

COM 1000-3 (3 units): Principles of Human Communication
Communication Studies Department
Spring 2020

PLNU *forward*

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 becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Meeting days: Tuesday	Instructor title and name: Prof. Jonathan Veal
Meeting times: T 6:20 p.m. – 9:00 p.m.	Section Number: 3
Meeting location: Cabrillo Hall Room 102	E-mail: jveal@pointloma.edu
Final Exam: T 7:30 p.m.- 10:00 p.m.	Office location and hours: Cabrillo Annex. 101 2:45-4:00 T/R

REQUIRED MATERIALS & RESOURCES

-  Berko, R.M., Wolvin, A. D. & Wolvin, D. R. *Communicating: A social and career focus.* (12th Ed.). New York: Houghton Mifflin Company.
- <https://canvas.pointloma.edu/login> Critical information will be communicated via Canvas.
- Subscription to 30Minute Prep (www.30minuteprep.com) Instructor Code: JV833MP

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

- You will be able to describe and discuss the process of human communication.
- You will be able to identify and explain the basic components of an effective speech.
- You will be challenged to interact competently in dyadic and small group experiences.
- You will be able to construct and deliver informational and persuasive speeches within an extemporaneous setting.

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. Specific details about how the class meets the credit hour requirement can be provided upon request.

COURSE PROCEDURE

1. You are expected to be familiar with all material in Canvas, including this syllabus and class schedule.
2. On Lecture Days: Students must arrive on time and prepared to engage. Please only use electronic devices for note taking and research.
3. On Speech Days: Students will arrange the classroom as specified by the instructor, break into group, get topics from instructor, and immediately begin prepping for their speeches. In order to receive your topic you must show the printed out articles that you will be using as references. If you do not have these articles you will not be given a topic and therefore will not be able to participate in class that day and therefore receive a (0) on that assignment.
4. Students should actively listen to their classmates during speeches and offer appropriate constructive criticism.

ASSESSMENT & GRADING

Grade Scale (% to Letter):

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	0-59	F

Course Point Values:

Assignment	Point Value
Quizzes/ Class Activities (5 at 10 pts. Each)	50
In and Out of Class Speeches/ Journals (30)	150
Extemp Test Out	100
Final Presentation	100
Midterm Exam	100
Total	500

STUDENT RESPONSIBILITY

It is the student's responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted online.

ATTENDANCE AND PARTICIPATION

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. You are expected to attend each class session. It is recognized that many of you have outside commitments to the university; these are considered excused, but must be cleared with the instructor PRIOR to the absence and written documentation presented, including sports. If you are absent from more than 10 percent of class meetings, I have the option of filing a written report which may result in de-enrollment.

USE OF TECHNOLOGY

Point Loma Nazarene University encourages the use of technology for learning, communication, and collaboration. However, cell phones must be turned off or on silent before class begins. Laptops must be used for note taking purposes only. Any distracting use of a electronic device may result in an absence for that class period.

ACADEMIC HONESTY

“PLNU exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed...”(PLNU Catalog). As such students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As explained in the university catalog, 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. Violations of university academic honesty include cheating, plagiarism, falsification, aiding the academic dishonesty of others, or malicious misuse of university resources. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course following the procedure in the university catalog. Students may appeal also using the procedure in the university catalog. See [Academic Policies](#) for further information.

ACADEMIC ACCOMMODATIONS

While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may request academic accommodations. At Point Loma Nazarene University, students must request that academic accommodations by filing documentation with the [Disability Resource Center](#) (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student’s instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual needs of the student. See [Academic Policies](#) in the (undergrad/graduate as appropriate) academic catalog.

FERPA POLICY

In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by (Note: each faculty member should choose one strategy to use: distributing all grades and papers individually; requesting and filing written student permission; or assigning each student a unique class ID number not identifiable on the alphabetic roster.). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the “Information Release” section of the student portal. See [Policy Statements](#) in the (undergrad/ graduate as appropriate) academic catalog.

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 and on Canvas. No requests for early examinations or alternative days will be approved.

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.

COURSE CALENDAR (subject to change)

Date	Discussion/ Activity	HW Due	HW Assigned
January 16th	Syllabus and Course Procedures		Registration of Prep and Video Tutorials
January 21st	Chapter 1: The Human Communication Process		Quiz #1
January 28th	Chapter 2: Foundations of Verbal Language / Chapter 3: Nonverbal Communication	Quiz #1	Quiz #2 Breaking the Rules Log
February 4th	Chapter 4: Listening	Quiz #2 Breaking the Rules Log	Quiz #3
February 11th	Chapter 6: Interpersonal and Electronically Mediated Communication	Quiz #3	Quiz #4
February 18th	Chapters 11, 12, 13: Speech Writing and Delivery	Quiz #5	Midterm Review
February 25th	Midterm Review/ Introduction to Speeches		
March 3rd	Midterm		
March 10th	No Class (Spring Break)		In Class and Out of Class Journaling Reference Articles
March 17th	Speeches Week 1		In Class and Out of Class Journaling Reference Articles
March 24th	Speeches Week 2		In Class and Out of Class Journaling Reference Articles
March 31st	Speeches Week 3		In Class and Out of Class Journaling Reference Articles
April 7th	Speeches Week 4 and Makeup Speeches		In Class and Out of Class Journaling Reference Articles
April 14th	Speeches Week 5		In Class and Out of Class Journaling Reference Articles
April 21st	Speeches Week 6		In Class and Out of Class Journaling Reference Articles

April 28th	Speeches Week 7		In Class and Out of Class Journaling Reference Articles
May 5th	Final Presentation Speeches		Out of Class Journaling
May 12 th (Final)	Final Presentation Speeches		