**COMMUNICATION AS CRITICAL INQUIRY**

## COM 110 • Section 55 • Fall 2019 • Monday 6:30-9:20 a.m. • Fell 152

Instructor: Susan Fish

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# Office Hours: Monday 5:15pm to 6:15pm in Fell Hall Rm 416 & By Appointment

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**COURSE MATERIALS:**

**TEXTS:**

**COM 110 eBbook.** You are required to have an eBook for COM 110 as well as proof of its purchase, which will allow you to access additional materials through the Fountainhead Press website that are necessary for the completion of the course. Upon presenting proof of eBook purchase to your instructor, you will be given information on how to access these materials. You may purchase ebook access directly from Fountainhead Press or at the bookstores. 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----See below)

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**. You will purchase the spiral workbook (COM 110 Communication as Critical Inquiry) through the School of Communication online store using a credit, debit, or monetary gift card. The cost is $33 plus tax. The website can be found at the following address:

[http://Bit.ly/COM\_110](http://bit.ly/COM_110)

The workbook will be available for you to pick up in the Communication Resource Center located in the basement of Fell Hall 1-2 business days after the online purchase. You will need to show your ISU ID card and Resource Center workers will verify you have purchased the book and give it to you at that time.

**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 in order to function in today’s society. The course emphasizes participation in a variety of communication processes in order to develop, reinforce, and evaluate communication skills appropriate for public, small group, and interpersonal settings. The course content and experiences will enable students to assume their responsibilities as speaker-listener-critic in a culturally diverse world. In short, the course is designed to make students competent, ethical, critical, confident, and information literate communicators.

*COM 110 addresses the following General Education outcomes:*

II. intellectual and practical skills, allowing students to

a. make informed judgments

c. report information effectively and responsibly

e. deliver purposeful presentations that inform attitudes or behaviors

III. personal and social responsibility, allowing students to

*a. participate in activities that are both individually life-enriching and socially beneficial to a diverse community*

c. interact competently in a variety of cultural contexts

IV. integrative and applied learning, allowing students to

a. identify and solve problems

b. transfer learning to novel situations

c. work effectively in teams

Primary outcomes are indicated in plain text and secondary outcomes are indicated in italics.

**ASSIGNMENTS:**

**EXAMS:** There will be a midterm exam and a final exam. Exams will assess your understanding of communication concepts and theories, as well as your application and integration abilities.

**SPEECHES:** Each student will present three speeches:

a. Informative speech (5-7 minutes, no more than 7:30; at least 4 sources must be cited in the presentation and in the references).

b. Group presentation (25-30 minutes, no more than 30:30; at least 10 sources each member must speak at least 5 minutes consecutively, at least 10 sources must be cited in the presentation and in the references

c. Persuasive speech (5-7 minutes, no more than 7:30; at least 3 new sources in addition to sources used in the group speech must be cited in the presentation and in the references.

**All three speeches must be completed to pass the course.** Each presentation will be evaluated on content and delivery. Specific details will be clearly outlined in class. Typed outlines and references are required for each (a sample will be provided). If you have any concerns about your ability to meet the requirements of this course, please come and see me to discuss your concerns.

**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 required 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 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.**

**Behavioral Expectations Policies and Procedures.**

**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.

**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. Students sometimes feel overwhelmed, lost, experience anxiety or depression, 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:**

In the event that 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.

If you are not interested in using the research participation for extra credit; however, would like to know another option, please talk to me for further instruction.

**For each research study you participate in, I will award 5 points of extra credit (up to 10 total points).**

* **FALL SEMESTER PORTFOLIO:** The portfolio is a collection of your work in this course over the semester. In addition, it serves as a reflection of your progress through Illinois State University’s general education program. It will represent your insights, observation, experiences, and reflections that illustrate course content. Although a detailed handout will be provided, the end product will consist of your speeches and participation. Additionally, you will be using this portfolio for an assignment next semester in your English 101 course. **DO NOT THROW ANYTHING AWAY!!**
* **PARTICIPATION**: Because Communication as Critical Inquiry is a skills-based, developmental course, participation is essential. 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. Students will assess their participation by using a participation sheet with established criteria.
* **ASSIGNMENTS/QUIZZES**: This is mainly a discussion-based course. You are expected to come to class prepared to discuss and participate in activities associated with the readings. I will not lecture over the material you have read; rather, I will synthesize the material into discussions and activities, of which you will play a large role. If class participation is poor during discussion, unannounced quizzes will be given to assess your understanding of the readings. You cannot make up an activity or a quiz if you are not in class.

