

COMMUNICATION AS CRITICAL INQUIRY (COM 110)

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Classroom: FELL 158

Office Hours: MWF 1-2 pm

Phone (Office): (309) 438-3672

Section: 030

Meeting time: MWF 12:00 – 12:50

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).

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.

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.

MY TEACHING PHILOSOPHY

I am here so we help ourselves. My **mission** is to create a lively classroom environment for thoughtful and effective discussions about communication. Because communication is interdisciplinary, **I value a congenial classroom environment that fosters dynamic academic deliberations that benefit everyone.**

I love teaching! I am here so we all learn about communication, an essential skill for everyone, regardless of your major or career aspiration. Please, do not hesitate to ask questions in and out-of-class as well as asking me to clarify issues you don't understand. **If you have any special needs that it would help for me to be aware of, please let me know.**

ASSIGNMENTS

Introductory Speech. On the second day of class, you will be required to deliver a brief speech in which you will introduce yourself to your fellow students. The goal of this speech is for you to gain practice speaking in front of an audience, while getting to know your classmates.

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 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.**

Speeches cannot be delivered without having turning in an electronic copy of the outline on ReggieNet and a hard copy of the outline in class on a due date prior to your speech. You will also be required to submit a preliminary outline to me for comments prior to the day outlines are due in class.

If you fail to give your speech on the assigned day (whether because you missed the day or did not have the appropriate materials) you must book an appointment in the **speech lab** and complete that speech for an audience of 6-8 people, have it recorded, then bring the recording to me in order to pass the course. In addition, speeches must be completed within three days except in extreme circumstances, in which case prior arrangements with the instructor will be required.

Communication Improvement Profile (CIP). This is a short paper (**2-4 pages double-spaced**) in which you will analyze your own communication style, strengths and weaknesses. You will also discuss what your goals and expectations are for your improvement in this course, and include a plan of action that you will use to achieve those goals. I expect formal, college-level writing and reasoning in this paper. Details will be discussed in class.

Final synthesis paper. In this paper (**3-5 pages, double-spaced**), you will reflect on your progress over this semester in COM 110. Identify at least three skills you think you improved on, and three skills you can continue to improve on. Your speeches will serve as the evidence of the claims you are making and you are to reference them in your paper.

In addition to the 3-5 page synthesis paper, you will write a paragraph about each of your speeches (for a total of three paragraphs). In the paragraph, include your speech topic, your main points, what you thought you did well in the speech, and what you believe you could have improved on. These three paragraphs should be written on the same page and stapled to the front of your synthesis paper. Further details will be discussed in class.

Preparing to Participate Chapter Assignments (P2Ps). Each chapter of the text includes questions entitled “Preparing to Participate.” Although P2Ps of Chapter’s 16-18 are not mandatory, I will collect and extra points (5) for 16-18 Preparing to participate assignments (P2Ps). It is expected that students still complete the assignment so that they can participate in class and prepare effectively for exams. Each P2P is worth 5 points.

P2Ps should be typed and printed—I will collect the P2P due in class each day.

Even if the question says “List Items” you must *describe* the items in order for your answers to be taken for full credit!

These P2Ps will serve as an important part of your study guide for the midterm and final. Doing the P2Ps will not only allow you to be a more valuable participator in our classroom discussion, but will also serve as excellent study tools for your exams.

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. Participation will be assessed using a participation sheet (*Note: subject to instructor—while participation must be assessed, the mechanism is up to the instructor. Typically, instructors will use participation logs or journaling, or participation sheets, which are a daily self-assessment of preparation for participation in class*).

EVALUATION

Introductory Speech	10 pts.
Informative Speech	100 pts.
Group Presentation	100 pts.
Persuasive Speech	100 pts.
CIP Paper	40 pts.
Synthesis Paper	40 pts.
Midterm Exam	100 pts.
Final Exam	100 pts.
P2Ps	75 pts.
<u>Participation</u>	<u>60 pts.</u>
TOTAL	725 points

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

COURSE POLICIES (PLEASE, READ MULTIPLE TIMES)

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>

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's name, as well as course and section numbers ready**, as you will need to provide these to earn 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 research study you participate in, I will award 2 points of extra credit (up to 10 total points).

