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

**Fall 2019**

**Instructor:** Nichole Hughes-Liss **Office Hours:** M: 11:00-12:00 & 2:00-3:00; W: 2:00-4:00

**Office:**  Fell Hall 452 **Phone:** TBD

**Email:**  nehugh1@ilstu.edu **Section: 27**

**Classroom: Fell 123** **Meeting time: MWF 12:00-12:50pm**

**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. (2018). 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 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.

**Communication Resource Center Hours of Operation:**

First two weeks’ location: Fell 34

Monday—Thursday: TBD (generally during working hours)

Friday—TBD

**Also Required:**

* Notecards (4x6 or smaller) for speeches
* Stapler to stable all multiple page assignments
* Access to working computer and printer (which you all have at Milner)

**ASSIGNMENTS**

**Communication Improvement Profile (CIP):** This is a worksheet in which you will analyze your own communication style, strengths, and weaknesses and discuss what your goals and expectations are for your improvement in this course.

**Exams:** There will be a midterm and final exam each worth 100 points. Exams will assess your understanding of communication concepts and theories, as well as your application and integration abilities. The date and time of the final exam will be announced in October.

**Quizzes:** There will be four unit quizzes throughout the semester that will be due on Reggienet following the last chapter of the unit. These quizzes will have multiple choice, matching, and true/false questions that are based on information from both your textbook and lecture.

**Formal Speeches:** Each student will present three formal speeches:

1. Informative speech (5-7 minutes, no more than 7:30; at least 4 sources must be cited in the presentation and in the references)
   * 1. Assignment can be found in your spiral workbook.
     2. With this speech you are required to turn in:
        1. Instructor Evaluation Form
        2. Outline with references
2. Theme Speech (4-5 Minutes, no more than 5:00, at least 3 sources must be cited in the presentation and in the references)
   * 1. Assignment can be found on Reggienet.
     2. With this speech you are required to turn in:
        1. Instructor Evaluation Form
        2. Outline with references
3. Group Persuasive speech (25-30 minutes, no more than 25:30; each member must speak at least 5 minutes consecutively; at least 10 sources must be cited in the presentation and in the references)
   * 1. Assignment can be found in your spiral workbook.
     2. With this presentation you are required to turn in a folder with the following:
        1. Instructor Evaluation Form for each group member
        2. One final outline with references
        3. Group Worksheet
        4. Group Assignment Peer Evaluation Form-due the day of your speech

\*\*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 and can be found in your workbook. Typed outlines and references are required for each (a sample will be provided) and are to be turned in prior to presenting. If you have any concerns about your ability to meet the speech requirements, please come and see me to discuss your concerns.

**\*\***If you fail to give your speech on the assigned day for any non-excused reason (other than official ISU reason, doctor’s note from specific speech day, or official ISU bereavement) you must complete that speech in the speech lab. This speech must be given to an audience of 3-5 people and be recorded using a phone or video camera to be emailed to me to pass this course. However, this speech but will be for 0 points or a deduction based on instructor discretion. Speeches must be made up in the speech lab before finals week to be counted as complete.

**Synthesis Discussion:**At the end of the semester, you will be asked to reflect on your time in COM 110 and synthesize the material you have learned and discuss overall applications of the material. This will be an in-class discussion for points.

**Participation:** Each of these counts towards your overall participation grade:

1. *Daily Discussions and Activities:* 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, contributing relevant examples, and demonstrating respect for the contributions of classmates. Participation will be assessed at the end of the semester at the discretion of the instructor.
2. *Workshop Activity Participation:*Workshop days are guided days to work on your speeches. You will be expected to bring speech materials with you (laptops, books, etc.) and will have a task to complete by the end of class that is specific to material we previously covered in class. These days will involve sharing and receiving feedback on speech components with your classmates, brainstorming, and the chance for in-class, one-on-one help from me on specific speech elements. The product of each workshop day will be turned into me by the end of class for activity points.

**EVALUATION**

CIP Worksheet 15 Points

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

Informative Speech 100 Points

Theme Speech 50 Points

Group Persuasive Speech 150 Points

Unit Quizzes 40 Points (4x10)

Midterm 100 Points

Final Exam 100 Points

Synthesis Discussion 25 Points

In Class Participation 120 Points

*Day 2 Activity 10*

*Current Event Speech 20*

*Workshop Assignments 40 (5x8)*

*In-Class Discussions 50*

**Total: 700**

\*\*Note: At least 50% of the participation grade will be based on daily speaking opportunities for each student. The combination of the activities and participation grade will not exceed 100 points without an additional, graded speaking opportunity. Assigned grades for speaking opportunities must comprise at least 50% of the overall grade.

