



Department of Communication Studies, School of Arts & Culture
COM 3060: Professional Speaking for Career Settings
Fall 2024 | 3 Units | Section 1
TR 9:30 am – 10:45 am
Cabrillo Hall 104 (see campus map at end of syllabus)
Final Exam: Thursday, 12/19, 10:30 am – 1:00 pm

| | |
|--|--|
| Instructor: Dr. Braedon Worman | Email: bworman@pointloma.edu (Canvas message preferred) |
| Phone: (619) 849-2704 | Office: Cabrillo 200 (2 nd floor, next to the elevator) |
| Office Hours: T/TH 11:00 – 2:00; W 3:00 – 5:30 | |

For we all stumble in many ways. If anyone does not stumble in what [they say, they are] a mature [person] who is also able to control [their] whole body. ... Though the tongue is a small part of the body, it boasts great things. Consider how large a forest a small fire ignites. And the tongue is a fire.

(Holman Christian Standard Bible, 2004, James 3:3,5-6a)

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.

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.

Each student is expected to respect the rights of the other students in the class and the instructor. The exploration of controversial ideas is an essential component of this class. Disruptive, disrespectful, and/or overtly harmful behavior will not be tolerated. At my discretion, any student whose behavior interferes with the learning of any other student will be dismissed from class. This dismissal may necessitate being dropped permanently from the class. In an effort to treat each other as each of us wishes to be treated, we will call each other by our preferred names and pronouns. If you do not wish to call someone by their preferred pronoun, you should just use their preferred name to refer to them. We will also practice the Oops-Ouch Method to acknowledge microaggressions and give voice to harm:



Say “Ouch” when someone says something that hurts – provide the space to own your feelings and let others know when they’ve harmed you.

Say “Oops” when you recognize that your intention did not match your impact and that you may have said something hurtful. Then genuinely apologize and repent.

Out of politeness, for the encouragement of your fellow classmates, and for your own edification, you are asked to serve as an attentive audience member. Therefore, you are asked not to read, sleep, eat, do homework, use technology, talk to your neighbor, etc. while others are speaking in front of the class. Cell phones must be silenced during all student speeches and exams. If you must leave or enter the classroom while someone is addressing the class, please do so as quietly and quickly as possible.

Land Acknowledgement

*We acknowledge that the land on which we gather, study, work, and pray is the traditional and unceded territory of the Ipai-Tipai Kumeyaay Nation (pronounced **Ee-pye Tee-pye Koo-mee-eye**), whose name can be translated as “the people who overlook the ocean from the cliffs.” The Ipai-Tipai Kumeyaay people have lived on these lands for over 12,000 years, cultivating a deep connection with the land, waters, and all living things.*

We honor and respect the enduring relationship that the Ipai-Tipai Kumeyaay people have with this region and recognize their ongoing contributions to the cultural and spiritual life of this land. As we engage in our work and learning, let us commit to the work of reconciliation, justice, and stewardship, acknowledging the history of this land and the people who have cared for it for generations.

Christianity teaches that God is a God of justice (Isaiah 61:8; Micah 6:8). Acknowledging the traditional lands of Indigenous peoples is an act of justice, recognizing the historical and ongoing injustices that Indigenous communities have faced due to colonization, displacement, and cultural erasure. By including a land acknowledgment, we can begin to address these wrongs by bringing awareness to the history of the land and its original inhabitants.

A land acknowledgment also serves as a reminder of the Christian duty to respect and care for the land, recognizing that Indigenous peoples have long been stewards of the land. This acknowledgment aligns with the Christian call to environmental stewardship and respect for the gifts of creation.

For more information about the history of the Ipai-Tipai Kumeyaay Nation, click [this link](#).

Diversity and Anti-Racism

As a Christian community shaped by grace, truth, and holiness as a way of life, Point Loma Nazarene University is committed to pursue and reflect the diversity and belonging of the kingdom of God portrayed in scripture. We believe that every human being is created in the image of God and that our diverse identities, experiences, and abilities enrich our learning community.

We recognize that embracing diversity and belonging requires work and intentional, collective growth. For such complex and difficult work, we expect differences in ideas and opinions, and we strive to be a place where respectful discourse occurs. Our focus is not on whether an idea or action can be categorized as politically conservative or liberal: our focus is on discerning how to be a community of faith, hope and love that bears witness to the way of Jesus. We wrestle with significant questions, challenging, testing, and evaluating them, as we build knowledge, and hopefully wisdom. We do not do this in isolation, but in community with God's transforming love at work within us. With this posture, we believe we can continue to see the image of God in each other and work together on both immediate solutions and long-term change.

