

**COMMUNICATION AS CRITICAL INQUIRY: CLASSROOM COMMUNICATION
(COM 110.01 for Education Majors) ILLINOIS STATE UNIVERSITY**

Instructor: Kathryn Mayer	Section: COM 110-1
Email: kadelro@ilstu.edu	Classroom: Fell Hall 0125
Preferred Contact: Email	Meeting Time: MWF 11:00 AM - 11:50 AM
Office: Fell Hall 053	Office Hours: MWF: 12:00 PM - 1:50 PM or by appt.

REQUIRED TEXTS:

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

Wright, A. M., & Simonds, C. J. (Eds.), (2023). *Communication as critical inquiry: Classroom communication student workbook*. Stipes Publishing.

COURSE MATERIALS:

1. **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.
2. **Workbook Purchasing Procedures.** Students will purchase the student workbook (Com 110.01 Communication as Critical Inquiry: Classroom Communication) 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-110-01-24sp>
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
3. **Access to our Canvas course.** This will be our hub for assignment reminders, announcements, resources, etc.
4. **Access to your ilstu email address.** I send emails frequently, as will your other instructors. You will want to check your ilstu email daily. If you have a smart device, like an iPhone or Android, it may be convenient to receive emails on your device. Set up procedures for downloading and configuring the outlook app for iOS or Android can be found [here](#).

COURSE MATERIAL ASSISTANCE (as needed): 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 can 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](#)

HOW TO COMMUNICATE WITH KATHRYN:

Let's make this semester a success through good communication. If you have questions or concerns, please talk to me directly. *Remember, this is a class about communication, so please communicate with me.* Important announcements will be sent through your email and Canvas, so check these regularly.

I always want to hear from students, so please do not hesitate to reach out if you have any questions (I am usually prompt at responding to emails!). Here are details that are important for you to know:

1. Sending me an email at kadelro@ilstu.edu is the best way to contact me. I am very prompt at responding to emails – you will receive an email within 24 hours on a weekday and within 48 hours on a weekend (make sure to use your ilstu email). If a day goes by without my response, there's a chance I may have overlooked your message. Please consider sending a gentle follow-up email. I consistently reply to all emails, so if, despite your follow-up, you still didn't receive a response from me, it is likely that I'm not getting your emails. In such cases, please follow up with me in person.
2. One goal of my class is to prepare you for future communication with professors, employers, team members, etc. One good way to do this is to practice professional email etiquette. Please make sure that your email has all the following elements:
 - a. A subject line with your general question/concern/topic
 - b. A greeting (e.g., Hi Kathryn, or Hi Mrs. Mayer,)
 - c. Detailed information about your question/concern/topic
 - d. A closing with your name

MY TEACHING PHILOSOPHY:

My goal is to create a welcoming environment for our class where it feels more of a community instead of competition. The more comfortable you are with your classmates, the easier (and more fun!) our class this semester will be. We are a team, and we need to rely on each other to be successful. Since communication is key, please feel free to communicate with me as much as you may need. I am very excited for our class and will come prepared and ready to teach. I ask that you bring your best attitude and desire to learn, so you can get the most out of it. Please do not hesitate to ask questions or help as needed. If you have any situations that it would help for me to be aware of, please let me know, and I can also connect you to resources available on campus. I am looking forward to a great semester with you all!

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.*

ASSIGNMENTS

PRESENTATIONS: Each student will present three major speeches:

1. **Informative Speech:** 5-7 minutes, no more than 7:30; at least 4 sources must be cited in the presentation and in the references (IPTS: 6E).
2. **Group Lesson and Activity Facilitation:** 25-30 minutes; each speaker will speak for at least 5 minutes (IPTS: 5B, 5I, 5K, 5Q, 6E, 6Q, 6R, 8B, 8K, 8L, 8N, 8R).
3. **Persuasive Speech and Instructional Discussion:** 5-8 minutes of individual speech; and 6-8 minutes of instructional discussion (IPTS: 5B, 5I, 5K, 6E, 6S, 8B, 9S).

