

COMMUNICATION AS CRITICAL INQUIRY (COM 110)

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Office Hours: T/R 9:15-10:00am
Phone: 309-438-3672
Section: 08
Meeting time: T/R 8:00-9:15am

I. 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. (2019). *Communication as critical inquiry: Supplementary materials packet*. Champaign, IL: Stipes Publishing.

(Available at the School of Communication Resource Center in the basement of Fell —See below).

II. 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.

Spiral Workbook Purchasing Procedures. Students will purchase the spiral workbook (COM 110 Communication as Critical Inquiry) through the School of Communication online store using a credit, debit, or monetary gift card. The website can be found at the following address:

http://Bit.ly/COM_110

The workbook will be available for the students to pick up in the Communication Resource Center located in the basement of Fell Hall 1-2 business days after the online purchase. Students will need to show their ISU ID card and Resource Center workers will verify they have purchased the book and give it to them at that time.

Communication Resource Center Hours of Operation

1st two weeks' hours: Fell 34
Monday—Thursday 9:00 a.m.-6:00 p.m.
Friday—9:00 a.m.-3:00 p.m

III. 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
- III. personal and social responsibility, allowing students to
 - a. *participate in activities that are both individually life-enriching and socially beneficial to a diverse community*
 - c. interact competently in a variety of cultural contexts
- IV. integrative and applied learning, allowing students to
 - a. identify and solve problems
 - b. transfer learning to novel situations
 - c. work effectively in teams

Primary outcomes are indicated in plain text and secondary outcomes are indicated in italics.

IV. ASSIGNMENTS

Exams. There will be a ***midterm*** exam and a ***final*** exam. Exams will assess your understanding of communication concepts and theories, as well as your application and integration abilities.

Speeches. Each student will present ***three*** speeches:

- a. **Informative (NEWSCAST)** speech (5-7 minutes, no more than 7:30; at least 4 sources must be cited in the presentation and in the references)
- b. Group presentation (25-30 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)
- c. Persuasive speech (5-7 minutes, no more than 7:30; at least 3 new sources in addition to sources used in the group speech must be cited in the presentation and in the references)

All three speeches 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 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.

Informal Speeches. 9 times this semester, you will participate in an informal speaking activity. Each of these informal speeches will be graded *solely for participation points*, but you will be given feedback on your delivery. This will help to improve your speaking skills and be more comfortable for you “formal speeches.”

Discussion Leading. Within groups, you will be asked to lead a class discussion about the assigned chapters. I will give you initial questions to ask your peers, but you will need to include *other (3-5) insightful questions* and at least one *pop culture* example that relates to the text. Essentially, you need to become the ‘expert’ on the reading for that day to effectively lead the class in a 30-50 min discussion of the content. Your discussion leading will be graded on two factors, 1) Did you show me that you understand the content (Were you knowledgeable on the text? Do your examples make sense?) and 2) Did you ask insightful questions that involved the whole class in discussion?

The dates of your group discussion leading will be posted shortly. If you are absent or non-participatory on the day your group leads discussion, you will be given a **0** with no opportunity to make up the assignment.

Participation (Discussion Speaking Opportunities). Because Communication as Critical Inquiry is a skills-based, developmental course, participation is essential. It is important that you get these discussion 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. On days that you are not leading the discussion, you will be given a participation grade based on your engagement in the class discussion. Participation will be assessed using a participation sheet. Remember, you will have to lead the class discussion at some point and would appreciate participation from your audience members.

If you are absent, on your phone, or unengaged in the discussion, you will be given a **0** with no opportunity to make up these points.

Portfolio. At the end of the semester you will be asked to compile a project showcasing your growth throughout the semester. This means that *you should keep all materials returned to you throughout the semester*. More details on this assignment will be shared towards the end of the semester.

V. EVALUATION

Exams

Midterm Exam

100pts.

Final Exam

100pts

Formal Speeches

Informative Speech	100 pts.
Group Presentation	100 pts.
Persuasive Speech	100 pts.
Informal Speaking Activities	
Speed Friending	10 pts.
Acceptance Speech	10 pts.
Deliver Teleprompter Speech	10 pts.
Newscast with Notecards	10 pts.
Deliver Intro/Conclusion	10 pts.
Group Practice Roasts	10 pts.
Unpopular Opinion	10 pts.
Delivery Workshop	10 pts.
Toast	10 pts.
Discussion	
Leading	25 pts.
Participating	5 pts./7 days = 35 pts.
Portfolio	50 pts.

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

VI. COURSE POLICIES

Illinois Articulation Initiative. 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 50% of the overall grade.

Speech Lab. You are encouraged to visit the speech lab at least once during the semester to practice your speech. It is also recommended that you plan a visit to the speech 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 speech lab can be a useful tool in improving the quality of your speech and public speaking skills. To schedule time in the speech lab, call 438-4566 or come to Fell 032 and schedule an appointment 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 speech lab. If you need to change or cancel your appointment, you will need to call the Speech 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 speech 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 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 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>

VII. BEHAVIORAL EXPECTATIONS POLICIES

Attendance.

A. You are expected to come to class prepared to discuss and participate in activities associated with the readings. I will not lecture over the materials you have read; rather, we will synthesize the material into discussions and activities where you will play a large role. You are responsible for all materials distributed in your absence and should ask your peers for notes and other assignment information. **Note that I do not distinguish**

between excused and unexcused absences. I will not accept any make up work from the days missed, including speeches/exams. However, at the end of the semester *I will drop your lowest Informal Speaking Activity grade (10pts.) and your lowest Discussion Participation grade (5pts.).* (Basically, you can miss two days – a whole week- with no questions asked).