We are thankful that God's gracious invitation, offered to all through Jesus' life, death, and resurrection, is not only about forgiveness but also continual transformation in the Holy Spirit. We trust that the Holy Spirit is at work among us and guiding us to embrace God's call toward justice, righteousness, and becoming a community of diversity and belonging.

Becoming a community of diversity and belonging requires, among other things, a commitment to anti-racism. Because racism is embedded in national and global history, policies, healthcare, education, cultures, as well as in our collective Christian story, we recognize that racism cannot be addressed by ignoring or denying its presence.

Simply claiming to be non-racist does not decrease unconscious biases and structural racism, and thus falls short of the work to which we are called. Rather, we need to consciously and actively practice anti-racism throughout all aspects of community life. As we pray for God's will to be done on earth as it is in heaven, we accept the call to learn about and address any form of racism and inequity in our community. We confess that we have a lot of work to do together, and we need accountability to grow in this deeply Christian endeavor. We are committed to this growth both as an institution and as a community of Christ-followers.

This belief and commitment is in line with that of our founding denomination - the Church of the Nazarene. In the section of the Church Manual regarding discrimination, it states:

We seek to repent of every behavior in which we have been overtly or covertly complicit with the sin of racism, both past and present; and in confession and lament we seek forgiveness and reconciliation.

Further, we acknowledge that there is no reconciliation apart from human struggle to stand against and to overcome all personal, institutional and structural prejudice responsible for racial and ethnic humiliation and oppression. We call upon Nazarenes everywhere to identify and to seek to remove acts and structures of prejudice, to facilitate occasions for seeking forgiveness and reconciliation, and to take action toward empowering those who have been marginalized.

For more information and/or to file a bias incident report, call 618-849-2417 or visit www.pointloma.edu/diversity-equity-inclusion.

Sexual Misconduct and Discrimination

Point Loma Nazarene University is committed to maintaining work, learning, and living environment that is free from sex discrimination and does not engage in or tolerate discrimination on the basis of sex in its education programs and activities, including retaliation for asserting or otherwise participating in claims of sex discrimination.

The university is also committed to providing a work, learning, and living environment that is free of sexual harassment, including retaliation for asserting or otherwise participating in claims of sex harassment.

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 you can report such instances and receive accommodations and resources through the Title IX Office (Nicholson Commons 326-A and 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.

Pregnancy, Breastfeeding, and Parenting Policy

A student, no matter their marital status, who becomes pregnant will receive grace-filled care and support. Point Loma Nazarene University does not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy or childbirth-related conditions or recovery. Students are encouraged to work with their faculty members and the Title IX Office (Nicholson Commons 326-A or contact at 619-849-2313 or pointloma.edu/title-ix) to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence and stay on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed. This plan may include accommodations and/or leave(s) of absence.

Breastfeeding students will be granted reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement. To access use of this space, please contact the Title IX Coordinator (Nicholson Commons 326-A or contact at 619-849-2313 or pointloma.edu/title-ix).

At least six weeks of "Parental Accommodation" is provided for students who become parents through birth, adoption, guardianship or fostering. This policy can also be applied to a student who has a child who is hospitalized. During this time the student is entitled to a reasonable extension of deadlines and academic expectations to accommodate the student's new parental responsibilities including assignments, exams, and other requirements, as determined in consultation with a student's professors. These accommodations may suspend requirements for class attendance, exams, other course-related requirements, lab work, or work toward a degree. The accommodation period preserves student status, funding, health insurance, and housing eligibility. In addition to the accommodation period, parenting students are permitted to take a leave of absence. This leave can be in the form of personal or medical leave for one semester, with a possibility of extension. For more information, contact the Title IX Coordinator (Nicholson Commons 326-A or contact at 619-849-2313 or pointloma.edu/title-ix).

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.

Counseling Center

The Counseling Center is committed to a culture of individualized and customized care and works to deliver mental health support as an affirming expression of our faith, empowering students through health education to cultivate a culture of holistic wellness, while working to enhance academic, personal, spiritual and professional success.

