**STANDARD POLICIES AND STATEMENTS FOR**

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

**ILLINOIS STATE UNIVERSITY**

**Section 017- Spring 2024**

**Instructor:** Abbie Paul

**Office Hours:**  Wednesdays-Zoom drop-in from 1:00 pm- 2:00 pm OR by appointment

**Office:**  Fell 452

**Email:**  alpaul1@ilstu.edu

**Meeting place/time:** MWF, 10:00-10:50 am, Fell 148

**WHAT IS COM 110?**

This course is a basic communication course where you will learn how to research, write, and deliver speeches, both individually and in a group. I know that many students are nervous coming into this class, and my goal is that every student will learn to be comfortable in front of an audience while improving their speaking ability. I do not expect perfection, I want to see everyone succeed and meet their individual goals. This is a required general education course that you need to pass to graduate from Illinois State University.

**HOW DO I CONTACT YOU?**

You may address me as “Abbie”. Email or Canvas messages will be the best way to get ahold of me. I expect you to use proper email etiquette; do notsend me an email that reads like a text message. Emails should contain a greeting, a specific and spell-checked/grammatically correct message, and a closing with your first and last name and your section number. All emails must be sent through your @ilstu.edu account or our Canvas page. I will respond to emails within a 24-hour period during the school week (Monday through Thursday) or within a 48-hour period on weekends.

**DO YOU HAVE OFFICE HOURS?**

Yes! I have drop-in hours via Zoom on Wednesdays from 1:00 pm- 2:00 pm. You may also schedule time to meet with me (either in-person or via Zoom) that works best in both of our schedules. Like most instructors, I am more understanding of situations if you keep me informed. If you encounter problems, have questions, or need assistance, please let me know right away.

**HOW MUCH HOMEWORK WILL I HAVE IN THIS CLASS?**

You should expect to spend a minimum of 3 hours a week on this class, not including the time we spend together in the classroom. If there are speeches or other large assignments coming up, you may spend more than that, but be prepared for weekly reading, discussion questions or other small assignments.

**WHAT COURSE MATERIALS DO I NEED?**

 **TEXTS**

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

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

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

 **COM 110 Top Hat eBook**. You are required to have access to a textbook, either the eBook or a hard copy, for COM 110. This is how you complete assignments for the course. If you choose the ebook, 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 bookstore. A hard copy of the textbook is available for purchase at the bookstore or you may borrow a copy from Milner Library.

 **Workbook Purchasing Procedures.** Students can 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 packet will cost $39.50. 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 Materials 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/).

**WILL THIS COURSE USE CANVAS?**

For this course, it is imperative that students become familiar and comfortable with Canvas as all course communication outside of the classroom will take place here. Course assignments, grades, messages, and reminders will be posted here regularly. Access to all pertinent course materials and guidelines will also be available on this site. Please email me if you are having any troubles navigating/understanding the site.

**WHAT ARE OTHER THINGS DO I NEED?**

 You will need a laptop and Microsoft Office (which you have access to through ISU!) for all workshop days. If you have concerns about technology, including getting or maintaining a computer, getting the Microsoft Office Suite, Zoom, Canvas, or having a stable internet connection, please let me know or contact [Technology Solutions](https://techsolutions.illinoisstate.edu/).

 You will need note cards and access to a printer for speaker notes.

**WHAT ARE THE ASSIGNMENTS?**

**Speeches.** You will present three speeches:

1. Informative speech (5-7 minutes, no more than 7:30; at least 4 sources must be cited in the presentation and in the references)
2. Group presentation (25-35 minutes depending on the number of members, each member must speak at least 5 minutes consecutively, at least 10 sources must be cited in the presentation and in the references)
3. Persuasive speech (5-7 minutes, no more than 7:30; at least 6 sources must be cited in the presentation and in the references)

**\*\*\*All three speeches must be completed to pass the course\*\*\***

Each speech will be evaluated on content and delivery. Specific details will be clearly outlined in class. Typed outlines and references are required for each (a sample will be provided). If you have any concerns about your ability to meet the requirements of this course, please come and see me to discuss your concerns.

**CIP Speech.** In this brief speech, you will discuss your unique communication style and behaviors, identify three specific goals for improvement, and develop a plan of action that you will use to achieve these goals.