ADDITIONAL POLICIES (PLEASE, READ MULTIPLE TIMES)

- 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 material you have read; rather, I will synthesize the material into discussions and activities where you will play a large role. Thus, regular attendance is expected. Excessive absences will affect your participation grade in this class. I will grant you 3 unexcused absences without penalty, If you have 4 unexcused absences, you can get no better than a B on participation; 5 unexcused absences means no better than a C on participation; 6 unexcused absences means no better than a D **on participation**; 7 or more unexcused absences means you will receive a failing grade for participation. You are always responsible for all material distributed in your absence. **NOTE THAT IN REGARD TO YOUR 3 "FREE" ABSENCES, I WILL NOT ACCEPT MAKE-UP WORK FROM THOSE MISSED DAYS AND IF THERE ARE ANY CLASS-WIDE PENALTIES FOR MISSING THOSE DAYS (SUCH AS SPEECH DAYS) YOU WILL INCUR THOSE PENALTIES.** Make-up work and forgiveness for class-wide penalties will only be granted for EXCUSED absences. Let me know as soon as possible if you are going to be missing class via email. Please note that attendance is mandatory on group workshop days.
- b. **I understand that "life happens", therefore,** if you have a legitimate reason for not being in class, you must tell me as far as possible in advance via e-mail or bring a doctor's note in case of illness. With very rare exceptions, you must provide me with documentation verifying that your absence was due to a legitimate reason should you wish to avoid grade penalties or turn in late work for full credit. If you are involved in university activities that will cause you to miss class such as athletics or the speech team, I need a schedule of classes that you will miss and a signed note from your coach or sponsor verifying that you are on the team.

- c. Please do not be late for class. Attendance will be taken at the beginning of each class session. ISU Excused Absence Policies. These can be found on the following website:
<http://policy.illinoisstate.edu/students>

Speech Etiquette. We are a support system for each other because public speaking can be a scary proposition. 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**. Audience members will be attentive, and considerate. It is inconsiderate to arrive late during a presentation and as such **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 and the conclusion of the speech.

Formal Paper Format. All papers **should be typed, double spaced, with Times New Roman 12 pt. font. Extra spacing between paragraphs should be removed. Headers should be left aligned and should include ONLY the following: Name, Date, Class, and Title/Assignment.** The header should be singled spaced, but should not be more than four lines.

COMMUNICATING WITH ME. Email is the best way to get in contact with me if you have questions or concerns, proper emailing etiquette is expected. Please allow for at least a 24-hour response time. I will only respond to your **ULID university email**. You can address me as **“Hello Divine”** and also indicate the subject of your inquiry in the subject line (eg. Inquiry on P2P). Please do not contact me through your personal email.

Electronic Devices. I am open to your use of laptops and tablets as note-taking devices. However, I expect you to focus on the material presented in class. Other applications are strictly prohibited. If I notice that you are using your device to play games or peruse the Internet, I will mark you absent for the class session and consider revoking the entire class’s privilege to use electronic devices should problems persist.

CELL PHONES AND TEXTING. All electronic devices (aside from those mentioned above) are to be turned off and put away before class begins. In case of an emergency where you need to keep your phone on during class, please keep it on silent or vibrate. If your phone rings during class or if I see you texting, I will have you put your phone on the table in the front of the classroom. If you are not paying attention in my class, I do not feel that you have truly attended my session and thus will mark you absent for the day. **IF YOUR PHONE RINGS DURING SOMEONE ELSE’S SPEECH OR YOU ARE TEXTING, I WILL DEDUCT 10% FROM YOUR OWN SPEECH GRADE WITH OR WITHOUT WARNING.**

Weather and Other Class Cancellations. If the university cancels class because of weather concerns, please check ReggieNet for changes to the class schedule. I may also send out an e-mail or ReggieNet message with some assignment details. If I cancel class, I will do my best to send out an e-mail the night before with instructions.

Late Work. All work is expected on the date it is due. Late assignments will not be accepted. I will work with you if you have a legitimate reason for your absence AND 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 full effort. Like most instructors, I am more understanding if you keep me informed, so let me know right away if you encounter problems.

Syllabus Contract

I have read the syllabus for *(your name)*'s Com 110 and agree to the terms for required coursework and acceptable classroom behavior.

Signature: _____

Name (please print) _____ Date _____

Major: _____

Please list any previous public speaking experience, if any:

What are your career interests?

