**STANDARD POLICIES AND STATEMENTS FOR**

**COMMUNICATION AS CRITICAL INQUIRY (COM 110)**

**ILLINOIS STATE UNIVERSITY**

**Instructor:** Agnes Amoakwa **Office Hours:** Tuesdays 10:00 am-11:30 am

**Office:** Fell 053 **Section:** 034

**Email:** aamoakw@ilstu.edu **Meeting time:** T/TH12:35 pm - 1:50 pm

**Classroom:** State Farm Hall of Business 0148

**TEXTS**

Simonds, C. J., Hunt, S. K., & Simonds, B. K. (2018). *Engaging communication.* (Top Hat ebook version).Southlake, TX: Fountainhead Press.

Simonds, C. J., Hunt, S. K., & Hooker, J.F. (2022). *Communication as critical inquiry:*

*Student workbook.* Champaign, IL: Stipes Publishing.

**COURSE MATERIALS**

**COM 110 Top Hat eBook**. You are required to have an eBook for COM 110, which you will access through the interactive platform Top Hat. This platform will allow you to engage with the textbook and complete assignments for the course. You will receive an invitation from Top Hat to register your book with your section of the course. You may purchase eBook access directly from Top Hat or at the bookstores.

**Workbook Purchasing Procedures.** Students will purchase the student workbook (Com 110 Communication as Critical Inquiry) from the publisher, Stipes, who will then mail the workbook directly to you. Please order at the following address:

<https://buy.stipes.com/products/isu-com-110-24sp>

The workbook will cost $39.50 plus tax and shipping. When you order, be sure to include the **billing address** for the credit card you are using and also the **shipping address** for where you want the workbook sent. If you have any issues with this process, please contact the publisher directly at orders@stipes.com

**Course Material Assistance.** If you have concerns about being able to afford the materials for this class, there are several options for you.

* First, talk with your instructor. As early as possible, let your instructor know if the cost of the materials will be a barrier to your success in class. Your instructor will be able to point you to resources that may assist you.
* Check Milner Library. Through Milner Library you can access course materials using their [course reserve](https://library.illinoisstate.edu/services/course-reserves/reserve-item/) service. These materials can be used for two-hour time blocks inside Milner Library. You can also [ask a librarian](https://library.illinoisstate.edu/contact/) for assistance with this process.
* Contact your academic advisor. Your [advisor](https://universitycollege.illinoisstate.edu/advising/) is knowledgeable about your academic goals and will assist you in navigating your academic experience.
* Reach out to the Financial Aid office. Make an appointment with a [financial aid counselor](https://financialaid.illinoisstate.edu/contact/) and specifically mention you are seeking help paying for course materials. The Financial Aid office can ensure students are using all forms of available aid and will investigate options for students, such as a [Short-Term Emergency Student Loan](https://policy.illinoisstate.edu/students/2-1-25/).

**COMMUNICATION AS CRITICAL INQUIRY (COM 110) COURSE GOALS**

Communication as Critical Inquiry (COM 110) seeks to improve students’ abilities to express themselves and to listen to others in a variety of communication settings. Effective oral communication is viewed as an essential life skill that every person must possess to function in today’s society. The course emphasizes participation in a variety of communication processes to develop, reinforce, and evaluate communication skills appropriate for public, small group, and interpersonal settings. The course content and experiences will enable students to assume their responsibilities as speaker-listener-critic in a culturally diverse world. In short, the course is designed to make students competent, ethical, critical, confident, and information literate communicators.

***COM 110 addresses the following General Education outcomes:***

1. intellectual and practical skills, allowing students to
2. make informed judgments
3. report information effectively and responsibly
4. deliver purposeful presentations that inform attitudes or behaviors
5. personal and social responsibility, allowing them to
6. participate in activities that are both individually life-enriching and socially beneficial to a diverse community (civic knowledge and engagement)
7. demonstrate ethical decision-making
8. demonstrate the ability to think reflectively
9. integrative and applied learning, allowing students to
10. identify and solve problems
11. transfer learning to novel situations
12. work effectively in teams

