

**STANDARD POLICIES AND STATEMENTS FOR
COMMUNICATION AS CRITICAL INQUIRY (COM 110)**

**ILLINOIS STATE UNIVERSITY
Spring 2024 – Section 46**

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Office Hours: MWF 12:45 – 1:45 PM (or by appt)
Section: COM 110-46
Meeting time: 3 PM to 3:50 PM
Preferred Contact: Email

TEXTS

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

Simonds, C. J., & Hooker, J. F. (2023). *Communication as critical inquiry: Student workbook*. 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](#) service. These materials can be used for two-hour time blocks inside Milner Library. You can also [ask a librarian](#) for assistance with this process.
- Contact your academic advisor. Your [advisor](#) 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](#) 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](#).

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 them to

- a. participate in activities that are both individually life-enriching and socially beneficial to a diverse community (civic knowledge and engagement)
- b. demonstrate ethical decision making
- c. 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

ASSIGNMENTS

Speeches. Each student will present three speeches:

- a. Informative 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 (25-35 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)
- c. Persuasive speech (5-7 minutes, no more than 7:30; at least 6 sources)

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.

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.

EVALUATION

Speeches		
	Informative Speech	100pts
	Group Speech	100pts
	Persuasive Speech	100pts
	Impromptu Speech	15pts
	Synthesis Speech	40pts
Participation/P2P's		
	P2P's (18 ch. x 5pts)	90pts
	Participation Log (18 lect. x 5pts)	90pts
Portfolio		
	CIP	30pts
	Com 110 Lab Requirement	10pts
	Final Portfolio Folders	5pts
Other		
	Syllabus Contract	10pts
	Introduction Speech (AOB)	15pts
	Workbook (Milner) Assignments	45 pts
	<i>Milner informative assignment (10 pts)</i>	
	<i>Milner group assignment (10 pts)</i>	
	<i>Milner persuasive assignment (25 pts)</i>	

650pts Total

The grading scale is a standard ten percentage point scale:

90-100% = A; 80%-89.9% = B; 70%-79.9% = C; 60-69.9% = D; below 60% = F

Assignment Due Dates: P2P's are due one hour before the start of the class. All workbook and physical assignments must be submitted to me at the beginning of the class period in which they are due.

Electronic assignments have due dates listed on Canvas LMS under the "Assignments" tab. If you are unable to be in class to turn something in, then you are responsible for communicating with me to come up with a way to turn in any missing assignments. Note, however, that your participation grade will be affected as P2Ps and Class Discussions are graded separately.

Note: All submission deadlines are subject to change as the semester progresses. You will be informed of changes as soon as they are made.

Late Work: All work is expected at the beginning of the class period for which it is due unless otherwise stated (P2Ps, etc.). Late assignments and missed in-class points will not be accepted and you will receive a zero. I will work with you if you have a legitimate reason / if arrangements have been made with me prior to the class meeting. I want to help you in any way possible, but I will not accept less than your best effort. Like most instructors, I am more understanding if you keep me informed, so let me know right away if you encounter any problems. In other words, communicate with me!

Formal Assignment Format: All papers and assignments should follow APA 7th ed. Style and be typed, double-spaced, with Times New Roman 12 pt. font. The extra spacing between paragraphs should be removed. Headers should be left aligned and should include ONLY the following: Name, Date, COM 110

section, and Title/Assignment. The header should be single-spaced and should not be more than four lines.

COMMUNICATING WITH ME

This class is about becoming competent and capable communicators. I want to help you develop skills you can use well beyond just this class or this semester. I am a student of communication, and now so are you – if you have questions, concerns, comments, or need help (in or outside of the classroom), please do not hesitate to reach out to me. *This is a class about communication, so communicate with me.*

Email Policy: Please practice professional email etiquette when communicating with me. Do not email as you would text. The best way to get in contact with me is through my email (ANQuick@ilstu.edu).