All services are designed to support students with developing and maintaining emotional well-being, achieving their educational and personal goals, and promoting a healthy and inclusive community through relationship building, education, crisis intervention, and support. When off-campus referrals are recommended or preferred by students, we will help identify several referral options and provide information on how to access health insurance benefits and transportation options. Local counseling options include providers within walking distance to campus, telehealth options, counseling services at the Mission Valley campus, and some that provide low or sliding scale fee services.

Common concerns that may come up or need to be addressed in Counseling Center services may include:

- Mild to moderate anxiety and depression
- Adjustment and developmental
- Interpersonal (friends, family, roommates, romantic partnerships)
- Self-esteem
- Transition to and out of college
- Identity (developmental, sexual, racial/ethnic, religious, gender, etc.)
- Academic performance and motivation
- Sexual Assault or other Title IX related issues
- Issues common to student athletes and nursing majors (performance expectations, perfectionism, life balance etc.)
- Demographics

For more information and/or to complete a Counseling Session Request form, visit the Counseling Center in Taylor Hall or at pointloma.edu/offices/counseling-center. You can contact the Counseling Center by calling 619-849-3020 or sending an email to counselingservices@pointloma.edu.

If you or someone you know is in crisis, please use one of the resources below:

- Call the San Diego Access & Crisis Line at 888-724-7240 for free, confidential support and connections to services. Live chat is also available at omnidigital.uhc.com/SDChat and at up2sd.org.
- Text the word “courage” to 741741 to access the Crisis Chat Line or visit crisistextline.org.
- Text or call the National Suicide Prevention Lifeline at 988.

Wellness Center

PLNU’s Wellness Center collaborates with a wide array of interdisciplinary physical, emotional, and preventative health services to provide high-quality, student-focused care. The Wellness Center work to deliver healthcare as an affirming expression of our faith, empowering students through health education to cultivate a culture of holistic wellness and to enhance academic, personal, spiritual and professional success. The PLNU Wellness Center provides confidential medical care, counseling services, and nutritional consultation for all students. Charges for some medications and diagnostic tests may require a fee.

For more information and/or to make an appointment, visit the Wellness Center in Nicholson Commons or at pointloma.edu/offices/wellness-center. You can contact the Wellness Center by calling 619-849-2574 or sending an email to sdwellnesscenter@pointloma.edu.

Food Assistance

Rock Church’s Provisions Outreach Ministry Point Loma distributes food collected from Feeding San Diego and local donors. This Outreach welcomes anyone in need to partake in the distribution every 1st Thursday of the month at 10:00 am at Liberty Station while supplies last. Distribution takes place in Lot P (Vons parking lot), located at 2495 Truxtun Road, San Diego, CA 92106.

For more information, visit sdrock.com/ministries/provisions/pointloma.

Loaves and Fishes Food Pantry distributes food every Monday, including all holidays, from 9:30 am – 12:00 pm at Water’s Edge Community Center located at 1984 Sunset Cliffs Blvd., San Diego, CA 92107.

For more information, visit sdloavesfishes.org.

Housing Assistance

The San Diego Housing Commission (SDHC) has earned a national reputation as a model public housing agency, creating innovative programs that provide housing opportunities for individuals and families with low income or experiencing homelessness in the City of San Diego.

For more information, call (619) 231-9400 or visit sdhc.org.

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. The Office of Student Life and Formation provides ministry opportunities both on and off campus, and a place where students can ask questions, share life, and live missionally. Whether you prefer small group settings, service projects, missions, or music — they've got you covered.

If you have questions, a desire to meet with the chaplain, or prayer requests, you can visit the [Office of Student Life and Formation](#) in Nicholson Commons, call them at 619-849-2259, or email their office manager at acorbin@pointloma.edu.

Information Technology Services Help Center

The ITS Help Center provides support for connecting to PLNU-WIFI, Canvas, Gmail, student portal, and other PLNU systems. Advanced printing and editing equipment assistance is available to all PLNU students from one central location. You can contact the ITS Help Center at help@pointloma.edu or (619) 849-2222. Review their [knowledge base articles, requests for service, and general hours of operation](#).

Ryan Library

Use your PLNU ID card to access library services including checking out books, checking out a key to group study rooms, accessing online databases remotely, and requesting interlibrary loans.

Need help researching? The librarians at PLNU are here to help. During selected hours during the week, the librarians are available via online chat or in person at the library help desk to help you find research.