**ASSIGNMENT DESCRIPTIONS**

1. **Speeches:** Each student will present three mandatory speeches and an introductory speech:
2. **Informative speech (p. 11-37 for more details):** 5-7 minutes, no more than 7:30; at least 4 sources must be cited in the presentation and in the references.
	1. **Self-evaluation (p. 16-17):** You will need to do a self-evaluation for this speech, meaning that you will need to record your speech and return your evaluation to me
	2. **Peer-evaluation (p. 18-19):** You will also need to do two peer evaluations for two assigned peers
3. **Group presentation (p. 38-60 for more details):** 25-35 minutes depending on the number of members, at least 10 sources must be cited in the presentation and in the references.
	1. **Group contract (p. 46-49)**: You will need to complete the group contract on pages 48-49 of your student workbook
4. **Persuasive speech (p. 68-80 for more details):** 5-7 minutes, no more than 7:30; at least 6 sources.
	1. **Self-evaluation (p. 65-66):** You will also need to do a self-evaluation for this speech, meaning that you will need to record your speech and return your evaluation to me
	2. **Peer-evaluation (p. 67-68):** You will also need to do two peer evaluations for two assigned peers
5. **Any old bag Speech (p. 91 for more details):** You will complete an introductory (ice breaker) speech that will help me and your other classmates get to know you. You will do this by bringing a special bag with three items that represent you.
6. **Communication Improvement Profile (CIP) Paper (p. 83-86 for more details):** A paper assigned at the beginning of the semester which you will discuss and reflect on your own communication habits and determine three specific communication improvement goals for the semester.
7. **Synthesis Speech (p. 88-90 for more details):** You will complete a final speech that discusses how your communication has changed throughout the semester. You will use your previous assignments as evidence of how your communication has changed throughout the semester.
8. **Creating a Search Strategy (p. 33-34 for more details):** You will complete a worksheet that will help you find sources for your informative speech.
9. **Choosing Search Tools/Sources (p. 50 for more details):** You will complete a worksheet that will help you evaluate sources for your group speech.
10. **Annotated Bibliography (p. 81 for more details):** You will learn about and create an annotated bibliography for your persuasive speech.
11. **Syllabus Contract (p. 3 of the workbook):** You will need to complete the syllabus contract to show that you understand and agree to the policies outlined in the syllabus.
12. **Group Contract (p. 46-49 of the workbook):** You will need to complete a group contract that outlines the rules and stipulations within your group.
13. **COM 110 Lab Attendance (p. 5-8 of the workbook):** You will need to attend the COM 110 lab once before one of the three major speeches. Proper documentation will need to be provided in order to receive credit.

**All three speeches (informative, group, and persuasive) must be completed to pass the course:** Each presentation will be evaluated on content and delivery. Specific details will be clearly outlined in class. Typed outlines and an APA reference page are required for each (a sample will be provided). You absolutely need to provide a copy of the outline on the day of the speech. If you do not – you cannot give the speech**. If you have any concerns about your ability to meet the requirements of this course, please talk to me and we will figure out a solution!**

1. **Participation (Daily Speaking Opportunities):** Because Communication as Critical Inquiry is a skills-based, developmental course, participation is essential. It is important that you get these daily speaking opportunities to increase your confidence with your classroom audience. Participation is a function of attendance, demonstration of having read the material, asking questions that extend the thinking of the class and instructor, contributing relevant examples, and demonstrating respect for the contributions of classmates.
2. **Preparing to Participate (P2Ps) (5 points per chapter)**: Your participation in the course will, in part, be determined by your completion of “Preparing to Participate” (P2P) assignments. Each is worth five points. P2Ps are completed through the Top Hat platform and will be printed and turned in to me. A template will be provided for you to fill in your P2P answers.
3. **Participation Logs (3 points each day**): Due to the nature of the classroom, students are expected to participate and contribute during discussions, ask questions, and use critical thinking skills during class time. Participation in class will provide students with an opportunity to speak and improve their communication skills as well as reduce communication apprehension. Students should come to class having completed their P2Ps and be ready to participate and interact with other classmates during the discussion. At the end of every class period, students will complete and turn in a participation log that states the points they feel they deserve for the class period and their level of participation. **This sheet will be returned to the student at the beginning of every class period. If you are reading this right now, please email me your favorite song to receive extra credit; must be done before the syllabus contract is due.**
4. **Attendance (2 points each day):** You are expected to come to class prepared to discuss course material and participate in activities associated with the readings. Lack of attendance will result in result in a loss of points for that day (2 points each day). I will not lecture over the materials you have read, rather, we will synthesize the material into discussion and activities in which your preparedness will play a large role. You are responsible for all materials distributed in your absence and should ***ask your peers for notes and other assignments from missed class periods***. If you are involved in university-sanctioned activities that will cause you to miss class, such as athletics or debate team, you must discuss these planned absences with me ahead of time, so that we may discuss alternative assignments and arrangements.

**EVALUATION**

**Speeches (310)**

Interview by Biography/Any Old Bag Speech 10 pts.

Informative Speech 100 pts.

