

**STANDARD POLICIES AND STATEMENTS FOR
COMMUNICATION AS CRITICAL INQUIRY (COM 110)**

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Classroom: Fell 148

Office Hours: MW 9-11 AM
Phone: (309) 438-3672
Section: 29
Meeting time: MWF 12:00-12:50 PM

TEXTS

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

Simonds, C. J., Hunt, S. K., & Hooker, J.F. (2019). *Communication as critical inquiry: Supplementary materials packet*. Champaign, IL: Stipes Publishing.

(Available at the School of Communication Resource Center in the basement of Fell Hall.)

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 website can be found at the following web address: http://Bit.ly/COM_110

This workbook will be available for the students to pick up in the **Communication Resource Center** (located in the basement of Fell Hall) 24 hours days after the online purchase. Students will need to show their ISU ID card, whereupon Resource Center workers will verify their purchase before giving them their new spiral workbook.

Communication Resource Center Hours of Operation

1st two weeks' hours: Fell 34

Monday—Thursday 9:00 a.m.-6:00 p.m.

Friday—9:00 a.m.-3:00 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*, where primary outcomes are indicated in plain text and secondary outcomes are indicated in italics:

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

ASSIGNMENTS

Exams: There will be a series of quizzes, smaller exams, and one larger final exam over the course of the semester to assess students' understanding of units and materials covered in class, as well as students' application and integration capabilities.

Speeches: Each student will present three speeches which *must be completed in order to pass COM110*. Each speech will be evaluated on content and delivery. Specific details will be clearly outlined in class. Typed outlines and references are required for each speech, examples of which will be provided). If you have concerns about your ability to meet the requirements of this course, please see me to discuss your concerns.

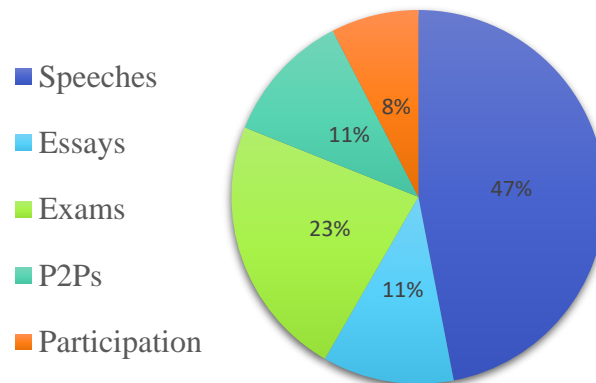
- a. **Informative Speech** (5-7 minutes, no more than 7:30; at least 4 sources must be cited in both the oral presentation *and* in the listed references)
- b. **Group Presentation** (25-30 minutes *depending on number of students per group*, each group member must speak for a minimum of 5 consecutive minutes, at least 10 sources must be cited both in the oral presentation *and* in the listed 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 Presentation must be cited in the oral presentation *and* in the listed references)

Participation: Because COM110 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 by turning in TYPED AND PRINTED hard-copies of P2Ps at the beginning of class, attendance, participation defense essays, and observed engagement in class.**

EVALUATION

Introduction Speech (10 pts)
 Informative Speech (100 pts)
 Group Presentation (100 pts)
 Persuasive Speech (100 pts)
 CIP Essay (25 pts)
 Synthesis essay (50 pts)
 Exam 1 (50 pts)
 Exam 2 (50 pts)
 Exam 3 (50 pts)
 P2Ps 5x15 (75 pts)
 Participation (50 pts)



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

COURSE POLICIES

Attendance: You are expected to come to class prepared to discuss and participate in activities associated with the assigned readings. I will not lecture over the material you have read. Rather, I will synthesize the material into discussions and activities in class. Thus, regular attendance is expected.

I will permit 3 “freebie” unexcused absences each semester. However, note that **I will not accept make-up or late work from these “freebie” unexcused absences. If there are any class-wide penalties for missing REQUIRED ATTENDANCE days (such as speech days and class**

workshop days), you will incur those penalties. Excessive absences will affect your participation grade in this class.

4 unexcused absences = you can earn no better than a “B” on participation

5 unexcused absences = you can earn no better than a “C” on participation

6 unexcused absences = you can earn no better than a “D” on participation

7+ unexcused absences = you will receive a failing (“F”) grade on participation

I do not accept late work. However, make-up work and forgiveness for class-wide penalties will ONLY be granted for *excused* absences. If you have a ***legitimate*** reason for missing class, you must notify me via ***email*** as soon as possible. If you must miss class for a medical or family emergency, I expect ***documentation*** verifying the reason for your absence upon your return to class.

