and collaborative assignments provided in each session.
- 3. All written work must be typed, and attention should be paid to form (including grammar, punctuation, spelling, and general appearance) as well as content.
- 4. Students may use their textbooks and notes on quizzes and tests, but they may not work with other students to complete the assessments. Collusion is a form of cheating and will result in a failing grade.
- 5. Late work will be accepted with a point reduction for one week.
- 6. For the course discussion boards, students must make an initial post to each threaded discussion and make at least two comments to another student's thread. Responses to threaded discussions are meant to be conversational. This means the content should be more than simple agreement. A good response would show insight into the question or prompt and also create the potential for more discussion. Students will not receive credit for the threaded discussions if they do not participate in the threaded discussions at the designated time.
- 7. Integrity is of great importance. Plagiarism of any sort will not be tolerated and will result in a grade of "F" for the project and possibly the course.
- 8. Please check your PLNU email account daily. This is the way that I will most frequently communicate with you outside of class, and it's also the way the university distributes important information.
- 9. The subject librarian for Communication, Anne-Elizabeth Powell, is available to help you with planning and organizing your research, as well as locating resources for your class assignments. She can be reached at apowell@pointloma.edu or 619-849-2208.
- 10. 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.



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 <u>Class Schedules</u>

(<u>http://www.pointloma.edu/experience/academics/class-schedules</u>) site. 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 <u>one</u> 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.

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 <u>State Authorization</u> (<u>https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures)</u> to view which states allow online (distance education) outside of California.

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

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 <u>Academic Policies (https://catalog.pointloma.edu/content.php?</u> catoid=52&navoid=2919#Academic Honesty) for definitions of kinds of academic dishonesty and for

further policy information.

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 (https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=EAC@pointloma.edu) or 619-849-2486). Once a student's eligibility for 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 ensure 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 deenrolled without notice until the university drop date or, after that date, receive an "F" grade.

COURSE MODALITY DEFINITIONS

1. In-Person: Course meetings are face-to-face with no more than 25% online delivery.

2. Online: Coursework is completed 100% online and asynchronously.



- 3. **Online Synchronous:** Coursework is completed 100% online with required weekly online class meetings.
- 4. Hybrid: Courses that meet face-to-face with required online components.

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 <u>Academic Policies</u> (<u>https://pointloma-public.courseleaf.com/tug-catalog/academic-general-policies/)</u> in the Undergraduate Academic Catalog.

ASYNCHRONOUS ATTENDANCE/PARTICIPATION DEFINITION

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

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 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 ensure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

SPIRITUAL CARE

Please be aware that PLNU strives to be a place where you grow as a whole person. 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 <u>Office of Spiritual Life and Formation. (https://www.pointloma.edu/offices/student-life-formation)</u>

SEXUAL MISCONDUCT AND DISCRIMINATION



Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. 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 help and support are available through the <u>Title IX Office (https://www.pointloma.edu/title-ix)</u>. Please be aware that under Title IX of the Education Amendments of 1972, it is 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 <u>counselingservices@pointloma.edu</u> (mailto:counselingservices@pointloma.edu) or find a list of campus pastors at the <u>Title IX Office | Get</u> <u>Help Now (https://www.pointloma.edu/title-ix/get-help-now)</u>

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.

You may report an incident(s) using the <u>Bias Incident Reporting Form</u> ⇒ (<u>https://cm.maxient.com/reportingform.php?PointLoma&layout_id=5</u>).

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 <u>Technology and System Requirements</u> (<u>https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349)</u> 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.

