**Instructor: NANA YAA ASARE**  **Office Hours:** Monday,1:00pm–2:30 am

**Office:** Fell Hall 048  **Classroom:** WIH 1A

**Email:** **mnasre@ilstu.edu**   **Section: 10**

 **Meeting time:** 9:00 am – 9:50AM **MWF**

**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. (2023). *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-110-24sp](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbuy.stipes.com%2Fproducts%2Fisu-com-110-24sp&data=05%7C02%7Ccjsimon%40ILSTU.EDU%7C68343fde84bd43f4bd0208dc0a17620f%7C085f983a0b694270b71d10695076bafe%7C1%7C0%7C638396342845429811%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=44Y60qZ3w%2BFyomU%2FekonQ%2F3SFgIu7neVRRV9rOy3PaI%3D&reserved=0)

The packet 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 the **shipping address** for where you want the workbook sent. If you have any issues with this process, please contact the publisher directly at orders@stipes.com

Course Material Assistance. If you have concerns about being able to afford the materials for this class, there are several options for you.

* First, talk with your instructor. As early as possible, let your instructor know if the cost of the materials will be a barrier to your success in class. Your instructor will be able to point you to resources that may assist you.
* Check Milner Library. Through Milner Library you can access course materials using their [course reserve](https://library.illinoisstate.edu/services/course-reserves/reserve-item/) service. These materials can be used for two-hour time blocks inside Milner Library. You can also [ask a librarian](https://library.illinoisstate.edu/contact/) for assistance with this process.
* Contact your academic advisor. Your [advisor](https://universitycollege.illinoisstate.edu/advising/) 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](https://financialaid.illinoisstate.edu/contact/) 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](https://policy.illinoisstate.edu/students/2-1-25/).

**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 P2P is worth five points.

The other part is determined by attendance and the participation log

**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 Speech Group Speech Persuasive Speech Any Old Bag SpeechImpromptu Speech | 100pts 100pts 100pts 10pts10pts |
| **Participation/P2P’s**  |   |   |
|   | P2P’s (18ch. x 5pts) Participation Log (18 lect. x 5pts)  | 90pts 90pts  |
| **Portfolio**  |   |   |
|   | CIP Synthesis Speech Speech Evaluations/Rubrics COM110Lab Requirement Portfolio Folders  | 30pts 40pts 15pts 10pts 5pts  |
| **Other**  |   |   |
|   | Syllabus Contract (Digital + Physical Copy) Milner Research Strategy (x3) Speech Drafts (x3)  | 5pts 30pts 15pts    |

 **650pts Total**

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

**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 have 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 (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.

**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 professionals) 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.

**COM110 Lab** You are encouraged to visit the COM110 lab at least once during the semester to practice your speech. It is also recommended that you plan a visit to the COM110 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 COM110 lab can be a useful tool in improving the quality of your speech and public speaking skills. To schedule time in the COM110 lab, call (309) 438-4566 or come to Fell 032 and schedule an appointment in person. **You can only make an appointment during COM110 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 complete 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 COM110 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 COM110 lab again.**

When you schedule a COM110 lab appointment, the COM110lab 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: **Asare**. You will also need to take the corresponding Workbook Page with you to your appointment 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 always demonstrate these behaviors 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.

**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 class or having an emergency 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.**

**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's 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 in class. Failure to do so will result in you being marked absent for the class period. 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 student’s speech presentation, you will automatically lose 10% of your own speech grade. If there is an extenuating circumstance, you must come to speak to me about it beforehand. Speaking to an audience is intimidating, and it is necessary to be an attentive, supportive audience member.

**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 two extra credit opportunities worth 10 points each. 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/%2520)

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 NANA YAA**

**Office Hours:** I will be holding office hours in Fell 48 every MONDAY from 1:00 PM – 2:30 PM. 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 Nana Yaa), 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 by 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.

**Syllabus Contract**

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

Name and preferred pronouns (please print):

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

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