**STANDARD POLICIES AND STATEMENTS FOR**

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

**ILLINOIS STATE UNIVERSITY**

**Instructor:** Mark Ofosu Asirifi **Office Hours:** Monday 11:00 am – 12:30 pm

**Office: Fell 048** **Section: 04**

**Email: moasiri@ilstu.edu** **Meeting time: 8:00 am – 8:50 am MWF**

**Classroom: Fell 176**

**TEXTS**

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

Simonds, C. J., & Hooker, J. F. (2023). *Communication as critical inquiry: Student workbook.* 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 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

**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:*

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

1. personal and social responsibility, allowing them to
2. participate in activities that are both individually life-enriching and socially beneficial to a diverse community (civic knowledge and engagement)
3. demonstrate ethical decision making
4. demonstrate the ability to think reflectively

IV. 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.

**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) 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%-89.9% = B; 70%-79.9% = C; 60-69.9% = D; below 60% = F

**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.

**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 (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.**

**Cheating/Plagiarism.** Students are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the *Code of Student Conduct*. All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and unacknowledged collaboration on speech topics and/or the presentation of someone else’s work warrants plagiarism.

Students found to inadvertently commit acts of dishonesty will receive appropriate penalties specific to the assignment in question. Students found to commit intentional acts of dishonesty will receive a failing grade in the course and will be referred for appropriate disciplinary action through Student Conduct and Conflict Resolution Office.

**Special Needs.** Any student needing to arrange a reasonable accommodation for a documented disability and/or medical/mental health condition should contact Student Access and Accommodation Services at 350 Fell Hall, (309) 438-5853, or visit the website at StudentAccess.IllinoisState.edu.

**Mental Health Resources.** Life at college can get very complicated. According to recent research, nearly 40% of college students are at-risk for developing generalized anxiety disorder and are less likely to seek help for it compared to other mental health issues. Students also sometimes feel overwhelmed, lost, experience depression, and struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a little help. Student Counseling Services (SCS) helps students cope with difficult emotions and life stressors. Student Counseling Services is staffed by experienced, professional psychologists and counselors, who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at Counseling.IllinoisState.edu or by calling (309) 438-3655.

**Illinois State University Bereavement Policy.** If a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations.  The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work.  Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work. Details can be found at the following website: http://policy.illinoisstate.edu/students/2-1-27.shtml

**BEHAVIORAL EXPECTATIONS POLICIES**

**Professional Courtesy**. Professional courtesy includes respecting others' opinions, not interrupting in class, being respectful to those who are speaking, and working together in a spirit of cooperation. I expect you to demonstrate these behaviors at all times in this class. With that in mind, sleeping, reading materials irrelevant to class purposes, texting, or disrupting the class will not be tolerated and will result in the student being considered absent for that particular class period.

**Presentation Etiquette.** On presentation days, you have dual responsibilities as a speaker and an audience member. When you are presenting, you will dress appropriately. When you are an audience member, you will be attentive and ask challenging but constructive questions when the presentation is finished. Because most people are nervous when they present, you will be supportive both verbally and nonverbally. You will never enter or leave the room while a presentation is in progress.

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

**SCHOOL OF COMMUNICATION RESEARCH BOARD WEBPAGE**

Additionally, there will be a few extra credit opportunities for research participation. The extra credit points will be added to your final grade and may not necessarily appear in the gradebook immediately upon your completion of the opportunity. There are no guarantees for extra credit, and it is each student’s responsibility to be aware of and take advantage of such opportunities. You may receive extra credit for participating in any of the studies in the School of Communication’s Research Board. The Research Board is updated as research studies are opened/closed, and it is your responsibility to access the Board and be aware of available opportunities. The Research Board can be accessed via:

<https://sites.google.com/site/ilstusocstudies/>

In general, each 30 minutes of participation in an extra credit study will earn you .5 Research Credits. Each project listed on the Research Board 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 Board. A maximum of 5% of your final course grade can be earned from extra credit opportunities via the Research Board. 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.

**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) **tardiness** 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.