For more information, and to access scholarly research articles in databases, visit libguides.pointloma.edu/ryanlibrary.

Safety and Emergency Preparedness

The Department of Public Safety (DPS) provides the highest quality of public safety and supports PLNU's Mission by fostering a safe learning, working, and living environment. It operates 24 hours a day. It is made up of a Director, an Assistant Director, Supervisors, Public Safety Officers, Community Service Officers (CSOs), and Dispatchers.

For more information, visit pointloma.edu/offices/public-safety.

PLNU uses a system called Rave Alert to send SMS messages and emails to students, employees, and others during campus emergencies. Students and employees should visit [Workday](#) to verify or update existing contact information.

In the event of an on-campus medical emergency or fire, call 911. If 911 has already been contacted, call Public Safety at (619) 849-2525 and alert them so they may coordinate and assist with the arrival of emergency vehicles.

To learn what to do during an emergency, visit pointloma.edu/offices/public-safety/emergency-preparedness.

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 3060, 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 matters of identity and difference and sexual harassment. 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 human 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 3060, we will cover a variety of topics, some of which you may find triggering. 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 human communication, and I will support you throughout your learning in this course.

Course Description

Advanced exploration of the theory, preparation, and delivery of presentations for professional arenas, such as business, government, media, education, and ministry. Practical application will also include an emphasis on technology and the stewardship of communication practices.

Course Learning Outcomes

Students who successfully complete this course will:

1. Gain an understanding and appreciation of the academic approaches to communication.
2. Strengthen public speaking and presentation skills.
3. Develop an understanding of the importance of stewardship of one's communication.
4. Display written and oral communication skills, interpersonal skills, and conceptual and analytical thinking.
5. Develop the theoretical, practical, and spiritual foundations for effective communication.

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.

Required Texts and Recommended Study Resources

All required reading is listed on Canvas and you will need to use the Business Source Premier Database on the library website. Instructions for access will be provided in class. Students will be quizzed on assigned readings, podcasts, and videos.

All supplemental materials posted on this course site (including articles, book excerpts, or other documents) are provided for your personal academic use. These materials may be protected by copyright law and should not be duplicated or distributed without permission of the copyright owner.

You are expected to read the designated readings before coming to class on the day the readings are due. Coming to class is not a substitute for reading, nor is doing the reading a substitute for attending class. Class time will be used to build on your reading, not to review it, as not all the material from the readings 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 reading.

Contacting Me

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.

Assignments and Grading

You will find your assignments for the semester below. Assignments and speeches will have grading rubrics that you are welcome to view at any time. Your final grade will be calculated by dividing the number of points you earn by the total number of points at the end of the semester. Here are the categories of assessment (See Canvas for the points possible.):

- Speeches: Introduction Speech, Business Profile Informative Speech, Communication Consultant Team Persuasive Presentation, Elevator Speech, Scholarly Article Invitational Speech, Commemorative Speech
- Outlines: Working and speaking outlines required for every speech/presentation (except Introduction Speech and Business Profile Informative Speech)
- Assignments: Professional Speaker Self-Evaluation Papers, Team Communication Consultant Team Strategic Plan, Professional Speaker Peer Evaluation Papers
- Quizzes based on assigned readings, podcasts, and videos
- Exams over course material (midterm and final)
- Participation in class throughout the semester
- Extra Credit: Narrative Pedagogy Appointment

Grades will be based on the following:

Grade Scale Based on Percentages

| | | | | |
|-----------|-----------|-----------|-----------|-----------------|
| 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 | |

You are welcome to meet with me face-to-face at any time during the semester to discuss your grades and standing in the course. However, you must wait at least 24 hours before contacting me about a grade on a particular assignment, quiz, or exam. For the sake of your privacy, I will not discuss grades over the phone or via email or Canvas. All grades become final 7 days after being posted on Canvas.

The following criteria describe the expectations associated with each grade:

A: The work **exceeds** the minimum requirements in many significant ways. An **A** is reserved for *excellent* and *superior* performances.

B: The work exceeds the minimum requirements in some way and is above and beyond the stated basic requirements of the assignment.

C: The work meets the minimum requirements for acceptable completion of the assignment. A **C** is *not* punishment; it is an indication that you have performed at an acceptable level.

D: The work falls short of minimum requirements in some ways.