What is one thing about you that might surprise people who don't know you?

What is your favorite musician/band right now?

Who is your favorite sports team?

What is something you would like your instructor to know?

Tentative Course Schedule

Week	Date	Day	Ch.	Material Covered	Assignment Due
1	Aug-19	M		Syllabus Review and Introduction <i>(Assign Introductory Speech)</i>	
	Aug-21	W		Introductory Speeches	Introductory Speech Syllabus Contract
	Aug-23	F		Group Activity <i>(Assign CIP)</i>	
2	Aug-26	M	1	Introduction to Communication	Ch. 1 P2P
	Aug-20	W	2	Communication Confidence	Ch. 2 P2P
	Aug-30	F	3	Ethical Communication	Ch. 3 P2P CIP Paper Due
3	Sep-02	M		NO CLASS - LABOR DAY	
	Sep-04	W	4	Perception and Self Concept <i>(Assign Informative Speech)</i>	Ch. 4 P2P
	Sep-06	F	5	Choosing Topics	Ch. 5 P2P
4	Sep-9	M	6	Analyzing Your Audience	Ch. 6 P2P
	Sep-11	W	7	Supporting Material	Ch. 7 P2P
	Sep-13	F	8	Organizing Ideas <i>(Assign Participation Essay)</i>	Ch. 8 P2P
5	Sep-16	M	9	Outlining the Presentation	Ch. 9 P2P
	Sep-18	W	10	Beginning and Ending the Presentation	Ch. 10 P2P
	Sep-20	F		Group Study Activities/ Review APA Style	Participation Essay Due
6	Sep-23	M		Midterm Review	
	Sep-25	W		MIDTERM (Chapters 1-10)	
	Sep-27	F	11	Using Appropriate Language Designing Presentation Aids	Ch. 11 & 12 P2P
7	Sep 31	M	12	Delivering the Presentation	Ch. 13 P2P
	Oct-02	W	13	Evaluating Speeches Informative Speech In-Class Workshop	
	Oct-04	F		Informative Speeches	Informative Speech Outlines Due
8	Oct-07	M		Informative Speeches	
	Oct-9	W		Informative Speeches	
	Oct-11	F		Informative Speeches	
9	Oct-14	M	14	Communicating in Groups <i>(Assign Group Speech)/ (Assign Groups)</i>	Bring Laptops to Class
	Oct-16	W	15	Listening <i>Assign Participation Essay</i>	Ch. 15 P2P Exchange Contact Info Develop Group Contract

	Oct-18	F		Group in Class Workshop	Rough Draft Outlines and/or Reference Page Rough Draft
10	Oct-21	M		Group in Class Workshop	Rough Draft Group Outlines due and Practice Group Speech
	Oct-23	W		Group Speeches	Final Group Speech Outlines Due
	Oct-25	F		Group Speeches	
11	Oct-28	M		Group Speeches	
	Oct-30	W	16	Understanding Persuasive Principles <i>(Assign Persuasive Speech)</i>	Ch. 16 P2P
	Nov-01	F	17	Toulmin Model	Ch. 17 P2P Persuasive Speech Topics
12	Nov-04	M	17	Logical Fallacies <i>(Sign Up for Persuasive Meetings)</i>	
	Nov-06	W	18	Using Communication for Common Good	Ch. 18 P2P
	Nov-08	F		Logos, Ethos, Pathos	
13	Nov-11	M		Persuasive Workshop Days	
	Nov-13	W		Persuasive Speech Meetings <i>(Bring Printed Copy of Rough Draft)</i>	
	Nov-15	F		Persuasive Speech Meetings <i>(Bring Printed Copy of Rough Draft)</i>	
14	Nov-18	M		Persuasive Speeches	Final Persuasive Speech Outlines Due
	Nov-20	W		Persuasive Speeches	
	Nov-22	F		Persuasive Speeches	
	Nov-26	M		NO CLASS FALL BREAK	
	Nov-28	W			
	Nov-30	F			
16	Dec-02	M		Persuasive Speeches	
	Dec-04	W		Synthesis Papers/Discussions	Synthesis Papers Due
	Dec-06	F		Final Exam Review <i>(Chapters 11-18)</i>	Photographs
17	FINAL EXAM WEEK - Date & Time To Be Determined				

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