Let me know as soon as possible if you are going to be missing class via email, with ***documentation*** if you are seeking a grade for missed work. If you are involved in university activities that will cause you to miss class (such as athletics or the participation in the speech team), I need a schedule of classes that you will miss *as well as* a signed note from your coach or sponsor verifying your membership on the team and your absence from class.

Technology/Electronic Devices: I am open to the use of laptops as **note-taking devices**. However, I expect you to focus on and participate in class instructions, discussions, and activities. If I catch you using another application or software that does not pertain directly to class instruction/discussion/activities, I retain the authority to dock your participation grade for that day. Should technology usage become a recurrent problem in this class, I also retain the authority to reconsider this policy and prohibit all students from using technology in my class.

Cell Phones and Texting: All electronic devices (other than those mentioned above) are to be silenced and put away before class begins. In case of an emergency in which you need to keep your phone on during class, please keep it on vibrate. If you are not paying attention in class as a result of your cellphone, I retain the authority to dock your participation for that day. **If you are caught texting or your phone rings during someone else’s speech/oral presentation, I will automatically deduct 10% from your speech grade with (or without) warning.**

Headphones: Unless I specifically request that you bring headphones to class for an in-class activity, **I will not allow headphone usage in class.** Please note that “headphones” includes headphones, ear buds, *and* air pods... along with whatever else the *kids* are calling them these days 😊.

Essay Formatting: Every formal assignment that is turned in should be typed, double spaced, and in Times New Roman 12-point font (unless otherwise noted). Assignments should be stapled. Essays must contain the following header in the top left-hand corner of the first page:

Mickey Mouse (*Your first and last name*)

Maura Freeman (*First and last name of instructor*)

COM110 – Section 29 (*Course and Section*)

19 August 2019 (*Date*)

Essays must also contain page numbers at the top right-hand corner of every page, set to resemble the page numbers in this syllabus (ex: *last name #*).

Please note that I have been and am still a student. I know the tricks. I know when you've sized up your punctuation marks. I know when you've added extra spacing between lines, words, and sentences. I know when you've started the first page halfway down the page. You will not fool me trying to scrape by on page/word count, and you are only doing yourself a future disservice in trying.

Digital Communication: plz dont email me like u txt

Emails should contain an appropriate subject line detailing the subject of the email and include the indication "COM110." For example, a sample subject line might read, "COM110: Question about Persuasive Speech." Emails should contain a greeting (Good afternoon/Dear _____), a specific and *spell-checked* message, and a closing with your name (Sincerely, _____ or Thank you, _____). **All emails should be sent through an official ISU email address.** If you contact me via email, please be patient and allow 24 hours for a response during the week (Monday through Thursday), and 48 hours on the weekend (Friday through Sunday). *Please do not wait until the day of the due date to reach out.*

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.**

Cheating/Plagiarism (Academic Integrity): 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>

COURSE BEHAVIORAL EXPECTATIONS

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.

Furthermore, in order 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 the rights, opportunities, and welfare of students, faculty, and staff. Violations of this expectation will most likely result in an open constructive in-class discussion or a one-on-one discussion with me outside of class.

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. If you arrive late to class on a speech day, you should wait outside until you hear applause, indicating the conclusion of a speech.

Late arrival on speech day will result in an automatic 5% deduction from your speech.

*Failure to attend class on speech days will result in an automatic 10% deduction from your speech **PER MISSED SPEECH DAY.***

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. *The extra credit points will be added to your final grade, and therefore 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 at: <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 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 last day of classes (December 18, 2019), I will accept no more extra credit. Nor will I offer any further extra credit opportunities 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.