ARTIFICIAL INTELLIGENCE (AI) SYLLABUS POLICY

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

ASSIGNMENTS AT-A-GLANCE

Course Summary:

Date	Details Due
	Academic Honesty Verification
	Statement due by 11:59pn
	(https://canvas.pointloma.edu/courses/75650/assignments/1038532)
	■ Why this course matters:
	Research on the importance of to do: 11:59pn
Mon May 6, 2024	communication skills
	WK 1 Overview to do: 11:59pm to do: 11:59pm
	Zoom Poll-When can you to do: 11:59pn meet?
Tue May 7, 2024	WK 1 Introduction Discussion (https://canvas.pointloma.edu/courses/75650/assignments/1038541)
	WK 1 Class Discussion: "Ten WK 1 Class Discussion: "Ten Im Im
Wed May 8, 2024	Ways to Have a Better due by 11:59pn
weu way 0, 2024	Conversation"
	(https://canvas.pointloma.edu/courses/75650/assignments/1038542)
Thu May 9, 2024	WK 1 Interactive Lesson:
	Chapter 1 due by 1 on
	(https://canvas.pointloma.edu/courses/75650/assignments/1038538)

Date	Details Due
	<u>WK 1 Interactive Lesson:</u> <u>Chapter 2</u> <u>(https://canvas.pointloma.edu/courses/75650/assignments/1038525)</u>
Fri May 10, 2024	WK 1 Journal Response #1 due by 11:59pm (https://canvas.pointloma.edu/courses/75650/assignments/1038548)
Mon May 13, 2024	WK 2 Overview to do: 11:59pm
Tue May 14, 2024	WK 2 Interactive Lesson: <u>Chapter 3</u> due by 11:59pm (https://canvas.pointloma.edu/courses/75650/assignments/1038529)
Tue May 14, 2024	WK 2 Lesson: Speech Anxiety (https://canvas.pointloma.edu/courses/75650/assignments/1038534)
Wed Mov 45, 2024	<u>WK 2 Interactive Lesson:</u> <u>Chapter 4</u> (https://canvas.pointloma.edu/courses/75650/assignments/1038536)
Wed May 15, 2024	WK 2 Interactive Lesson: Chapter 5 due by 11:59pm (https://canvas.pointloma.edu/courses/75650/assignments/1038530)
	WK 2 Expectancy Violations Theory (Group Discussion) (https://canvas.pointloma.edu/courses/75650/assignments/1038544)
Thu May 16, 2024	₩K 2 Videos on Verbal/Nonverbal Relationships Discussion (https://canvas.pointloma.edu/courses/75650/assignments/1038543)
Fri May 17, 2024	WK 2 Informative Speech Thesis Statement due by 11:59pm (https://canvas.pointloma.edu/courses/75650/assignments/1038549)
Sat May 18, 2024	WK 2 Exam 1 due by 11:59pm (https://canvas.pointloma.edu/courses/75650/assignments/1038522)
Mon May 20, 2024	WK 3 Overview to do:

Date	Details Due
	WK 3 Interactive Lesson:
	Chapter 11 due by 11:59pm
Tue Mey 24, 2024	(https://canvas.pointloma.edu/courses/75650/assignments/1038523)
Tue May 21, 2024	WK 3 Interactive Lesson:
	Chapter 12 due by 11:59pm
	(https://canvas.pointloma.edu/courses/75650/assignments/1038526)
	WK 3 Interactive Lesson:
	Chapter 13 due by 11:59pm
Wed May 22, 2024	(https://canvas.pointloma.edu/courses/75650/assignments/1038533)
weu way 22, 2024	WK 3 Interactive Lesson:
	Chapter 16 due by 11:59pm
	(https://canvas.pointloma.edu/courses/75650/assignments/1038521)
	WK 3 Visuals in Need of Aid
Thu May 23, 2024	Discussion due by 11:59pm
	(https://canvas.pointloma.edu/courses/75650/assignments/1038545)
	₽ WK 3 Persuasive Speech
Fri May 24, 2024	Research due by 11:59pm
	(https://canvas.pointloma.edu/courses/75650/assignments/1038551)
	₩K 3 Informative Speech
	Outline & Bibliography due by 11:59pm
Sat May 25, 2024	(https://canvas.pointloma.edu/courses/75650/assignments/1038550)
	WK 3 Speech Delivery Plan due by 11:59pm
	<u>events Speech Derivery Plan</u> due by 11:59pm (https://canvas.pointloma.edu/courses/75650/assignments/1038552)
Tue May 28, 2024	WK 4 Connect with Your
	Audience Remotely (Group due by 11:59pm
	<u>Assignment)</u>
	(https://canvas.pointloma.edu/courses/75650/assignments/1038553)
	WK 4 Interactive Lesson: Ch.
	<u>6</u> due by 11:59pm
	(https://canvas.pointloma.edu/courses/75650/assignments/1038519)
	WK 4 Interactive Lesson:
	Chapter 7 due by 2 m
	(https://canvas.pointloma.edu/courses/75650/assignments/1038528)