F: The work fails to meet requirements in many ways.

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.

Your success in this class depends on your participation and engagement with course material as well as with your classmates and me. I highly encourage you to attend every class meeting, but I also understand that this is not always possible. Please contact me if you miss a class meeting.

No make-ups are allowed for speeches, quizzes, exams, or other assignments missed without a religious holiday, school-excused absence, serious illness/injury, death in the family, or other serious emergency. I must be informed of upcoming religious holidays or school-sponsored activities via Canvas message or email *at least one week* in advance. Make-up exams are different from original exams. There is no make-up allowed for the final exam. Speeches, quizzes, exams, and other assignments must be made up within one week of the date on which they are originally due. All due dates are clearly marked on the course schedule (see below) and on Canvas.

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. They 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, visit the [Loma Writing Center webpage](#) or visit the Loma Writer Center on the first floor of the Ryan Library in Room 221. You can also email the Loma Writing Center at writingcenter@pointloma.edu.

Tutorial Services

PLNU's Tutorial Center provides academic enrichment resources to help traditional undergraduate students manage the demands of multiple course requirements. Their services include:

- **Peer Tutoring:** Peer Tutoring sessions with faculty-recommended PLNU tutors include Individual (1:1 session) and Small Group.

- **Review Sessions:** Review Sessions held by selected departments.
- **Academic Coaching:** Academic Coaching is available to help students increase study skills, learn time management tools, and much more.
- **Online Tutoring:** Tutor Match (PLNU student tutors after-hours) and online Live Help.

For more information, or to make an appointment, visit them on the first floor of Ryan library or at pointloma.edu/offices/tutorial-services. Their hours are Monday – Thursday 11:00 am – 6:00 pm, Friday 11:00 am – 4:00 pm. You can contact them at tutorialservices@pointloma.edu or (619) 849-2593.

Incompletes and Late Assignments

All assignments are to be submitted on Canvas (depending on the assignment) by the beginning of the class session when they are due. Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work. Written assignments may be submitted up to five days (24 hour periods) after their due date/time. A deduction of 10% of the possible number of points earned will occur for every day that the assignment is not submitted. If an assignment has not been submitted after five days, the student will earn a 0 on that assignment.

However, an extension may be granted due to extenuating circumstances. Please contact me if you experience a significant hardship that prevents you from completing an assignment so that we can come to a reasonable agreement. *Note: If you have had more than 5 days to complete an assignment, a minor, short-term hardship (such as a common illness, transportation issues, family obligations, or having to work or attend extracurricular activities) will not be considered sufficient grounds for an extension.*

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 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.

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.) in this course. Any work that utilizes AI-based tools must be clearly identified as such, including the specific tool(s) used. Please use the following sources to guide your citations when using AI:

[APA Style: How to Cite ChatGPT](#)

[MLA Style Center: Citing Generative AI](#)

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.

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.

Department of Communication Studies

Communication encompasses nearly every aspect of human existence. It is the key to success in our careers, community, and, most importantly, our relationships with loved ones and with God. Simply put, communication is foundational in our lives. The Department of Communication Studies equips you with the knowledge, skills, and experience necessary to become an effective communicator in today's

constantly evolving media landscape. By pursuing one of the several majors or minors we offer, you will work alongside creative students and inspirational faculty members to refine your ability to communicate thoughts, words, and ideas across traditional and modern mediums. Additionally, our faculty can provide you with top-notch practical applications and real-world experiences that align with your coursework by encouraging and supporting your involvement in a variety of hands-on learning opportunities, such as our national championship speech and debate team, internships, theatre, radio, television, and film production.

Your ability to communicate successfully will be critical in any career you pursue after graduation. Studies and reports from the National Association of Colleges and Employers, *Wall Street Journal*, *Forbes*, *CareerBuilder*, *USA Today*, and many others confirm that communication-based skills are among the most important skills employers look for when evaluating candidates. In addition to helping you cultivate your communication skills, our dedicated faculty will be with you every step of the way as you discover who you are called to be and guide you as you develop the characteristics necessary to be effective not only at work, but in your personal relationships and communities.

An education in communication studies cultivates deep critical-thinking, leadership, and interpersonal skills that will prepare you for an abundance of meaningful career opportunities. Programs in media, organizational communication, cinema studies, public relations, and more provide the opportunity to pursue your passions and interests.