All three major speeches are required 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 to pass this course, please come and see me to discuss your concerns.** For any accommodations you might need, please contact the Student Accommodations and Access Services ahead of time.

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 this course will, in part, be determined by your completion of “Preparing to Participate” (P2P) assignments. Each P2P is worth five points. P2Ps are completed through our TopHat platform (your eBook).

PORTFOLIO REFLECTION ASSIGNMENTS:

Students will have two main reflection assignments in this course: A Communication Improvement Profile at the beginning of the semester and a Synthesis Speech at the end of the semester. These assignments will represent your insights, observations, experiences, and reflections that illustrate course content. For your Synthesis assignment, you will use the feedback from your speeches as evidence. Detailed assignment guidelines will be provided in class.

OTHER ASSIGNMENTS:

Throughout the semester, smaller assignments will be introduced and explained in class as their deadlines approach. The points for these assignments are outlined in the evaluation section.

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.

EVALUATION

SPEECHES (330)

Any Old Bag + Introduction Speech	20 pts.
Impromptu Speech	10 pts.
Informative Speech	100 pts.
Group Presentation	100 pts.
Persuasive Speech	100 pts.

PORTFOLIO REFLECTION ASSIGNMENTS (55)

CIP Assignment	20 pts.
Synthesis Speech	35 pts.

PARTICIPATION (180)

Attendance (In-Class participation)	90 pts.
P2Ps (5 pts. each – 18 chapters)	90 pts.

ADDITIONAL ASSIGNMENTS (55)

Syllabus Contract	5 pts.
Milner informative assignment	10 pts.
Peer Evaluations (x3)	30 pts.
Teaching Philosophy assignment	10 pts.

TOTAL

620 pts.

**Assessments and point values subject to change.

At least 50% of the participation grade will be based on daily speaking opportunities (participation in class) 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

EXTRA CREDIT OPPORTUNITIES

RESEARCH POOL: You may receive 3 extra credit points (no more than 9 total) for participating in any of the studies in the School of Communication's Research Pool. 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/>

The course instructor will get evidence of participation and the time of participation from the researcher(s) who administer the research studies after 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. 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.

COM100 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 (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.

Note: Additional in-class/extra credit points possible throughout the semester.

COURSE POLICIES

ELECTRONICS: Please bring a computer or smart device (e.g. phone) with you to class, as there will be several times throughout the semester when you are asked to use technology for class-related purposes. However, 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 resulting in points deduction. I may ask to speak with you during my office hours on how to resolve this misbehavior if it persists. Additionally, please make sure to remove your headphones, earbuds, etc. prior to the start of our class, including speech days. Failure to do so will also result in you being marked “absent” for that class period.

Speaking to an audience is intimidating, and it is necessary to be attentive, respectful and stay supportive of your peers. Using your phone during your classmate’s presentation is not respectful and can be distracting. If you are expecting a very important call during speech days that you need to take (i.e., family emergencies, such as a family member is in the hospital, etc.) please communicate with me ahead of time, so that I am aware of the situation. Otherwise grade penalties will be applied.

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 AND arrangements have been made with me well in advance before the deadline. 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 well before the schedule deadline.

ATTENDANCE: You are expected to come to class prepared to discuss and participate in activities associated with the readings. Regular attendance is expected, and I will take attendance every day. Being absent will deprive you of valuable class discussions and will also prevent you from receiving participation grade for that day. Additionally, I expect you to be in class on time. Unexcused absences will result in a zero for that day’s participation grade. In the same way, being late to class without prior notice will result in 2 points deduction for that day’s participation grade.

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

That being said, I understand life happens and you might need a mental health day during the semester. You are allowed 2 unexcused absences during regular classes without it affecting your grade (This doesn’t apply to speech days, everyone needs to be present in class on presentation days, whether it’s your turn or someone else’s.) Attendance and In-Class Participation make up 90 points of your grade. Following the initial two free absences, any subsequent unexcused absence will lead to a deduction of

points. It is important to be aware that presentation days may vary, regardless of whether you are presenting or not. Unexcused absences on presentation days will result in a deduction of 10 points from your speech grade for each day of absence, and a deduction of 5 points for each day you are late.