/21/24, 10:43 AM	Syllabus for COM1000-1 SU24 - Principles Of Human Communicati	on
Date	Details	Due
	WK 4 Overview	to do: 11:59pm
	<u>Chapter 14</u> (<u>https://canvas.pointloma.edu/courses/75650/assignm</u>	due by 11:59pm <u>nents/1038531)</u>
Wed May 29, 2024	WK 4 Interactive Lesson:	
	<u>Chapter 8</u> (<u>https://canvas.pointloma.edu/courses/75650/assignm</u>	due by 11:59pm <u>nents/1038527</u>)
Thu May 20, 2024	WK 4 Persuasive Speech Outline	due by 11 FOrm
Thu May 30, 2024	<u>Outline</u> (<u>https://canvas.pointloma.edu/courses/75650/assignm</u>	due by 11:59pm <u>nents/1038556)</u>
	₩K 4 Informative Speech	due hu 44 50 m
	<u>Peer Review</u> (<u>https://canvas.pointloma.edu/courses/75650/assignm</u>	due by 11:59pm <u>nents/1038540)</u>
Fri May 31, 2024	WK 4 Informative Speech (https://canvas.pointloma.edu/courses/75650/assignm	due by 11:59pm <u>nents/1038554)</u>
	WK 4 Informative Speech Analysis Journal Reflection (https://canvas.pointloma.edu/courses/75650/assignm	due by 11:59pm <u>nents/1038555)</u>
Mon Jun 3, 2024	<u> WK 5 Overview</u>	to do: 11:59pm
	Ø WK 5 Interactive Lesson:	
	<u>Chapter 10</u> (<u>https://canvas.pointloma.edu/courses/75650/assignm</u>	due by 11:59pm <u>nents/1038524)</u>
Tue Jun 4, 2024		
	WK 5 Interactive Lesson: Chapter 9 (https://canvas.pointloma.edu/courses/75650/assignm	due by 11:59pm <u>nents/1038537)</u>
Wed Jun 5, 2024	WK 5 3 Killer Persuasion Techniques You Can Learn From	
	Billionaire Warren Buffett Discussion	due by 11:59pm
	(https://canvas.pointloma.edu/courses/75650/assignm	nents/1038546)
	<u>WK 5 Interactive Lesson:</u> <u>Chapter 15</u>	due by

Due	

Date	Details	Due
	(https://canvas.pointloma.edu/courses/75650/assignments/1038535)	
Thu Jun 6, 2024	WK 5 Persuasive Speech Peer Review due (https://canvas.pointloma.edu/courses/75650/assignments/1038539)	by 11:59pm
	₩K 5 Persuasive Speech due (https://canvas.pointloma.edu/courses/75650/assignments/1038557)	by 11:59pm
	WK 5 Exam 2 due <u>(https://canvas.pointloma.edu/courses/75650/assignments/1038520</u>)	by 11:59pm
Fri Jun 7, 2024	WK 5 Persuasive Speech Self-Analysis due (https://canvas.pointloma.edu/courses/75650/assignments/1038558)	by 11:59pm

