**COMMUNICATION AS CRITICAL INQUIRY – COM 110**

**Instructor: Mary Cullen Office Hours: Daily 9-4, by appointment only**

**Office: Fell 416, Old Union 301 Phone: (309) 438 - 7869**

**Email:** **mmculle@ilstu.edu** **Section: 001**

**Classroom: Fell 123 Meeting time: M/W/F 8-8:50 a.m.**

**TEXTS**

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

 *\*\*\*This is the eBook through Top Hat.\*\*\**

Simonds, C. J., Hunt, S. K., & Hooker, J.F. (2019). *Communication as critical inquiry:*

*Supplementary materials packet.* 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.

**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 cost for a workbook is $33 plus tax. 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.

**1st two weeks’ hours: Fell 34**

**M-Th 9 a.m. – 6 p.m.**

**Friday 9 a.m. – 3 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.

**ASSIGNMENTS**

**Portfolio.** The portfolio is a collection of your work in this course throughout the semester. It will represent your insights, experiences, and reflections. A detailed hand out will be provided, but the portfolio will include: Communication Improvement Profile (CIP), Synthesis Paper, and Speech Materials. So, KEEP EVERYTHING. I recommend putting everything in a binder as you move through the semester.

**Exams.** There will be four “pop” quizzes, 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.

**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.

**EVALUATION**

Informative Speech 100 pts.

Group Presentation 100 pts.

Persuasive Speech 100 pts.

Portfolio 50 pts.

Midterm Exam 60 pts.

Quizzes (4) 40 pts. (10 pts. each)

Final Exam 100 pts.

Participation 50 pts.

TOTAL 600 pts.

At least 50% of the participation grade will be based on daily speaking opportunities 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

**MY TEACHING PHILOSOPHY**

My goal as an instructor is to guide you through COM110, teaching you the necessary materials to follow the course goals while also maintaining a FUN learning environment. Every person in this class will contribute to this environment in a way that we can all learn from each other comfortably, safely, and enthusiastically! Together we have the power to determine whether we live up to that goal. I trust you are up to the task.

Please remember that I am here to help you succeed. Do not be hesitant to reach out to me or stop by my office with any questions, concerns, or general ponderances that relate to your time in COM 110. You will see my office hours are listed as by appointment only. Do not let this hinder you. Most times you will email me, I will find a time to work you into my schedule that day or the next.

I am committed to helping every student attain the best quality of education possible, but you are part of that equation. Ultimately, I believe that the quality of each student’s education is largely dependent on the student’s own efforts, attitudes, and behaviors.

**COURSE POLICIES**

**Attendance.** Your presence in this course is MANDATORY. Attendance will be recorded daily by the instructor. Being absent will deprive you of valuable class discussions and will prevent you from completing in-class graded assignments, which cannot be made up. You are responsible for ALL material distributed and assigned during your absence (I recommend the buddy system if you know you will miss a class). ALL STUDENTS WILL BE PRESENT ON ALL SPEECH DAYS. If you fail to attend class on a speech day (unless it is a university approved absence), it will result in a **10 point deduction** on your speech grade.

With that in mind, **you are allotted a maximum of three absences** from this course (outside of speech days). Use them wisely, and prepare for sick days. Any additional absences and your participation grade will be impacted for each day missed over the allotted three.

**Assignment Due Dates.** There will be no late work accepted in this course. All speeches, assignments, and exams must be completed on the date assigned unless an alternate date has been approved by the instructor.

**Email Policy.** Email is the best way to get in touch with the instructor. While a quick response is likely, please keep in mind that the instructor is not always on her email. The instructor will reply within 24 hours. When emailing with your instructor, keep in mind your commitment to professionalism. Your instructor is not your peer, and will not respond to emails that address her in such a way (i.e. “Yo,” “Sup,” or no introduction at all). Treat your instructor with respect and she will treat you with respect in return.

**Electronics.** Laptops and/or tablets are allowed for note taking purposes only. If I see you are taking advantage of this allowance or that the electronics usage is causing a disruption for the class, I hold the right to ban you from using electronics in my classroom.

**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.**

 **Fall Speech Lab Hours:**

 **M 9 a.m. – 6 p.m.**

 **T 9 a.m. – 3 p.m. ; 5 p.m. – 7 p.m.**

 **W 9 a.m. – 6 p.m.**

 **Th 9 a.m. – 6 p.m.**

 **F CLOSED**

**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. There will be no rolling out of bed and strolling into class to present your speech while in sweats. 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. **For each research study you participate in, I will award 2 points of extra credit (not to exceed 10 points).** 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/](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. After the final exam there will be no further opportunities for extra credit or to otherwise improve your grade.

**EXTRA CREDIT OPPORTUNITIES**

There are two methods for receiving extra credit for this course. One having been outlined above through School of Communication Research Pools. Again, that is **2 points of extra credit for each research pool, not to exceed 10 points**. The other is through signing up for a Toastmasters slot. You can earn **up to 5 points for each Toastmasters, not to exceed 20 points**. In total you are capable of earning 30 points of extra credit in this course, or half of a letter grade. Keep in mind, your Toastmasters points are based on your speaking skills and topic **AND YOU MUST SCHEDULE A SLOT AHEAD OF TIME**. There will be a **maximum of 2 Toastmasters per class day**. This extra credit opportunity will be further outlined on the 3rd day of class (August 23, 2019). If you have any questions throughout the semester, don’t hesitate to ask.

 **Total Allowed Extra Credit:**

 **Research Pool 10 points**

 **Toastmasters 20 points**

 **TOTAL 30 points (half letter grade)**

Syllabus Contract

I have read the syllabus for **COM110.001 with Mary Cullen** and agree to the terms for required coursework and acceptable classroom behavior.

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

Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Preferred Pronouns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any previous public speaking experience, if any:

What are your career interests?

What is your favorite musician/band right now?

What is your go-to pump up song?

What is your favorite hobby?

What is something you would like your instructor to know?