**UTentative Schedule for Communication as Critical Inquiry**

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| --- | --- | --- | --- | --- | --- |
| **Week** | **Date** | **Day** | **Ch.** | **Material Covered** | **Assignment Due** |
| **1** | 1-15 | M |   | No class – Martin Luther King Jr. Holiday |  |
| 1-17 | W |   | Syllabus Review and Introduction(*Assign introduction speech)* |  |
| 1-19 | F |  | Introduction Speeches*(Assign CIP Paper)* | **Introduction Speech** |
| **2** | 1-22 | M | 1  | Introduction to Communication  | **Ch.1 P2P****Syllabus Contract** |
| 1-24 | W | 2 | Communication Confidence | **Ch.2 P2P** |
| 1-26 | F | 3 | Ethical Communication | **Ch.3 P2P** |
| **3** | 1-29 | M | 4 | Perception & Self-Concept | **Ch.4 P2P****CIP Paper Due** |
| 1-31 | W | 5 | Choosing Topics*(Assign Informative Speech)* | **Ch.5 P2P** |
| 2-2 | F | 6 | Analyzing Your Audience | **Ch.6 P2P** |
| **4** | 2-5 | M | 7 | Locating and Incorporating Supporting Material/APA style*(Assign Creating a Search Strategy in Workbook)* | **Ch.7 P2P** |
| 2-7 | W | 8  | Organizing Ideas | **Ch.8 P2P** **Informative Topics Due** |
| 2-9 | F | 9 | Outlining the Presentation | **Ch.9 P2P** **Creating a Search Strategy due** |
| **5** | 2-12 | M | 10  | Beginning and Ending the Presentation | **Ch.10 P2P**  |
| 2-14 | W | 11 | Using Appropriate Language | **Ch.11 P2P**  |
| 2-16 | F | 13 | Delivering the Presentation | **Ch.13 P2P** |
| **6** | 2-19 | M |   | Evaluating Informative Speeches Workshop |  |
| 2-21 | W |   | Informative Speech In-Class Workshop -Review requirements for speech | **Final Outline Due at End of Class**  |
| 2-23 | F |   | **Informative Speeches** |  |
| **7** | 2-26 | M |   | **Informative Speeches** |  |
| 2-28 | W |   | **Informative Speeches** |  |
| 3-1 | F | 14 | **Informative Speeches**Communicating in Groups*(Assign Group Speech)* | **Ch. 14 P2P** |
| **8** | 3-4 | M |  | Group Workshop Day-Create group contracts-Plan a meeting schedule-Brainstorm group topics | **Contracts Due at End of Class** |
| 3-6 | W | 15 | Listening | **Ch. 15 P2P** |
| 3-8 | F | 12 | Designing Presentation Aids | **Ch. 12 P2P** |

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| **9** | 3-11 through3-17 |  |  | NO CLASS – SPRING BREAK |  |
| **10** | 3-18 | M |   | Group Presentation In-Class Workshop *(Bring laptops and speech materials – sit with groups)***-**Finalize and turn in group topics-Begin structuring the speech | **Group Topics Due** |
| 3-20 | W |  | Group Presentation In-Class Workshop *(Bring laptops and speech materials – sit with groups)*-Choosing search tools and sources | **Complete Activity in Workbook** |
| 3-22 | F |  |  Group Presentation In-Class Workshop *(Bring laptops and speech materials – sit with groups)***-**Work on rough draft outline | **Rough Draft Outlines Due at End of Class** |
| **11** | 3-25 | M |   | Group Presentation In-Class Workshop *(Bring laptops and speech materials – sit with groups)***-**Revise outlines-Practice speech | **Revisions/Practice** |
| 3-27 | W |   | Group Presentation In-Class Workshop *(Bring laptops and speech materials – sit with groups)*-Finish final outlines-Practice speech | **Final Outline Due at End of Class** |
| 3-29 | F |   | Group Presentation In-Class Workshop *(Bring laptops and speech materials – sit with groups)*-Final speech practice day |  |
| **12** | 4-1 | M |  | **Group Presentations** |  |
| 4-3 | W |  | **Group Presentations** |  |
| 4-5 | F | 16 | **Group Presentations**Understanding Persuasive Principles(*Assign Persuasive Speech)* | **Ch.16 P2P** |
| **13** | 4-8 | M | 17 | Building Arguments-Toulmin Model | **Ch.17 P2P** |
| 4-10 | W | 17 | Ethos, Pathos, Logos |  |
| 4-12 | F | 17 | Fallacies*(Assign annotated bibliography in Workbook)* | **Persuasive Topics Due** |

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| **14** | 4-15 | M |  | Persuasive Presentation In-Class Workshop(*Bring Laptops and Speech Materials)*-Revise topics if needed-Annotated bibliography work | **Annotated Bibliography Due at End of Class** |
| 4-17 | W |  | Persuasive Presentation In-Class Workshop(*Bring Laptops and Speech Materials)*-Complete rough draft outline | **Rough Draft Outline Due at End of Class** |
| 4-19 | F | 18 | Using Communication for the Common Good(*Assign Synthesis Paper)* | **Ch.18 P2P** |
| **15** | 4-22 | M |  | Persuasive Presentation In-Class Workshop(*Bring Laptops and Speech Materials)*-Revise rough draft outline |  |
| 4-24 | W |   | Persuasive Presentation In-Class Workshop(*Bring Laptops and Speech Materials)*-Complete final outline draft | **Final Outline Due at End of Class** |
| 4-26 | F |   | **Persuasive Presentations** |  |
| **16** | 4-29 | M |   | **Persuasive Presentations** |  |
| 5-1 | W |   | **Persuasive Presentations** |  |
| 5-3 | F |  | **Persuasive Presentations** -Synthesis speech assigned |  |
| **17** | **FINAL EXAM TIME – Synthesis Speech**  |

\*\* *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.