For more information, visit the department in Cabrillo Hall or at pointloma.edu/schools-departments-colleges/department-communication-studies.

COM 1000 Course Schedule*

| Week | Day | Date | Topic | Reading/Assignment(s) |
|------|-----|------|---|--|
| 1 | T | 9/3 | Introductions; Overview of Course and Syllabus | Visit: Course Canvas Shell Prepare: Introduction Speech (delivery on T, 9/10) |
| | R | 9/5 | Submitting Assignments & Using Honorlock on Canvas; Finding Scholarly Research Articles; | Listen: Communication Guys “25 Things Great Communicators Do” Complete: Podcast Quiz (on Canvas) Prepare: Introduction Speech (delivery on T, 9/10) |

| | | | | |
|---|---|------|--|---|
| | | | Using APA Format; Using AI | |
| 2 | T | 9/10 | Introduction Speeches Professional Speaking (Review, Discussion, & Activity) | Read: "Create a Presentation Your Audience Will Care About" Complete: Reading Quiz (on Canvas) Prepare: Business Profile Informative Speech (outlines due and delivery on T, 9/24; outlines to be submitted on Canvas by 9:30 am) |
| | R | 9/12 | Researching & Outlining Speeches (Review, Discussion, & Activity) | Read: "To Give a Great Presentation, Distill Your Message to Just 15 Words" Complete: Reading Quiz (on Canvas) Prepare: Business Profile Informative Speech (outlines due and delivery on T, 9/24; outlines to be submitted on Canvas by 9:30 am) |
| 3 | T | 9/17 | Cannons of Rhetoric (Review, Discussion, & Activity) | Read: Gill: "Rhetoric and Human Understanding" Complete: Reading Quiz (on Canvas) Write: Self-Evaluation Paper #1 (due on Canvas by 9:30 am on T, 9/24) Prepare: Business Profile Informative Speech (outlines due and delivery on T, 9/24; outlines to be submitted on Canvas by 9:30 am) |
| | R | 9/19 | A Christian Perspective on Public Speaking (Review, Discussion, & Activity) | Read: Schultz: "Symbolic Stewardship" & "Inexplicable Grace" Complete: Reading Quiz (on Canvas) Write: Self-Evaluation Paper #1 (due on Canvas by 9:30 am on T, 9/24) |

| | | | | |
|---|---|------|--|---|
| | | | | Prepare: Business Profile Informative Speech (outlines due and delivery on T, 9/24; outlines to be submitted on Canvas by 9:30 am) |
| 4 | T | 9/24 | Business Profile Informative Speeches | <p>Read: Fujishin “Giving Yourself Permission”</p> <p>Complete: Reading Quiz (on Canvas)</p> <p>Write: Professional Speaker Self-Evaluation #1 (due on Canvas by 9:30 am on 10/1)</p> |
| | R | 9/26 | Public Speaking Anxiety (Review, Discussion, & Activity) | <p>Read: “5 Ways to Get Over Your Fear of Public Speaking”</p> <p>Complete: Reading Quiz (on Canvas)</p> <p>Watch: “The Science of Stage Fright”</p> <p>Complete: Video Quiz</p> <p>Write: Professional Speaker Self-Evaluation #1 (due on Canvas by 9:30 am on 10/1)</p> |
| 5 | T | 10/1 | Speech Delivery (Review, Discussion, & Activity) | <p>Read: “6 Ways to Look More Confident During a Presentation”</p> <p>Complete: Reading Quiz (on Canvas)</p> <p>Watch: “How to Sound Smart in Your TEDx Talk”</p> <p>Complete: Video Quiz</p> <p>Prepare: Communication Consultant Team Persuasive Presentation (Strategic Plan due and delivery on R, 10/10; Strategic Plan to be submitted on Canvas by 9:30 am)</p> |
| | R | 10/3 | Speech Delivery (Review, | Read: “Leveraging the Power of Nonverbal Communication” |