Group Speech 100 pts.

Persuasive Speech 100 pts.

**Self/Peer Evaluation (18)**

Informative Speech (Self) 4 pts.

Informative Speech (Peer) 5 pts.

Persuasive Speech (Self) 4 pts.

Persuasive Speech (Peer) 5 pts.

**Portfolio (57)**

CIP Paper 32 pts.

Synthesis Presentation 25 pts.

**Participation (216)**

P2Ps 90 pts.

Attendance 66 pts.

Participation Log 60 pts.

**Other Assignments (49)**

Creating a Search Strategy 8 pts.

Choosing Search Tools/Sources 8 pts.

Annotated Bibliography 8 pts.

Syllabus Contract 10 pts.

Group Contract 5 pts.

COM 110 Lab Attendance 10 pts.

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**Total Points: 650 pts.**

**Extra Credit: 10 pts.**

At least 50% of the participation grade will be based on daily speaking opportunities (participation in class) for each student. The combination of the portfolio and participation grade will not exceed 100 pts. without an additional, graded speaking opportunity. Assigned grades for speeches must comprise at least 50% of the overall grade.

The grading scale is a standard ten-percentage point scale:

90-100% = A; 80%-89% = B; 70%-79% = C; 60-69% = D; below 60% = F

**COMMUNICATING WITH ME**

**Email Policy:** pls don’t email like u txt. Emails should contain a greeting, a specific and spell-checked message, and a closing with your name. All emails should be sent through my ISU email address – **aamoakw@ilstu** - and include your class abbreviation, class number, section, and the subject of the email **(Ex: COM 110-001: Question on Informative Speech)**. If you contact me through email, please be patient and allow 24 hours for a response during the week (Monday through Thursday) and 48 hours on weekends (Friday through Sunday).

**COURSE POLICIES**

**Illinois Articulation Initiative (C2900: Oral Communication).** The Illinois Articulation Initiative is designed to allow students to transfer course credit between institutions. The IAI requires that all COM 110 students present at least three speaking opportunities that include research and are five minutes, or longer, in duration. Additionally, these presentations and speaking opportunities (participation) must comprise at least 50% of the overall grade.

**Com 110 Lab.** You are encouraged to visit the Com 110 lab at least once during the semester to practice your speech. It is also recommended that you plan a visit to the Com 110 lab at least one week before your speech so you have enough time to synthesize the feedback received from the attendant and incorporate it into your speech. Ultimately, the Com 110 lab can be a useful tool in improving the quality of your speech and public speaking skills. To schedule time in the Com 110 lab, call (309) 438-4566 or come to Fell 032 and schedule an appointment in person. **You can only make an appointment during Com 110 lab open hours over the phone or in person.** If you wish to video-record your presentation, please tell the attendant when booking your appointment. Remember to book your appointment early, as there are a great number of students trying to make appointments. You must bring a completed outline to the appointment. **You must also schedule an appointment at least 24 hours before the date you are scheduled to deliver your speech in class, or you will not be able to use the Com 110 lab. If you need to change or cancel your appointment, you will need to call the Com 110 lab at (309) 438-4566 or stop by in person (Fell Hall 032) 24 hours in advance. If you fail to cancel your appointment 24 hours in advance you will not be allowed to use the Com 110 lab again**

**Cheating/Plagiarism.** Students are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the *Code of Student Conduct*. All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and unacknowledged collaboration on speech topics and/or the presentation of someone else’s work warrants plagiarism.

**Students found to inadvertently commit acts of dishonesty will receive appropriate penalties specific to the assignment in question. Students found to commit intentional acts of dishonesty will receive a failing grade in the course and will be referred for appropriate disciplinary action through Student Conduct and Conflict Resolution Office.**

**Special Needs.** Any student needing to arrange a reasonable accommodation for a documented disability and/or medical/mental health condition should contact Student Access and Accommodation Services at 350 Fell Hall, (309) 438-5853, or visit the website at StudentAccess.IllinoisState.edu.

**Mental Health Resources.** Life at college can get very complicated. According to recent research, nearly 40% of college students are at risk of developing a generalized anxiety disorder and are less likely to seek help for it compared to other mental health issues. Students also sometimes feel overwhelmed, and lost, experience depression, and struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with little help. Student Counseling Services (SCS) helps students cope with difficult emotions and life stressors. Student Counseling Services is staffed by experienced, professional psychologists and counsellors, who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at Counseling.IllinoisState.edu or by calling (309) 438-3655.

