POINT LOMA

NAZARENE UNIVERSITY

Communication Studies Department

COM 1000-03 Principles of Human communication

3 Units

Fall 2024

Meeting days/times (Tuesday 1:30-4:10pm)

Meeting location (Cabrillo Hall Room #104)

Final Exam: (Tuesday, 12/17, 1:30-4:10pm)

INFORMATION	SPECIFICS FOR THE COURSE
Instructor title and name:	Dr. Johnny Capra
Email:	jcapra@pointloma.edu
Office location and hours:	Cabrillo Hall #207 Monday 12:00pm-1:00pm, Tuesday 11:00am-1:30pm, Wednesday 1:00pm-2:00pm, Thursday 11:00am-1:30pm

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.

General Education 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.

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

General Education Learning Outcomes

As a required course in the PLNU general education program, this course will contribute to the following FELOs:

FELO 1b. Oral: Students will be able to effectively express ideas and information to others through oral communication. Assessed through the delivery of various speeches.

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. Assessed through the research and preparation of various speeches.

FELO 1d. Critical Thinking: Students will be able to examine, critique and synthesize information in order to arrive at reasoned conclusions. Assessed through the research and preparation of various speeches.

FELO 2a. Students will develop an understanding of self that fosters personal wellbeing. Assessed through communication reflections.

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 FORMAT AND POLICIES

Required Text:

Edwards, A., Edwards, C., Wahl, S.T., Myers, S.A. (2022). *The Communication Age, Connecting and Engaging.* (4th Ed.). Sage Publishing.

This course is part of our course material delivery program, L*omaBooks*. The bookstore will provide each student with a convenient package containing all required physical materials and all digitally delivered materials will be integrated into Canvas. You should have received an email from the bookstore confirming materials provided for each of your courses and asking you to select how you would like to receive any printed components (in-store pick up or home delivery). If you have not done so already, please confirm your fulfillment preference so the bookstore can prepare your materials.

For more information about LomaBooks, please go: HERE

*Students are responsible for having the required course textbook prior to the first day of class.

Communication:

All communication for this course will take place on the course Canvas system. Here you will be sent reminders regularly. I will also use our course's Canvas page to post the syllabus, reading materials, assignment descriptions, and any other materials related to the course. The Grade Center on Canvas will be used to post grades throughout the semester; however, **it is your responsibility to actively check your canvas email and the course canvas page**.

Email: jcapra@pointloma.edu

I check my email frequently and try my best to respond to emails within 24 hours during the workweek (Monday- Friday). If you have not received a response from me within 48 hours, then please send me a follow up email. On the weekends my response time is typically slower so please take that into consideration.

PLNU Attendance and Participation:

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 an "F" grade.

COM 1000 Attendance: Students are allowed (1) absence during the course of the semester without penalty excluding university approved absences or Covid-related absences. Each

absence over this amount will result in a 15-point deduction from your final grade.
Please notify me at least one week prior to excused absences with documentation and contact information from the sponsoring program/department. You are responsible for communicating with your instructor in order to make up missed work within one calendar week of the excused absence.

Late Policy: In order to benefit from each class session, it is important that students attend the entire class period. Tardiness exceeding 5 minutes at any point during the class period is taken note of. If a student demonstrates habitual tardiness points will be taken from their final grade.

Electronic Devices: The use of cell phones is prohibited in class. Laptops/tablets may be used for note taking or other class-related activities. If any of these devices becomes a distraction the student will be asked to put them away.

Reading Policy: You are expected to read the designated chapters in the text <u>before</u> coming to class on the day the readings are due. Coming to class is not a substitute for reading the text, nor is reading the text a substitute for attending class. Class time will be used to build on your reading, not to review it as not all of the material from the book will be covered in class. Come to each class prepared to ask questions you have about the reading, to explore confusing aspects of the material, and to provide examples and illustrations of the theories and concepts covered in the text.

Professionalism: Please be respectful of your peers and instructor at all times and recognize that both rhetorical and relational sensitivity are important in a course environment (as well as at work).

- Use your best communication skills; be professional, positive, and supportive of others.
- Respect your classmates and instructor
- Use technology appropriately for notetaking and course-related reasons only during class. Shopping, social media, direct messaging etc. are not course-related and use of devices to do these things during class is rude and distracting to your instructor, and, research indicates, to your classmates. Therefore, it is prohibited. Silence all communication devices during class.
- Put laptops away during in-person student presentations.
- Because writing is so important to a successful career, grammar, spelling, typos, and punctuation will be considered in grading all of your submissions.

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 [Traditional Undergraduate Records: Final Exam Schedules](#) 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.

Incompletes and Late Assignments

All assignments are to be submitted via canvas on or before their assigned due date. Late assignments will not be accepted in this course. If you are unable to attend class on the day an assignment is due, plan to turn in the assignment ahead of 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 you 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 Recording Notification

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

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. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See Academic Policies for definitions of kinds of academic dishonesty and for further policy information.

Artificial Intelligence (AI) Policy

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc) to generate ideas, but you are not allowed to use AI tools to generate content (text, video, audio, images) that will end up in any work submitted to be graded for this course. If you have any doubts about using AI, please gain permission from the instructor.

PLNU Academic Accommodations Policy

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). 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 work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. The EAC makes accommodations available to professors at the student's request.

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. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

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. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any special accommodations.

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.

If you (or someone you know) have experienced a bias incident regarding language, you can find more information on reporting and resources at www.pointloma.edu/bias.

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.

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at www.pointloma.edu/bias

Loma Writing Center

The Loma Writing Center exists to help all members of the PLNU community cultivate transferable writing skills to engage their academic, professional, personal, and spiritual communities. We work toward this goal by conducting one-on-one consultation sessions, supporting writing education across the PLNU community, and participating in ongoing writing center research.

Getting feedback from the Loma Writing Center while you're in the process of working on an assignment is a great way to improve the quality of your writing and develop as a writer. You are encouraged to talk with a trained writing consultant about getting started on an assignment, organizing your ideas, finding and citing sources, revising, editing for grammar and polishing final drafts, and more. For information about how to make in-person or online appointments, see Loma Writing Center webpage or visit the Loma Writer Center on the first floor of the Ryan Library, room 221.

- Appointment Calendar: https://plnu.mywconline.com/
- Website: https://www.pointloma.edu/centers-institutes/loma-writing-center
- Email: writingcenter@pointloma.edu

ASSIGNMENTS AND GRADING

Exams: This course will include a midterm (100 pts) and final exam (100 pts) Each of these will be administered in class in order to assess your knowledge of lecture material, in-class activities, and chapter readings. Items will consist of multiple choice, true/false, and fill in the blank type questions. A study guide will be provided prior to each exam.

Informative Speech: Topic 5 pts., Working Outline 5 pts., Formal Outline 20 pts, Speech delivery 50 pts., Self-Evaluation 20 pts. (100 Total).

Persuasive Speech: Topic & Article 5 pts., Working Outline 5 pts., Formal Outline 15pts, Presentation aid (PPT) 10 pts. Speech delivery 50 pts., Peer-Evaluation 15 pts. (100 Total).

Group Speech: Working Outline 10 pts., Formal Outline 20pts, Speech delivery 50 pts., Group-Evaluation 20 pts. (100 Total).

Participation: Icebreakers 10pts., Initial Response 30 pts., Audience Analysis 15 pts., Monroe's Motivated Sequence Practice 15 pts., Final Reflection 30 pts. (100 Total).

Grading Scale: Grades are calculated by dividing the number of points you earn by the total points available (500). The grading scale is as follows:

A	93-100%	C	73-76%	D-	60-62%
A-	90-92%	C+	77-79%	F	59% and below
B+	87-89%	C-	70-72%		
B	83-86%	D+	67-69%		
B-	80-82%	D	63-66%		

Grading Criteria: The grading criteria for all assignments, presentations, and exams are below. Remember, just because you did the work does not mean you will receive an "A" – you must demonstrate *mastery* of concepts in order to receive the highest grade.

A range work: Work is outstanding, demonstrating clear mastery of course concepts. Written work is organized, focused, using strong evidence to support one's position with very few, if any, grammatical errors. Presentations are professional, highly engaging, and very well-rehearsed. Exam performance reveals a deep understanding of course content, far beyond simply regurgitating facts and definitions. Overall, work is intellectually rigorous and contains few, if any, areas for improvement.

B range work: Work is of high quality and demonstrates understanding of course concepts. Written work is organized and demonstrates reasonably consistent mastery of course concepts and contains relatively few grammatical errors. Presentations are professional, clear, and rehearsed. Exam performance yields a thorough understanding of all content, but not to the level of mastery. Work demonstrates solid grasp on all content and strengths outweigh weaknesses but could use improvement to reach A range.

C range work: Work is completed and of acceptable quality. Written work is competent, on-topic and responds to requirements of assignment, but does not show mastery of concepts. Written work contains errors in grammar and mechanics and may be disorganized or unclear at times. Presentations contain issues with audience engagement, professionalism or rehearsal of material. Exam performance yields basic understanding of elements but does not go into depth or exhibit strong connection between concepts. Work demonstrates reasonable and average grasp of content but lacks intellectual rigor and strengths do not outweigh weaknesses.

D range work: Work is seriously limited, demonstrating little mastery of course concepts. Written work is flawed by one or more of the following: weak critical thinking, insufficient examples and reasoning, poor organization, and major vocabulary and grammar problems. Presentations are not professional, not clear and have not been rehearsed. Exam performance reveals issues in basic knowledge of course content. Work may be inconsistent, partially incomplete, or off topic. Demonstrates a weak grasp on all content and does not meet intellectually rigorous application of material.

F range work: Work is fundamentally lacking, demonstrating very little or no mastery of course concepts, and is of unacceptable quality. Written work is severely flawed by one or more of the following weaknesses: no clear point of view, disorganized or unfocused, many fundamental errors in writing, and pervasive errors in vocabulary and grammar. Presentations fail to address assignments at a basic level and lack fundamental structure or organization. Exam work reveals a lack of basic understanding of course content. Work demonstrates a minimal level of understanding and skill and exhibits little or no effort in completing assignments. Attendance record may be erratic or poor.

TENTATIVE COURSE OUTLINE:

Below you will find a detailed course outline. Please keep in mind that this is a living document that may change at any time. It is your responsibility to actively and regularly check the course canvas page, as well as your canvas email to stay up to date on any changes made to this outline.

Dates	Topic/**Activity**	*Reading* / **Assignment Due**

Week 1	9/3	• Introductions/Syllabus • Communication in the 21st Century	*Chapter 1* **Icebreakers**
Week 2	9/10	• Verbal & Nonverbal Communication • Introduce Initial Response Paper	*Chapters 3&4*
Week 3	9/17	• Informative Speeches • Introduce Informative Speech Assignment • Selecting and Researching your Topic and Knowing Your Audience • **Audience Analysis**	*Chapters 14&11* **Informative Speech Topic & Initial Response Paper (Sunday @ 11:59pm)**
Week 4	9/24	• Organizing Your Presentation • Informative Speech Workshop • 1-Month Check-In	*Chapter 12* **Informative Speech Working Outline (Sunday @ 11:59pm)**
Week 5	10/1	• Delivering Your Presentation • Six Keys to Effective Delivery • Public Speaking Anxiety • Instructor feedback on outline • Informative Speech Peer Review	*Chapter 13* **Informative Speech Formal Outline (Sunday @ 11:59pm)**
Week 6	10/8	**Informative Speech Presentations!**	
Week 7	10/15	• Review/**Midterm Exam** • Persuasive Presentations • Introduce Persuasive Speech Assignment	*Chapter 15* **Informative Speech Self-Evaluation (Sunday @ 11:59pm)**
Week 8	10/22	• Monroe's Motivated Sequence • Research and Citations • APA Bootcamp	**Persuasive Speech Topic & Article (Sunday @ 11:59pm)**
Week 9	10/29	• Listening • **Persuasive Speech Workshop**	*Chapter 5* **Persuasive Speech Working Outline (Sunday @ 11:59pm)**
Week 10	11/5	• Self-Perception • Instructor feedback on outline • Persuasive Speech Peer Review	*Chapter 2* **Persuasive Speech Formal Outline/PPT (Sunday @ 11:59pm)**
Week 11	11/12	**Persuasive Speech Presentations**	
Week 12	11/19	• Small Group and Team Communication • Communication, Culture, and Diversity • Introduce Group Speech	*Chapter 8 & 6* **Persuasive Speech Peer Evaluation (Sunday @ 11:59pm)**
Week 13	11/26	• Interpersonal Communication	*Chapter 7*

			Group Speech Working Outline (Sunday @ 11:59pm)
Week 14	12/3	• Organizational Communication • Communication and New Media • Instructor feedback on outline • Peer Review	*Chapters 9 & 10* **Group Speech Formal Outline/PPT (Sunday @ 11:59pm)**
Week 15	12/10	• **Group Presentations** • Final Exam Review	
Week 16	12/17	• **Final Exam-In class**	**Group Speech Evaluation & Final Reflection (Friday @ 11:59pm)**