| | | | | |
|---|---|-------|---|--|
| | | | Discussion, & Activity) | <p>Read: “How to Rehearse for an Important Presentation”</p> <p>Complete: Reading Quiz (on Canvas; one quiz for both videos)</p> <p>Prepare: Communication Consultant Team Persuasive Presentation (Strategic Plan due and delivery on R, 10/10; Strategic Plan to be submitted on Canvas by 9:30 am)</p> |
| 6 | T | 10/8 | Nonverbal Speech Elements (Review, Discussion, & Activity) | <p>Read: “The Kinesthetic Speaker”</p> <p>Complete: Reading Quiz (on Canvas)</p> <p>Prepare: Communication Consultant Team Persuasive Presentation (Strategic Plan due and delivery on R, 10/10; Strategic Plan to be submitted on Canvas by 9:30 am)</p> |
| | R | 10/10 | <p>Communication Consultant Team Persuasive Presentations</p> <p>Logistics & Review for Midterm Exam</p> | <p>Read: “How to Stop Saying ‘Um,’ ‘Ah,’ and ‘You Know’”</p> <p>Complete: Reading Quiz (on Canvas)</p> <p>Study: See Midterm Exam Study Guide on Canvas (exam on T, 10/15)</p> |
| 7 | T | 10/15 | <p>Midterm Exam</p> <p>(Bring a laptop to take the exam on Canvas via Honorlock during class.)</p> | <p>Read: “The Art of the Elevator Speech”</p> <p>Complete: Reading Quiz (on Canvas)</p> <p>Write: Professional Speaker Peer Evaluation #1 (due R, 10/22, at 9:30 am on Canvas)</p> |
| | R | 10/17 | Elevator Speeches (Review, Discussion, & Activity) | <p>Read: “Crafting an Elevator Pitch”</p> <p>Complete: Reading Quiz (on Canvas)</p> |

| | | | | |
|---|---|-----------------|---|---|
| | | | | Write: Professional Speaker Peer Evaluation #1 (due R, 10/22, at 9:30 am on Canvas) |
| 8 | T | 10/22 | Authenticity (Review, Discussion, & Activity) | <p>Read: "Authenticity"</p> <p>Complete: Reading Quiz (on Canvas)</p> <p>Watch: "The Power of Vulnerability"</p> <p>Complete: Video Quiz</p> <p>Prepare: Elevator Speech (outlines due and delivery on 10/29; outlines to be submitted on Canvas by 9:30 am)</p> |
| | R | 10/24 | NO CLASS MEETING (Fall Break) | <p>Read: "Internalize the Message"</p> <p>Complete: Reading Quiz (on Canvas)</p> <p>Prepare: Elevator Speech (outlines due and delivery on 10/29; outlines to be submitted on Canvas by 9:30 am)</p> |
| 9 | T | 10/29 | Elevator Speeches Storytelling (Review, Discussion, & Activity) | <p>Read: "TED Talks Storytelling"</p> <p>Read: "The Structure of a Story"</p> <p>Complete: Reading Quiz (on Canvas; one quiz for both readings)</p> <p>Prepare: Authenticity Speech (outlines due and delivery on T, 11/5; outlines to be submitted on Canvas by 9:30 am)</p> |
| | R | 10/31 (Spooky!) | Storytelling (Review, Discussion, & Activity) | <p>Read: "Create a Map"</p> <p>Complete: Reading Quiz (on Canvas)</p> <p>Listen: Communication Guys "6 Rules of Storytelling"</p> |

| | | | | |
|----|---|-------|---|---|
| | | | | <p>Complete: Podcast Quiz</p> <p>Prepare: Authenticity Speech (outlines due and delivery on T, 11/5; outlines to be submitted on Canvas by 9:30 am)</p> |
| 10 | T | 11/5 | <p>Authenticity Speeches</p> <p>Invitational Speaking (Review, Discussion, & Activity)</p> | <p>Watch: “Invitational Rhetoric”</p> <p>Complete: Video Quiz (on Canvas)</p> <p>Write: Professional Speaking Self-Evaluation Paper #2 (due T, 11/12, on Canvas by 9:30 am)</p> |
| | R | 11/7 | <p>Invitational Speaking (Review, Discussion, & Activity)</p> | <p>Read: “Secrets of Successful Invitational Speech Topics”</p> <p>Complete: Reading Quiz (on Canvas)</p> <p>Write: Professional Speaking Self-Evaluation Paper #2 (due T, 11/12, on Canvas by 9:30 am)</p> |
| 11 | T | 11/12 | <p>Incorporating Humor into Speeches (Review, Discussion, & Activity)</p> | <p>Watch: “The Skill of Humor”</p> <p>Watch: “More Than Funny”</p> <p>Complete: Video Quiz (on Canvas; one quiz for both videos)</p> <p>Prepare: Scholarly Article Invitational Speech (outlines due and delivery on T, 11/26; outlines to be submitted on Canvas by 9:30 am)</p> |
| | R | 11/14 | <p>Incorporating Humor into Speeches (Review, Discussion, & Activity)</p> | <p>Watch: “Using Humor in Speeches”</p> <p>Complete: Video Quiz (on Canvas)</p> |

