**STANDARD POLICIES AND STATEMENTS FOR**

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

**Instructor:** Ebuka Okoli **Office Hours:** 12:30 pm – 3:30 pm, Thurs

**Office:** Fell Hall 40 **Classroom:** WIH 1A

**Email:** **eokoli1@ilstu.edu** **Section:** 069

 **Meeting time:** 3:35 pm – 4:50 pm, Tue & Thurs

**TEXTS**

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

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

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

**COURSE MATERIALS**

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

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

 [https://buy.stipes.com/products/isu-com-110-22fa](https://nam02.safelinks.protection.outlook.com/?url=https://buy.stipes.com/products/isu-com-110-22fa&data=05%257C01%257C%257Cd3d18f0f374a4135605608da5948d0cd%257C085f983a0b694270b71d10695076bafe%257C1%257C0%257C637920466996821235%257CUnknown%257CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0=%257C1000%257C%257C%257C&sdata=cVpXqu7uzhAnB9A47IJ+zs/SPQevbC5wDiXVdOv+a8g=&reserved=0)

The packet will cost $39. 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

**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:*

I. 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

II. 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

III. 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.

**Preparing to Participate (P2Ps)**. Your participation in the course will, in part, be determined by your completion of “Preparing to Participate” (P2P) assignments. Each is worth five points. At the end of the semester, one P2P with the lowest score will be dropped. **The P2Ps which are due up until and including August 21st are uploaded on TopHat and were sent to you in your welcome email. Please type the answers in those P2Ps.** Just in case you do not have access to the textbook, Chapters 1-3 are uploaded on Canvas as well. **Follow the Paper Typing Guidelines mentioned below when submitting P2Ps.** From the second class onward, you will answer the questions in the P2P through TopHat – I will go over this in class.

**Paper Typing Guidelines.** All papers should be typed, double spaced, with Times New Roman 12pt. font. 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 be no more than four lines. All pages should have a page number on the bottom right corner of the page. All papers need to be proofread for grammatical errors and faulty sentence structures.

**EVALUATION**

|  |  |  |
| --- | --- | --- |
| **Speeches** |  |  |
|  | Informative SpeechGroup SpeechPersuasive Speech | 100pts100pts100pts |
| **Participation/P2P’s** |  |  |
|  | P2P’s (18ch. x 5pts)Participation Log (18 lect. x 5pts) | 90pts90pts |
| **Portfolio** |  |  |
|  | CIPSynthesis SpeechSpeech Evaluations/RubricsComm 110 Lab RequirementPortfolio Folders | 30pts40pts15pts10pts5pts |
| **Other** |  |  |
|  | Syllabus Contract (Digital + Physical Copy)Any Old Bag SpeechImpromptu SpeechMilner Research Strategy (x3)Speech Drafts (x3)  | 5pts10pts10pts30pts15pts |

 **650pts Total**

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

The grading scale is a standard ten percentage point scale:

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

**TEACHING PHILOSOPHY**

I am not here to trick you or to make you look foolish. I want to help you in any way possible to learn the material presented in class and to teach you the basic research skills necessary for those studying communication. Please do not hesitate to ask questions, or ask for help, in or out of class. (Unless there is a privacy issue at stake, in-class is often best, since your classmates may have the same questions or concerns that you do, and then you are helping them, too.) If you hÏave any special needs that I should be aware of, please let me know, and I will make accommodations as necessary.

**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 at least 50% of the overall grade.

**Assignment Due Dates.** 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 (determined by me or other professional) and arrangements have been made with me prior to the class meeting. I want to help you in any way possible but will not accept less than your full effort. Like most instructors, I am more understanding if you keep me informed. If you encounter problems, please let me know right away. Late work will obviously be accepted if your absence is excused through the University or by a doctor’s note.

**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.**

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 (aka the start of your ilstu email), your last name, and for my last name: Okoli. 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.

**P.S. Not submitting an outline and an APA reference page counts as intentional plagiarism and has serious consequences, including not receiving any points for that speech.**

**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.  According to the process outlined below, the student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible.

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.** You have dual responsibilities as a speaker and audience member on presentation days. 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 verbally and nonverbally supportive. 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.

**CLASS ETIQUETTE 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 loss of participation points and indirectly in the loss of explanation of concepts that you will need to apply in assignments later. If you are absent on a speech day that is not your own, you will have 10% deducted from your own speech. If you interrupt another student’s speech by walking in late while they are presenting, you will lose an automatic 10% off your speech grade. Please note that coming to class on time is also imperative. If you arrive after attendance is taken, you will be marked as late.

**Kindly reach out to me if you have any challenges in meeting the requirements of you passing this course .**

After a fourth unexcused absence, you may receive a grade no higher than a B in Participation; after a fifth, a C; a sixth, a D; and seven, an F. Also, after three (3) tardies you will be receiving a formal warning at the end of class as a way of notifying you that the next time you are late it will be considered as absent.

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. My job is to prepare students for work after college, and part of that is holding them accountable for attendance because no employer will keep workers that miss work on a consistent basis. I EXPECT THE SAME LEVEL OF PROFESSIONALISM FROM YOU THAT YOU WOULD GIVE TO AN EMPLOYER.