**Illinois State University Bereavement Policy.** If a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations.  The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work.  Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work. Details can be found at the following website: http://policy.illinoisstate.edu/students/2-1-27.shtml

**BEHAVIORAL EXPECTATIONS POLICIES**

**Due Dates:** **I do not accept late work.** I understand the difficulties of managing multiple classes and life gets busy. Like most instructors, I am more understanding if you keep me informed. If you encounter problems, please let me know right away. Assignments are to be printed and turned in during class time as a paper copy. I will not accept any assignment materials via email. If you have a legitimate reason for not submitting an assignment on time, please contact me and I will evaluate these situations on a case-by-case basis.

**Paper Formatting:** Every assignment that is turned in should be typed, **double-spaced, with Times New Roman 12 pt. font** (unless otherwise noted). **Name should be on the right-hand side of the paper.**

**Electronics Policy:** During class time, students will not be allowed to use their laptops or phones unless otherwise stated. If students need them for a particular class period, students will be notified ahead of time. It is expected that students will put away all electronics during class and it is required that students print their P2Ps so they can reference them during class discussions.

**Tardiness:** Students are expected to arrive on time for class. Students who arrive late will only receive partial participation points for that day **(1.5 points)**. Students who continue to arrive late **(more than 4 times)** to class will be asked to write a two-page paper about why they are continuously late and what habits they plan on changing to make sure they can arrive on time in the future. If you feel you cannot arrive at class on time, please communicate with me what issues you may be having, and we can work together accordingly.

**Professional Courtesy**. Professional courtesy includes respecting others' opinions, not interrupting in class, being respectful to those who are speaking, and working together in a spirit of cooperation. I expect you to demonstrate these behaviors at all times in this class. With that in mind, sleeping, reading materials irrelevant to class purposes, texting, or disrupting the class will not be tolerated and will result in the student being considered absent for that particular class period.

**Presentation Etiquette.** On presentation days, you have dual responsibilities as a speaker and an audience member. When you are presenting, you will dress appropriately. When you are an audience member, you will be attentive. Because most people are nervous when they present, you will be supportive both verbally and nonverbally. You will never enter or leave the room while a presentation is in progress.

**Behavioral Expectation Policy.** Should any student violate the expectations of appropriate classroom behavior (as mentioned in the professional courtesy and presentation etiquette policies above), the instructor will schedule a meeting to discuss these expectations and develop a behavioral modification plan. If these behaviors persist, you will be at-risk of failing the course.

**Expected Discussion Etiquette:** To foster a safe and comfortable learning environment, I ask that you refrain from using profanity, racist, sexist, homophobic, or other negative language intended to exclude members of our campus community and/or classroom. I expect all communication in this class to remain respectful and considerate of the rights, opportunities, and welfare of students, faculty, and staff. Violations of this expectation will most likely result in an open constructive in-class discussion or a one-on-one discussion with me outside of class.

**SCHOOL OF COMMUNICATION RESEARCH POOL WEBPAGE**

Additionally, there will be a few extra credit opportunities for research participation. The extra credit points will be added to your final grade and may not necessarily appear in the gradebook immediately upon your completion of the opportunity. There are no guarantees for extra credit, and it is each student’s responsibility to be aware of and take advantage of such opportunities. You may receive extra credit for participating in any of the studies in the School of Communication’s Research Pool. The Research Pool is updated as research studies are opened/closed, and it is your responsibility to access the Pool and be aware of available opportunities. The Research Pool can be accessed via:

[https://sites.google.com/site/ilstusocstudies/](https://sites.google.com/site/ilstusocstudies/%20)

In general, each 30 minutes of participation in an extra credit study will earn you .5 Research Credits. Each project listed on the Research Pool site will indicate the specific number of Research Credits associated with the project. I will get evidence of participation and the time of participation from the researcher(s) who administer the research studies at the conclusion of the semester; however, it is *your* responsibility to make sure that the researchers have the necessary evidence of your participation at the time of the study. Before participating in a study, **please be sure to have your name, ULID** (i.e., the part of your email before @ilstu.edu)**, instructor name, and course and section number ready**, as you will need to provide these to receive credit. Research Credit can only be applied to one course for each study, unless specified otherwise in the Research Pool. A maximum of 5% of your final course grade can be earned from extra credit opportunities via the Research Pool. After the final exam there will be no further opportunities for extra credit or to otherwise improve your grade.

Please also be aware that federal guidelines indicate that instructors offering extra credit for research participation must offer a reasonable alternative (such as a research paper) for students who want to earn extra credit but do not want to participate in a study.

**For each .5 credit research study you participate in, I will award 2 points of extra credit (up to 8 total points).**