| | | | | |
|----|---|-------|---|--|
| | | | | Prepare: Scholarly Article Invitational Speech (outlines due and delivery on T, 11/26; outlines to be submitted on Canvas by 9:30 am) |
| 12 | T | 11/19 | Commemorative Speaking (Review, Discussion, & Activity) | Watch: “9 Life Lessons” Commencement Address Complete: Video Quiz (on Canvas) Prepare: Scholarly Article Invitational Speech (outlines due and delivery on T, 11/26; outlines to be submitted on Canvas by 9:30 am) |
| | R | 11/21 | NO CLASS MEETING (Dr. Worman at National Communication Association Conference) | Prepare: Scholarly Article Invitational Speech (outlines due and delivery on T, 11/26; outlines to be submitted on Canvas by 9:30 am) |
| 13 | T | 11/26 | Scholarly Article Invitational Speeches Commemorative Speaking (Review, Discussion, & Activity) | Watch: “TED’s Secret to Great Public Speaking” Complete: Video Quiz (on Canvas) Prepare: Commemorative Speech (outlines due and deliveries on R, 12/5; outlines to be submitted on Canvas by 9:30 am) |
| | R | 11/28 | NO CLASS MEETING (Thanksgiving Recess) | Prepare: Commemorative Speech (outlines due and deliveries on R, 12/5; outlines to be submitted on Canvas by 9:30 am) |
| 14 | T | 12/3 | Commemorative Speaking (Review, Discussion, & Activity) | Read: “How to Give a Killer Presentation” Complete: Reading Quiz (on Canvas) |

| | | | | |
|-------------|---|----------------------------|---|--|
| | | | | Prepare: Commemorative Speech (outlines due and deliveries on R, 12/5; outlines to be submitted on Canvas by 9:30 am) |
| | R | 12/5 | Commemorative Speeches Speaking in the Digital Age (Review, Discussion, & Activity) | Read: Fujishin “Speaking in the Digital Age” Complete: Reading Quiz (on Canvas) Write: Professional Speaker Self-Evaluation Paper #2 (due on Canvas on 12/12, by 9:30 am) |
| 15 | T | 12/10 | Speaking in the Digital Age (Review, Discussion, & Activity) | Watch: “What’s Not in Frame” Complete: Video Quiz (on Canvas) Study: See Final Exam Study Guide on Canvas (exam on R, 12/19, from 10:30 am – 1:00 pm) |
| | R | 12/12 | Logistics & Review for the Final Exam | Study: See Final Exam Study Guide on Canvas (exam on R, 12/19, from 10:30 am – 1:00 pm) |
| Finals Week | R | 12/19 (10:30 am – 1:00 pm) | Final Exam (Bring a laptop to take the exam on Canvas via Honorlock during class.) | |

*The schedule is subject to change at the discretion of the instructor. It is the responsibility of the student to check on announcements made/material covered during any absence.

Other Important Dates:

- **9/6** – Last day to add/drop Quad I classes
- **9/13** - Last day to add/drop semester classes. change meal plan, opt out of LomaBook program, purchase tuition refund insurance and of the 100% Refund period; late fee applied to past due accounts
- **9/15** – Financial holds placed
- **9/20** - Last day of the 75% refund period; department/school chapel
- **9/27** – Last day of the 50% refund period

- **10/4** - Last day to withdraw from Quad I classes and to apply for winter commencement
- **10/11-12** – Family Weekend
- **10/18** – Advising Chapel
- **10/22** – Advising for next semester begins
- **10/25** – Last day to add/drop Quad II classes
- **10/28-11/1** – Spiritual Renewal Week
- **10/25** – Last day of the 25% refund period
- **11/4** – Priority registration for next semester begins
- **11/8** - Last day to withdraw from semester classes
- **11/22** – Last day to withdraw from Quad II classes
- **12/21** – Commencement; residence halls close at noon

Campus Map (Cabrillo Hall circled in red)