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 modifications/extensions to any assignments missed during this time.

ABSENCE DUE TO ILLNESS OR BEREAVEMENT: If you have to miss class due to an [extended illness](#) (3 or more consecutive class days) or a [bereavement](#), the [Dean of Students Office](#) can help. It's located in Room 387, Student Services Building.

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. As a future teacher, you will be required to model professional behavior that reflects honesty, integrity, personal responsibility, confidentiality, altruism, and respect. The same behavior is expected in this class. (IPTS 9I)

SPEECH ETIQUETTE: Your attendance on speech days is required and is not optional. Failure to be an attentive audience member on speech days will result in points deduction from your speech – this includes being present, sitting up and having all electronic devices turned off and put away. As a speaker, you will dress appropriately and conduct yourself professionally during your speech. Please do not enter or leave the room while a speech is in progress. It is inconsiderate to arrive late during a presentation and as such tardiness will result in a 5 points deduction from your speech grade.

BEHAVIORAL EXPECTATION POLICY: Should any student violate the expectations of appropriate classroom behavior (as mentioned in the professional courtesy and presentation etiquette policies above), the instructor will schedule a meeting to discuss these expectations and develop a behavioral modification plan. If these behaviors persist, you will be at-risk for failing the course.

CHEATING/PLAGIARISM: You 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 any work, or the presentation of someone else's work, is plagiarism. In certain circumstances, I may be required to refer violations to the [Office of Student Conduct and Conflict Resolution](#).

AVAILABLE RESOURCES

LIBRARY: We have a librarian assigned to our COM110 course who is available to help you research your topic. Our course librarian is Caitlin Stewart, email cjstew1@ilstu.edu. You can also use the following LibGuide to help with your research <https://guides.library.illinoisstate.edu/com110a01>

ACCOMMODATIONS: [Student Access and Accommodation Services](#): 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. Students sometimes feel overwhelmed, lost, experience anxiety or depression, 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.

YOUR WELL-BEING: It's hard to learn if you're hungry or couch surfing. If you are having difficulty affording groceries, accessing sufficient food to eat every day, or securing a safe and stable place to live, help may be available. I urge you to contact the [Dean of Students Office](#) to learn more.

DIVERSITY: ISU remains committed to creating and maintaining a working, learning and living environment that is welcoming, supportive, respectful, inclusive, diverse and free from discrimination and harassment.

Tentative Schedule for Communication as Critical Inquiry: Teacher Education

Week	Date	Day	Ch.	Material Covered	Assignment Due
1	1-15	M		No class – Martin Luther King Jr. Day 😊	
	1-17	W		Introduction + Syllabus Review <i>(Assign Any Old Bag + Intro. Speech)</i>	
	1-19	F		Any Old Bag & Introduction Speeches	Syllabus Contract - Bring to Class Any Old Bag + Introduction Speech
2	1-22	M	1	Introduction to Communication <i>(Assign CIP Assignment)</i>	Ch.1 P2P Assignments on TopHat
	1-24	W	2	Communication Confidence	Ch.2 P2P Assignments on TopHat
	1-26	F	3	Ethical Communication	Ch.3 P2P Assignments on TopHat
3	1-29	M	4	Perception & Self-Concept	Ch.4 P2P Assignments on TopHat

					CIP Assignment Due today on Canvas by 11:55pm
	1-31	W	5	Choosing Topics <i>(Assign Informative Speech)</i>	Ch.5 P2P Assignments on TopHat
	2-2	F	6	Analyzing Your Audience	Ch.6 P2P Assignments on TopHat Informative Speech Topic Ideas
4	2-5	M	7	Locating and Incorporating Supporting Material/APA style <i>(Assign Milner Assignment)</i>	Ch.7 P2P Assignments on TopHat
	2-7	W	8	Organizing Ideas	Ch.8 P2P Assignments on TopHat Finalized Informative Speech Topic Today
	2-9	F	9	Outlining the Presentation	Ch.9 P2P Assignments on TopHat Milner Assignment Due - Bring to Class
5	2-12	M	10	Beginning and Ending the Presentation	Ch.10 P2P Assignments on TopHat
	2-14	W	11	Using Appropriate Language	Ch.11 P2P Assignments on TopHat
	2-16	F	13	Delivering the Presentation & Evaluating Informative Speeches	Ch.13 P2P Assignments on TopHat
6	2-19	M		Informative Speech Workshop Day	
	2-21	W		Informative Speech Workshop Day	
	2-23	F		Informative Speech Workshop Day	