Tentative Course Schedule

Week	Date	Day	Ch.	Material Covered	Assignment Due
1	Aug 19	M		Syllabus Review and Introduction (Introductory Speech Assigned)	
	Aug 21	W		Introductory Speeches (CIP Essay assigned)	Introductory Speech
	Aug 23	F	1	Introduction to Communication	Ch. 1 P2P Syllabus Contract Due
2	Aug 26	M	2	Communication Confidence + CIP Preparation Cards	Ch. 2 P2P
	Aug 28	W	3	Ethical Communication	Ch. 3 P2P
	Aug 30	F	4	Perception and Self-Concept (Informative Speech Assigned) <i>Last day to drop with no WX grade.</i>	Ch. 4 P2P CIP Essay Due
3	Sept 2	M		NO CLASS – LABOR DAY	
	Sept 4	W	5&6	Choosing Topics & Analyzing Your Audience	Ch. 5 P2P Ch. 6 P2P
	Sept 6	F	7	Supporting Material (APA Day)	Ch. 7 P2P
4	Sept 9	M		Exam 1 Review (Chapters 1-7)	
	Sept 11	W		EXAM 1	
	Sept 13	F	8&9	Organizing Ideas and Outlining the Presentation	Ch. 8 P2P Ch. 9 P2P
5	Sept 16	M		Informative Speech In-Class Workshop (Bring laptops & speech materials)	Informative Speech Topic Proposals Due
	Sept 18	W	10&12	Beginning and Ending the Presentation & Designing Presentation Aids	Ch. 10 P2P Ch. 12 P2P
	Sept 20	F	11	Using Appropriate Language	Ch. 11 P2P
6	Sept 23	M	13	Delivery	Ch. 13 P2P
	Sept 25	W	15	Listening	Ch. 15 P2P
	Sept 27	F		Informative Speech In-Class Workshop (Bring laptops & speech materials)	Informative Speech Introductions Due
7	Sept 30	M		Informative Speech In-Class Workshop (Bring laptops & speech materials)	Informative Speech Conclusions Due
	Oct 2	W		Informative Speeches	COMPLETE Informative Speech Outlines Due
	Oct 4	F		Informative Speeches	
8	Oct 7	M		Informative Speeches	
	Oct 9	W		Informative Speeches	
	Oct 11	F		Exam 2 Review (Chapters 8-13, 15) <i>Last day to drop with WX grade.</i>	Participation Defense 1 due
9	Oct 14	M		EXAM 2	
	Oct 16	W	14	Communicating in Groups (Group Speech & Groups Assigned)	Ch. 14 P2P
	Oct 18	F	14	Conflict & Culture	
10	Oct 21	M		Group Speech In-Class Workshop + Group MEETINGS with Maura	Group Speech Topic Proposals Due

	Oct 23	W		Group Speech In-Class Workshop + Group MEETINGS with Maura	Group Speech Introductions Due
	Oct 25	F		Group Speech In-Class Workshop (Bring laptops & speech materials) + <i>Happy Homecoming weekend! Have fun/be safe!</i>	Group Speech Conclusions Due
11	Oct 28	M		Group Speeches	COMPLETE Group Speech Outlines Due
	Oct 30	W		Group Speeches (Persuasive Speech Assigned)	
	Nov 1	F	16	Group Speeches , Understanding Persuasive Principles	Ch. 16 P2P
12	Nov 4	M	17	Pathos, Logos, Ethos	Ch. 17 P2P
	Nov 6	W	17	Toulmin Model	
	Nov 8	F	17	Logical Fallacies (Synthesis Essay Assigned)	Participation Defense 2
13	Nov 11	M		Persuasive Speech In-Class Workshop + MEETINGS with Maura	Persuasive Speech Topic Proposals Due
	Nov 13	W		Persuasive Speech In-Class Workshop + MEETINGS with Maura	Persuasive Speech Introductions Due
	Nov 15	F		Persuasive Speech In-Class Workshop + MEETINGS with Maura	Persuasive Speech Draft of Main Points Due
14	Nov 18	M		Persuasive Speech In-Class Meetings: MEET IN MY OFFICE (Fell 048)	Persuasive Speech Revised Main Points Due
	Nov 20	W		Persuasive Speeches	COMPLETE Persuasive Speech Outlines Due
	Nov 22	F		Persuasive Speeches	
15	Nov 25	M		NO CLASS – THANKSGIVING BREAK	
	Nov 27	W			
	Nov 29	F			
16	Dec 2	M		Persuasive Speeches	
	Dec 4	W		Persuasive Speeches (Final Portfolio Assigned)	Synthesis Essay Due
	Dec 6	F	18	Using Communication for Common Good Exam 3 Review (Chapters 14, 16-18) <i>Last day to submit paperwork for 3 finals on one day.</i>	Ch. 18 P2P
17	FINAL EXAM WEEK – EXAM 3 (Date and Time TBA)				

**** This schedule is tentative and subject to change. However, you will be explicitly notified of any changes to the syllabus. ****

SYLLABUS CONTRACT

I, _____ (printed name), have read the syllabus for Maura Freeman's section of COM110 and do hereby agree to the terms for required coursework and acceptable classroom behavior.

Signature: _____

Name (Printed): _____ **Date:** _____

Major(s)/Minor (s): _____

If applicable, please list any previous public speaking experiences:

What are your career aspirations/interests?

What is one thing about you that might surprise people?

What is your favorite song right now? If this is a tough question, what is the last song you listened to?

What is your favorite TV show?

What is your favorite movie?

What is something you would like your instructor to know?

Do you have any food allergies? If so, what are they (in case we have snacks 🍪)?