**Please communicate with me if there are extenuating circumstances happening in your life that may require a deadline extension. I am happy to work with you if you keep me informed.**

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

**Mobile Phone Rules :** Technology (e.g., phones, computers, etc.) must be put away when not explicitly required during class. Failure to do so will result in you being marked as “absent” for the class period. If your attention in class is distracted by your device, that is when you will be marked as absent and need to come speak to me during my office hours about how to resolve this misbehavior. Additionally, please make sure to remove your **headphones, earbuds,** etc. prior to the start of class. Failure to do so will result in you being marked “absent” for the class period.

There is a valuable caveat here: if you are on your phone at all-during another students’ speech presentation, you will automatically lose 10% from your own speech grade. If there is an extenuating circumstance, you **must** come speak to me about it beforehand. Speaking to an audience is intimidating, and it is necessary to be an attentive, supportive audience member.

During class time, students will be allowed to use a laptop or phone to access TopHat and P2P answers. This is the only permitted use of phones or laptops in this course. Anytime the class is working on any material or activity besides P2Ps, laptops should be shut and phones put away. The use of laptops or phones for non-class material will result in being marked absent . After three offenses, you will no longer be allowed a laptop or phone in the class and will be required to print and bring physical copies of the P2P answers to class.

**VIDEO RECORDING**

**Notice of recording a class session by the instructor**

The University wants to inform students that the faculty member for later use may record a course. Please understand that each faculty member decides whether recording and/or sharing their class materials is warranted. Any recordings that a faculty member makes available are for use by students enrolled in the class and are for the purpose of individual or group study only. The recordings may not be reproduced, shared with those not in the class, or uploaded to publicly accessible web environments. Please only independently record the course with prior authorization from the faculty member or an approved accommodation from Student Access and Accommodations Services office.

**Regarding students making their own recordings**

**Full denial to record.** Students may not use audio or video devices to record classroom lectures or discussions. Students with disabilities who need to record classroom lectures or discussions must contact the Student Access and Accommodation Services. 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.

**Permission required to record.** Students who wish to use audio or video devices to record classroom lectures or discussions must obtain written permission from the instructor. Such recordings are to be used solely for the purposes of individual or group study with other students enrolled in the class. They may not be reproduced, shared with those not in the class, or uploaded to publicly accessible web environments. Students with disabilities who need to record classroom lectures or discussions must contact the Student Access and Accommodation Services. 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.

**EXTRA CREDIT**

**Extra Credit #1:** Critical Evaluation of a Speech/Performance

Throughout the course you will have four extra credit opportunities, one every four weeks, worth credit points. You will listen to a speech from a YouTube playlist that I will provide in class and write one paragraph on the improvements the speaker could make. For instance, you can state that the speaker could have used better body language. Then explain what kind of body language the speaker should have used and justify your answer. The answers should be at least 150 words and should follow the Paper Typing Format listed above.

**Extra Credit #2:** 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 only appear in the grade book after your completion of the opportunity. There are no guarantees for extra credit, and each student must 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.

**CONTACTING EBUKA**

**Office Hours:** I will be holding office hours in Fell 40 every THURSDAY from 1:00 pm to 3:30 p.m. During this time, students are encouraged to come to my office and ask me questions about assignments, seek help, review your homework/grades, or even 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.

**Contacting by Email.** I expect that all email communication be professional. In the subject line of your email, please list your last name, course (COM 110) and section number, and a general subject of your inquiry. Emails should contain a greeting (Hello Ebuka), a specific and spell-checked/grammar-checked message, and a closing with your name. Finally, all emails must be sent through an ISU email address. I will not respond to any emails from students who use alternate email addresses. If you choose to contact me through email, please be patient and allow 24 hours for a response during the week (Monday-Thursday) and 48 hours on weekends (Friday-Sunday). If an email is sent an hour before class, it should not be expected that I will respond within the hour. Also, please do not send me emails which look like this:



Please do not email me with your personal emails. Kindly use your @ilstu.edu.

I will only respond to emails from your university emails.

Emails must include: **Full name, Subject, ID number, opening salutation, inquiry, and closing salutation (Write with clarity). I am willing to help.**

**SYLLABUS CONTRACT BELOW**

**Syllabus Contract**

I have read the syllabus for Ebuka’s COM 110 and agree to the terms for required coursework and acceptable classroom behavior.

Name and preferred pronouns (please print):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major(s)/Minor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any previous public speaking experience, if any:

If you could have dinner with a famous person, dead or alive, who would it be and what would you eat?

What came first, the chicken or the egg?

What is your favorite TV show and why?

What is something you would like your instructor to know? What questions do you have for me?

Favorites:

Song/Artist (currently): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Food: \_\_\_\_\_\_\_\_\_\_\_\_\_Restaurant: \_\_\_\_\_\_\_\_\_\_\_\_

Movie (currently): \_\_\_\_\_\_\_\_\_\_\_ Soda: \_\_\_\_\_\_\_\_\_\_\_\_\_Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_