**OTHER EXPECTATIONS AND POLICIES**

**Attendance:**

1. I will grant you 3 absences without penalty, any further absences not excused by me will result in deductions to your participation grade. You are responsible for all materials distributed in your absence and should ask your peers for notes and other assignment information. **Note that in regard to your 3 “free” absences, I will only accept late work if you contact me the day you are gone. This does not include any speeches, exams, or quizzes.**
2. If you have a legitimate reason for not being in class, you must tell me as far as possible in advance by email. If you are sick, you must give me a doctor’s note the next class that we have in order for your absence to be excused (the doctor’s note must be dated from the day that you are sick or specifically state the day(s) you are to be excused. If you are involved in university activities that will cause you to miss class such as athletics or the debate team, I need a schedule of classes that you will miss and a signed note/email from your coach or sponsor verifying that you are on the team.
3. Attendance will be taken at the beginning of class; therefore, it is in your best interest to be on time to class. If you are more than 10 minutes late to class, it will be counted as an absence. If you feel you have a legitimate reason that will keep you from being on time, please discuss it with me immediately following class.

**Cell phones:** Cell phone usage should be kept to a minimum. One glance or text during class will not result in a penalty. However, if I see you are constantly texting, looking at your phone, or being a distraction to your classmates, I will assume you are disinterested in what is going on in class. In this case, you will be docked points on your participation.

**Laptops:** Laptops are not allowed in class unless it is a speech workshop day. If you have done the assigned reading, there is no need for you to have access to the COM 110 Ebook during class. If you feel you need to use a laptop in class, please come see me. Additionally, if you do not have a personal laptop that you are able to bring to class on workshop days, please come talk me!

**Late Work:** I generally do not accept late work for assignments. All work is expected on the date it is due. I will work with you if you have a legitimate reason for your absence (determined by me) and arrangements have been made with me prior to the class meeting. Like most instructors, I am more understanding if you keep me informed. Your printer not working is NOT an excuse for late work.

**Speech 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. Because most people are nervous when they present, you will be supportive both verbally and nonverbally. We are a support system for each other because public speaking can be a scary proposition.

Your attendance on speech days is required and is not optional. Failure to attend class on speech days will result in a **10%** deduction from your speech **PER MISSED SPEECH DAY**. It is inconsiderate to arrive late during a presentation and a **late arrival** on a speech day will result in a **5%** deduction from your speech grade. If you are late on a speech day, NEVER come into the classroom during a speech. Wait outside until you hear applause and the conclusion of the speech. Walking in during a classmate’s speech will result in a **10%** deduction from your speech. Additionally, your cell phone should not be out of your bag on speech days. If your phone rings/vibrates or you are caught texting during someone else’s speech, you will lose **10%** off the grade for your speech.

**Assignment Format:** Assignments for this class must be double-spaced and typed in 12-point Times New Roman font. Assignments must also have one-inch margins. Please include your name on your paper so I can easily keep track of your work. Additionally, be sure to staple all assignments consisting of two or more pages.

**Contacting the Instructor:** pls dont emails like u txt. Emails should contain a subject line, greeting, a specific and spell-checked message, and a closing with your name and section number. I teach other courses and I am also an advisor, so I get a lot of emails throughout a given week. Including all of that information is helpful for me to respond to you in a timely manner! All emails should be sent through an ISU email address. If you contact me through email, please be patient and allow 24 hours for a response during the week (Monday through Thursday) and 48 hours on weekends (Friday-Sunday).

**Professional Courtesy**. Professional courtesy includes respecting others' opinions, not interrupting in class, respectful to those who are speaking, and working together in a spirit of cooperation. 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 participation points being taken away.

**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.

**COURSE POLICIES**

**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 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:** 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

**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 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 Research Credit is worth an additional 0.5% of your total possible final grade in this course. For example, if you participate in a research study that requires you to spend an hour in a lab (i.e., 1 Research Credit), and your course is based on a 1000-point total, your participation would provide 10 points to your final grade. 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.