7	2-26	M		Informative Speech Workshop Day	
	2-28	W		Informative Speech Workshop Day	Completed Speech Outline Due on Canvas by 11:55pm
	3-1	F		Informative Speeches	
8	3-4	M		Informative Speeches	
	3-6	W	14-15	Communicating in Groups & Listening <i>(Assign Group Speech)</i>	Ch. 14 & 15 P2P Assignments on TopHat
	3-8	F	12	Designing Presentation Aids	Ch. 12 P2P Assignments on TopHat

9	3-11 through 3-17			NO CLASS – SPRING BREAK 😊	
10	3-18	M		Group Presentation Workshop Day (Bring laptops and speech materials – sit with groups) - Create group contracts -Plan a meeting schedule -Brainstorm group topics	Group Contracts Due by End of Class
	3-20	W		Group Workshop Day -Finalize and turn in group topics -Begin structuring the speech	Group Topics Due

	3-22	F		Group Workshop Day -Work on rough draft outline	
11	3-25	M		Group Workshop Day -Revise rough draft outline - Practice Speech	
	3-27	W		Group Workshop Day -Finalize outlines -Practice speech	Speech Materials Due on Canvas by 11:55pm
	3-29	F		Group Presentations	Completed Group Members Evaluations - Bring to Class
	4-1	M		Group Presentations	
12	4-3	W		Group Presentations	
	4-5	F		Teaching Philosophy	Teaching Philosophy Assignment Due on Canvas at 11:55pm
	4-8	M	16 & 17	Understanding Persuasive Principles & Building Arguments -Toulmin Model	Ch. 16 & 17 P2P Assignments on TopHat
13	4-10	W	17	Ethos, Pathos, Logos & Fallacies	
	4-12	F		<i>(Assign Persuasive Speech)</i> Persuasive Speech Workshop Day -Choose a speech topic	Persuasive Speech Topic

14	4-15	M		Persuasive Speech Workshop Day - Begin structuring the speech -Work on rough draft outlines	
	4-17	W		Persuasive Speech Workshop Day -Finalize outlines & Create Instructional Discussion Guide	
	4-19	F		Persuasive Speech Workshop Day - Revise outlines & Instructional Discussion Guide -Rehearse speech	
15	4-22	M		Persuasive Speech Workshop Day -Finalize outlines & Instructional Discussion Guide - Rehearse speech	Speech Outline + Instructional Discussion Due on Canvas by 11:55pm
	4-24	W		Persuasive Presentations	
	4-26	F		Persuasive Presentations	
16	4-29	M		Persuasive Presentations	
	5-1	W	18	Using Communication for the Common Good <i>(Assign Synthesis Speech)</i>	Ch.18 P2P Assignments on TopHat
	5-3	F		Synthesis Speeches	
17	FINAL EXAM WEEK				

**** This schedule is tentative and subject to change – you will be notified of any/all changes ****
 All “P2P” assignments need to be completed within TopHat eBook.

Syllabus Contract

I have read the syllabus for Kathryn Mayer's Com 110.01 class and agree to the terms for required coursework and acceptable classroom behavior.

Signature_____

Name (please print)_____ Date_____

❖ About Me Prompts:

My name is...I go by....

I was born in....I have lived in....

My major is...Ideally, I would teach....I want to be a teacher because....

One word that really describes me is... because....

I usually learn best by....

My favorite person is....because....

One thing people might be surprised to know about me is....

My favorite teacher from the past is... because....

One thing I'd like my COM 110.01 instructor to know about me is....