Emails should contain the following:

- An appropriate subject line: “COM 110: Informative Speech”
- A specific and spell-checked/grammatically correct message
- And a closing with the student's first and last name: “Sincerely, _____” or “Thanks, _____”

Please allow up to 24 hours on weekdays and 48 hours on weekends for me to respond to you.

Office Hours: I am always happy to meet with students! I will be holding office hours in Fell 048 every Monday, Wednesday, and Friday from 12:45 PM to 1:45 PM. Feel free to come and ask me questions about assignments, seek help, review their homework/grades, or even just visit. If this period does not work for you, I would be happy to schedule a meeting time that works mutually for both of us. Just email me!

If scheduling a Zoom meeting, please come to the meeting just like you would any in-person meeting. Please have your screen set up so that I can see your face and be wearing appropriate clothing. Please come ready to focus your attention on the conversation at hand.

COURSE POLICIES

Attendance: You are expected to be in class every day. There will be frequent in-class participation points that you will not be able to make up, so skipping class will affect your grade directly in the loss of participation points and indirectly in the loss of explanation of concepts that you will need to apply in assignments later. I understand that things happen, so I allow one unexcused absence per semester.

Tardiness will not be tolerated. If you are late three times, you will have to write a one-page essay on the assigned topic. Arriving after attendance is called will result in reduced points in the participation log (which add up fast!). If you feel you have a legitimate reason that will keep you from being on time, please discuss it with me during the first week of class.

Electronics Policy: Phones and other electronic devices are allowed only during P2P’s discussions or specific activities. At any other time, devices should be put in your bag. Please, remove your headphones and earbuds prior to the start of class. Failure to do that will result in you being marked as “absent” for the class period.

After three instances, unpermitted use of electronics will result in loss of privileges and students will be asked to bring a printed-out copy of their P2Ps.

Speech Days Attendance: If you are absent on a speech day that is not your own, you will lose 10 pts. from your own speech for every day you miss. If you are late on a speech day or misbehave (e.g., interrupt a speaker, use your phone, etc.), it will result in losing 5 pts from your own speech. If you miss a workshop day, it will result in losing 2 pts towards your speech per day.

There are only three reasons for excused absences approved by Illinois State University: University-sponsored activities (such as athletics or forensics), bereavement (see policy below), and communicable diseases (see COVID policies). If you have a legitimate reason for not being in class, you must tell me as far as possible in advance through email and provide documentation.

If you are involved in university activities that will cause you to miss class such as athletics or the forensics team, I need a schedule of classes that you will miss and a note from your coach or sponsor verifying that you are on the team.

ABSENCE DUE TO COVID: If you are absent due to a required self-isolation or quarantine, you will need to provide documentation to the Dean of Students Office for your absence to be excused. The Dean of Students office will notify your instructors, and they will make reasonable modification/extensions to any assignments missed during this time. The full policy can be found at this link: <http://policy.illinoisstate.edu/students/2-1-30.shtml>

If you talk to me in advance about missing or have an emergency that you let me know about with proper documentation as soon as possible, I will make sure that you are able to turn in assignments for full credit. However, if you do not attend or have not completed your P2P's you are not able to participate in class. *Reminder: This is a class about communication, so communicate with me.*

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. There are 10 pts. assigned for the Com 110 Lab requirement. 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.

When you schedule a Com 110 lab appointment, the Com 110 lab attendant will ask which speech you are preparing for (Informative/Group/Persuasive), your ULID (i.e., the part of your email before @ilstu.edu), your last name, and your instructor's last name (Quick). You will also need to take the corresponding Workbook Page with you to your appointment in order to get class credit. If you have any issues making an appointment – please feel free to ask me!

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>

BEHAVIORAL EXPECTATIONS POLICIES

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 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.

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.

If you have read this syllabus till the end, email me your favorite movie/TV show for extra credit! Must be done before the first day of class.