**Optional:**

**For each research study you participate in, I will award 2 points of extra credit (up to 10 total points).**

**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.

**Fall 2019 Schedule (Tentative, subject to change)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Day** | **CH.** | **Material Covered** | **Assignment Due** |
|  |  |  | UNIT I |  |
| 8/19 | M |  | Syllabus Review and Introductions | * -Read syllabus * **-Signed contract due** |
| 8/21 | W |  | Class Activity Day *(Assign CIP Worksheet)* |  |
| 8/23 | F | 1 | Introduction to Communication | * -Read Ch. 1 |
| 8/26 | M | 2 | Communication Apprehension | * -Read Ch. 2 |
| 8/28 | W | 3 | Ethical Communication | * -Read Ch. 3 * **-CIP Worksheet due** |
| 8/30 | F | 4 | Perception *(Assign Informative Speeches)*  Unit 1 Quiz | * -Read Ch. 4 * **- Unit 1 Quiz due by midnight on Reggienet** |
|  |  |  | UNIT 2 |  |
| 9/2 | M |  | **NO SCHOOL LABOR DAY** |  |
| 9/4 | W | 5/6 | Choosing Topics and Audience Analysis | * -Read Ch. 5 * -Read Ch. 6 |
| 9/6 | F |  | Informative Speech In-Class Workshop Day *(Bring laptops, books, & speech materials)*: Topic Exploration | **-In Class Participation Assignment**  **-Topics due at end of class** |
| 9/9 | M | 7 | APA / Media Literacy | * -Read Ch. 7 |
| 9/11 | W |  | Finish Media Literacy/Evaluate Example Speeches /Workshop Day *(bring laptops)* |  |
| 9/13 | F |  | Informative Speech In-Class Workshop Day *(Bring laptops, books, & speech materials)*: Research and APA Practice | **-In Class Participation**   * **Assignment** |
| 9/16 | M | 8/9 | Organization and Outlining *(Assign Current Event Speech)* | -Read Ch. 8  -Read Ch. 9 |
| 9/18 | W | 10 | Introductions and Conclusions | * -Read Ch. 10 |
| 9/20 | F |  | **Current Event Mini-Speeches** | **Current Event Speech Speaking Outline** |
| 9/23 | M | 12 | **Finish Current Event Mini-Speeches (if needed)** and Integrating Visual Aids | -Read Ch. 12 |
| 9/25 | W | 13 | Delivery | * -Read Ch 13 |
| 9/27 | F | 11 | Language  Unit 2 Quiz | * -Read Ch 11 * **- Unit 2 Quiz due by midnight on Reggienet** |
| 9/30 | M |  | Informative Speech In-Class Workshop Day: Final Rough Draft and Delivery Practice Activity | -**In Class Participation**   * **Assignment** |
| 10/2 | W |  | **Informative Speeches** | * **-Outline and references due from everyone** |
| 10/4 | F |  | **Informative Speeches** |  |
| 10/7 | M |  | **Informative Speeches** |  |
| 10/9 | W |  | **Informative Speeches** |  |
| 10/11 | F |  | Midterm Review *(assign Theme Speech)* | -Bring reading and class notes |
| 10/14 | M |  | **MIDTERM** |  |
| 10/16 | W |  | Theme Speech Workshop Day | **-In Class Participation Assignment** |
| 10/18 | F |  | **Theme Speeches** | **-Speaking Outline Due** |
| 10/21 | M |  | **Theme Speeches** |  |
|  |  |  | UNIT 3 |  |
| 10/23 | W | 14 | **Finish Theme Speeches** and Communicating in Groups *(Assign Group Persuasive Speech)* | * -Read Ch 14 |
| 10/25 | F |  | Workshop Day (Bring laptops, books, and speech materials): Topic Exploration | **-In Class Participation**   * **Assignment** |
| 10/28 | M |  | Communicating in Groups Day: Group Rules/Norms, Conflict, and Culture | * **-Group Guided Worksheet with topic due at the beginning of class** |
| 10/30 | W | 15 | Listening  Unit 3 Quiz | * -Read Ch 15 * **-Unit 3 Quiz due by midnight on Reggienet** |
|  |  |  | UNIT 4 |  |
| 11/1 | F |  | In class Workshop Day (Bring laptops and speech materials): Meet with me! | **-In class participation assignment** |
| 11/4 | M |  | Group Activity Day |  |
| 11/4 | W | 16 | Fact, Value, Policy | -Read Ch. 16 |
| 11/8 | F | 17 | Toulmin Model | * -Read Ch. 17 |
| 11/11 | M |  | Group Persuasive Speech In-Class Workshop Day  (Bring laptops, books, and Speech materials): Group Outline | **--In Class Participation**  **Assignment** |
| 11/13 | W |  | Logos, Ethos, & Pathos, Fallacies  Unit 4 Quiz | **-Unit 4 Quiz due by midnight on Reggienet** |
| 11/15 | F |  | Persuasive Speech In-Class Workshop Day (Bring laptops, books, and Speech materials): Delivery Practice | **-In Class Participation**  **Assignment** |
| 11/18 | M |  | **Group Persuasive Speeches** | **-Outline Folder due from each group** |
| 11/20 | W |  | **Group Persuasive Speeches** |  |
| 11/22 | F |  | **Group Persuasive Speeches** |  |
| 11/25 | M |  | **THANKSGIVING BREAK** |  |
| 11/27 | W |  | **THANKSGIVING BREAK** |  |
| 11/29 | F |  | **THANKSGIVING BREAK** |  |
| 12/2 | M | 18 | Civic Engagement | * -Read 18 |
| 12/4 | W |  | Synthesis Discussion | * **Synthesis Discussion Worksheet** |
| 12/6 | F |  | Final Exam Review | -Bring notes/P2Ps to class |
| TBD |  |  | **Final Exam** |  |

**Syllabus Contract**

I have read the syllabus for Nichole Hughes-Liss’ Com 110 course and agree to the terms for required coursework and acceptable classroom behavior.

Signature: .

Name (Include nickname and preferred pronouns, if desired):

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Major/Minor: Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you could have dinner with one famous person dead or alive, who would it be and why?

Please list at least 2 hobbies/extracurricular activities you enjoy:

What is your dream job?

Please list any previous public speaking experience, if any.

Is there anything else that I should know about you or your experiences that would be relevant for this class?

**Favorites:**

TV show:

Candy:

Singer/music genre:

Sports Team: