Syllabus

Department of Communication Studies

COM 1000 Principles of Human Communication

3 Units

Fall 2024

Meeting days: Mondays	**Instructor: Professor Katie Jacobson**
Meeting Times: 5:00 pm - 7:40 pm	**Phone: 619 849-2950** **Email: k**atiejacobson@pointloma.edu
Meeting Location: Cabrillo room 202	**Zoom Office hours:** I will hold Office Hours over Zoom. Go here to sign up.
	Final Exam: Monday, 12/16/2024 at 7:30 pm

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

Students who successfully complete this course will:

- Be able to describe and discuss the process of human communication

- Be able to identify and explain the basic components of an effective speech

- Be challenged to interact competently in dyadic, and small group experiences

- Be able to construct and deliver informational and persuasive speeches

- Develop the theoretical, practical and spiritual foundation for effective communication

GENERAL EDUCATION LEARNING OUTCOMES

GELO 1b. Oral: Students will be able to effectively express ideas and information to others through oral communication. **This outcome is assessed with your Informative Speech**

GELO 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.

GELO 1d. Critical Thinking: Students will be able to examine, critique, and synthesize information in order to arrive at reasoned conclusions.

GELO 2a. Students will develop an understanding of self that fosters personal wellbeing.

Geral Education courses and assessment plan

General Educuation Learning OutcomesLinks to an external site.

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

Edwards, A., Edwards, C., Wahl, S. T., & Myers, S. A. (2024). *The communication age: Connecting and engaging* (4th ed.). SAGE Publications, Inc.

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

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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. 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.orgLinks to an external site.

Quizzes, Discussion Posts, Collaborations, Participation, etc: Throughout the semester there will be interactive Canvas lessons, 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

COURSE REQUIREMENTS	Number of Points AVAILABLE
Speech Assignments	320
Mini Speeches	30
StoryCorps Assignments	85
Discussions	30
Interactive Lessons and Surveys	35
Other Assignments	55
Attendance and Participation	120
TOTAL	675

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. I aim for a 2-5 day turnaround on assignment grading. It is important to read the comments and annotated feedback to improve your work and stay on track with assignments that build in a cumulative fashion.

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 <u>and</u> the student has demonstrated exemplary participation in the course. Any possible changes are made at the instructor's discretion; please do not request that your grade be rounded up.

Standard Grade Scale Based on Percentages

A	B	C	D	F
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	

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. 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.

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

Participation is a BIG DEAL in this class! Because the class is 3 hours and 40 minutes, I teach it in a flipped format. That means you do reading or watch videos, etc, to prepare for the topics we'll cover in class, and during class, we apply those concepts. Because participation is important, you can earn up to 8 points per class session. To earn full points for class participation, you should come to class prepared (reading and other pre-class

assignments complete), and you should participate in class discussions and learning activities. I will use Poll Everywhere to test your knowledge of the reading assignment topics. Please bring a laptop or phone to class so you can respond to the Poll Everywhere questions. 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. If you miss class you will miss your opportunity to earn participation points for that class session. Missing more than 30 minutes of class will count as an absence.

CONSIDERATIONS FOR COVID-19

1. Our class will follow all of the PLNU policies related to Covid-19. Please see the [PLNU Covid-19 website](#), for the most current policies.

2. If I (or a member of my household) are in isolation, 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.

3. If you are in isolation, please follow the syllabus, complete any assignments on Canvas and get missed notes from a classmate. I will also provide you with a makeup assignment to complete so you can earn class participation points.

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 a holiday, I may not respond until the following school day.

SPIRITUAL CARE

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

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. 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 PoliciesLinks to an external site. 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.

ARTIFICIAL INTELLIGENCE (AI) POLICY

You are allowed to use Artificial Intelligence (AI) tools (e.g, ChatGPT, iA Writer, Grammarly Go, Botowski, etc.) in this course. Any work that utilizes AI-based tools must be clearly identified as such, including the specific tool(s) used. For example, if you use ChatGPT, you must cite ChatGPT including the version number, year, month and day of the query and the statement "Generated using OpenAI. [https://chat.openai.com/Links to an external site.](https://chat.openai.com/)"

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.

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

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 withdrawal date or, after that date, receive an "F" grade.

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/Links to an external site.

- Website: https://www.pointloma.edu/centers-institutes/loma-writing-center

- Email: writingcenter@pointloma.edu