B. If you are involved in university sanctioned activities that will cause you to miss class such as athletics or debate team, *I need a schedule of classes that you will miss and a signed note/email from your coach or sponsor* verifying that you are on the team and will be absent. These absences will not be marked against you and we will work together to find an alternative assignment.

Cell Phones: Cell phone use is not permitted during class time. You will earn a **0** for your daily points if you are using your cell phone. Use of a cell-phone during peer presentations will not be tolerated, and you may be asked to leave the classroom if this occurs. If your phone rings/vibrates or you are using your phone during someone else's speech, *you will lose 10% off your own speech grade.*

Recording of Class and/or Lectures Statement

Permission required to record

Students must obtain written permission from the instructor if they wish either to photograph classroom lectures or discussions or to record them using audio or video devices. This restriction includes visual materials that accompany the lecture/discussion, such as lecture slides, whiteboard notes/equations, etc. Such recordings are to be used solely for the purposes of individual or group study with other students enrolled in the class in that semester. They may not be reproduced, shared in any way (including electronically or posting in any web environment) with those not in the class in that semester. Students with disabilities who need to record classroom lectures or discussion must contact Student Access and Accommodation Services to register, request and be approved for accommodation. Students who violate this policy may be subject to both legal sanctions for violations of copyright law and disciplinary action under the University's code of Student Conduct.

Laptops: Laptops are not allowed in class (unless otherwise instructed). If you have done the reading before-hand and come prepared, there should be no need for you to access your e-book during class.

Late Work: *I do not accept late work.* See above attendance policy for more details about absences.

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.

Contacting the Instructor: please don't email like you text. Emails should contain a greeting, a specific and spell-checked message, and a closing with your name. All emails should be sent through an ISU email address. If your email is not in the expected professional format, I will reply with the following statement: PURGATORY. This means that I will not read or reply to your email until it is acceptable. If you contact me through email, please be patient and allow 24 hours for a response during the week (Mon-Thurs) and 48 hours on weekends (Fri-Sun).

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.

Your attendance on speech days is required and is not optional. *Failure to attend class on speech days will result in a 10% deduction from your speech PER MISSED SPEECH DAY.* It is inconsiderate to arrive late during a presentation and a **late arrival** on a speech day will result in a 5% deduction from your speech grade. Also, if you are late on a speech day, **NEVER** come into the classroom during a speech. Wait outside until you hear applause. Walking in during a classmate's speech will result in an additional 10% deduction from your speech.

If you miss your assigned speech day, you will receive a 0 on your speech with no opportunity to make up these points. You will still need to present your speech in the speech lab in order to PASS THE COURSE.

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.

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/>

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.

Course Schedule

Week	Date	Topic	Activity in Class	Assignment Due for Class
1	T 8/20	Syllabus	Syllabus Slides	
	R 8/22		Speed Friending	CIP Page/Enneagram Results
2	T 8/27	Communication Process & Self-concept	Discussion (Allison Leads)	Read Ch. 1 & 4
	R 8/29	Apprehension	Acceptance Speech	Acceptance Speech Read Ch. 2
3	T 9/3	Choosing a Topic/Audience Analysis	Discussion (Slytherin Leads)	Reach Ch. 5 & 6
	R 9/5	Ethics/Supporting Material	Deliver Teleprompter Speech	Read Ch. 3 & 7
4	T 9/10	Organizing/Outlining	Discussion (Gryffindor)	Read Ch. 8 & 9
	R 9/12	Speaking Outlines/Intros & Conclusions	Newscast with Note Cards	Revised Newscast Read Ch. 10
5	T 9/17	Delivery	Discussion (Ravenclaw)	Read Ch. 12 & 13
	R 9/19		Deliver Own Newscast Intro/Conclusions	Intro/Conclusion News Broadcast
6	T 9/24	Christmas at Hogwarts	APA	Bring 3 sources Bring Laptops
	R 9/26		Workshop Day	Bring Laptops
7	T 10/1	SPEECHES	Newscast Speech (Informative Speech)	Turn in Speech Materials
	R 10/3	SPEECHES	Newscasts Speech (Informative Speech)	
8	T 10/8		Feedback Workshop/Midterm Review	
	R 10/10		Midterm	
9	T 10/15	Communicating in Groups	Discussion (Hufflepuff)	Reach Ch. 11 & 14
	R 10/17	Overcoming Group Challenges	Group Article Debates	Read Ch. 15
10	T 10/22		Workshop Day	

	R 10/24		Workshop Day (Group Delivery Activity)	
11	T 10/29	SPEECHES	Group Roast (Group Speech)	Turn in Speech Materials
	R 10/31	SPEECHES	Group Roast (Group Speech)	Turn in Speech Materials
12	T 11/5	Fact, Value, Policy	Discussion (Allison Leads)	Read Ch. 16
	R 11/7	Toulmin	Unpopular Opinion Speech	Unpopular Opinion Speech
13	T 11/12	Ethos, Pathos, Logos/Logical Fallacies	Discussion (Allison Leads)	Read Ch. 17
	R 11/14	In-Class Workshop	Delivery Coaching/Workshop Day	Bring Laptops
14	T 11/19	SPEECHES	Thank you for coming to my Ted Talk (Persuasive Speech)	Turn in Speech Materials
	R 11/21	SPEECHES	Thank you for coming to my Ted Talk (Persuasive Speech)	
15	T 11/26		Thanksgiving Break	
	R 11/28		Thanksgiving Break	
16	T 12/3		Digital Citizenship/Exam Review	Read Ch. 18
	R 12/5		Toasts	Toast Portfolio Due
	TBA		Final Exam	

**** This schedule is tentative and subject to change. However, you will be explicitly notified of any changes to the syllabus. ****