**Synthesis Speech.** In this speech, you will reflect on your experience as a COM 110 student by explaining how the material learned in this class can be applied to your personal and professional life, ways in which you have improved as a communicator throughout this class, and areas in which improvement is still necessary.

**Participation.** Because Communication as Critical Inquiry is a skills-based, developmental course, participation is essential. It is important that you get 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.

**Preparing to Participate Chapter Quizzes (P2Ps).** Each chapter of the text includes “Preparing to Participate” questions designed to intertwine new information with life application and assist you with making meaningful contributions to classroom discussions. You are required to read the entirety of the chapter(s) assigned, complete the corresponding quiz on Canvas as many times as is necessary for full points, and make sure it is submitted at the beginning of every class period.

**Informal speeches/group activities.** A few times throughout the semester you will participate in an informal speaking activity that will be graded on completion with feedback on delivery. These activities will help you feel more comfortable and improve your speaking skills before you give your formal speeches. We will also engage in various activities designed to make you think about course content in new and different ways. Sometimes, these activities may be paired with short assignments that are worth points. Please listen carefully for when these assignments are due. Final total activity points will be determined before the final exam at the end of the semester. Quizzes over course content may be given at any time especially if class participation is lacking.

**HOW WILL I BE GRADED?**

 Informative Speech 100 pts.

 Group Speech 100 pts.

 Persuasive Speech 100 pts.

 Participation/Attendance 100 pts.

 Chapter P2Ps (75)

 Participation Defense (25)

 CIP Speech 25 pts.

 Synthesis Speech 25 pts.

 Informal Activities TBD by instructor

 Citing Sources 5 pts.

 Planning the Outline 5 pts.

 Extra credit opportunities TBD by instructor

\*\*Please note that assignments can be added and deleted from the course, meaning the total points for the course can change.\*\*

At least 50% of the participation grade will be based on daily speaking opportunities for each student. The combination of the activities 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

**WHAT ARE THE COURSE POLICIES?**

**Attendance.** You are expected to come to class prepared to discuss and participate in activities associated with the readings. Regular attendance is expected, and I will take attendance every day. Being absent will deprive you of valuable class discussions and will also prevent you from receiving participation credit for that day. Additionally, I expect you to be in class on time. Attendance on speech days is mandatory as both the speaker and as a member of the audience. This speech day attendance grade will be reflected in the specific speech grade.

If you have a legitimate reason for not being in class, you must contact me as far in advance as possible by email. If you are involved in any university activities that will cause you to miss class, I need a schedule of classes that you will miss and a signed note from your coach or advisor verifying that you are on the team.

**Excused Absences/Absences.** Students who become ill, are absent due to a required self-isolation or quarantine or have extenuating circumstances that will prohibit class attendance or completion of coursework on time will need to provide proper documentation to receive excused absences and/or extended due dates. This documentation should be submitted to the [Dean of Students Office](https://deanofstudents.illinoisstate.edu/contact/dean/). The Dean of Students Office will notify your instructors, and they will make reasonable modifications/extensions to any assignments missed during the length of your excused absence.

**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 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 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](https://deanofstudents.illinoisstate.edu/conflict/conduct/code/Code%20of%20Student%20Conduct%202016%20FINAL%20August%2031%202016.pdf). 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 the [Office of Student Conduct and Conflict Resolution](https://deanofstudents.illinoisstate.edu/conflict/).

**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 [Student Access](http://www.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 for developing generalized anxiety disorder and are less likely to seek help for it compared to other mental health issues. Students also sometimes feel overwhelmed, lost, experience depression, and struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a 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 counselors, who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at [https://counseling.illinoisstate.edu](https://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>

**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 always demonstrate these behaviors 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 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 and ask challenging but constructive questions when the presentation is finished. 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. Failure to practice appropriate speech etiquette may result in points being deducted from the overall speech grade.

**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 for failing the course.

**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:*

II. intellectual and practical skills, allowing students to

a. make informed judgments

c. report information effectively and responsibly

e. deliver purposeful presentations that inform attitudes or behaviors

1. personal and social responsibility, allowing them to
2. participate in activities that are both individually life-enriching and socially beneficial to a diverse community (civic knowledge and engagement)
3. demonstrate ethical decision making
4. demonstrate the ability to think reflectively

IV. integrative and applied learning, allowing students to

a. identify and solve problems

b. transfer learning to novel situations

c. work effectively in teams

**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.