**EVALUATION:**

Informative Speech 100 pts.

Group Presentation 100 pts.

Persuasive Speech 100 pts.

Portfolio 50 pts

Midterm Exam 100 pts.

Final Exam 100 pts.

Participation Sheets 50 pts.

Overall Portfolio 100 pts.

Activities/Quizzes TBD

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

In this course, simply doing an assignment does not result in an “A.” Failure to follow directions or meet criteria will result in a loss of points. Students should note the definition of each letter grade:

“A” is reserved for work that is exceptional

“B” is reserved for work that is above average

“C” is reserved for work that is average (meets criteria)

“D” is reserved for work that is below average

“F” is reserved for work that is failing, late, or not submitted for evaluation

Please be aware of the fact that a “bad” grade is not a reflection upon you as a person or student. A lower grade is merely a challenge to do better. I would be doing you a huge disservice if I did not expect you to live up to your fullest potential. Also, it is my philosophy that I do not give out grades; you earn the grade.

Please keep in mind that I AM HERE TO HELP! My goal as an instructor is to do all I can to create an environment in which we all can learn from each other safely, productively, and happily. Every person in this class contributes to that environment, and together we share the power to determine whether or not we live up to that goal. 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.

**Communication and Critical Inquiry •Section • Tentative Schedule**

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| **Date** | **Topic** | **Chapter(s) / Assignments Due** |
| **UNIT 1: LAYING THE FOUNDATION: IMMERSION** | | |
| **Week 1**  **Aug 19th** (M)  **Hour 1** | - Course Orientation/Introductions  - Discuss Portfolio  **-** Any Bag (demo) | **Purchase Course Materials**  **Read Ch. 1, 2 & 3**  **Syllabus**  **Sign Signature page/Quiz** |
| **Hour 2** | - Introduction to Communication  - Defining Communication  - Communication Confidence | Ch. 1  Signature Page Due – Turn in  Ch 2 |
| **Hour 3** | - Plagarism/Ethics  - **Assign CIP Paper**  - Read Ch 4 & 5 | Ch 3  Read Ch 4 & 5  **Quiz next week Ch 1-4** |
| **Week 2**  **Aug 26th** (M) | **Any Bag Presentations** | **CIP/CTSA Due** |
| **Hour 2** | Perception & Self Concept  Unit #1 Quiz | Ch 4 PP  **Quiz Ch 1-4** |
|  | **UNIT 2: MESSAGE CLARITY-PRESENT** |  |
| **Hour 3** | -What is Information Literacy  - Assign Informative Speech  - Topic Selection  - Audience Analysis | Ch. 5 PP  Distribute Info speech list/Peer eval  Ch 6 PP |
| **Week 3**  **Sept 2nd (M)** | **NO CLASS** | **LABOR DAY** |
| **Week 4**  **Sept 9th (M)**  **Hour 1** | Grammar  Supporting Your Ideas | Ch 7 PP |
| **Hour 2** | Org Patterns | Ch 8 PP  Informative Topics Due |
| **Hour 3** | Lab/Fell Hall 108 | **Research** |
| **Week 5**  **Sept 16TH** (M)  **Hour 1** | - Outlining the Presentation | Ch. 9 PP |
| **Hour 2** | - Beginnings & Ending the Presentation  -Activity | Ch. 10 PP |
| **Hour 3** | - Presentation Aids | Ch 12 PP |
| **Week 6**  **Sept 23rd**(M)  **Hour 1** | -Using Appropriate Language  In class Activity | Ch. 11 PP |
| **Hour 2** | - Delivery | Ch. 13 PP |
| **Hour 3** | - Speech Tips/Reminders  - Review Assign Peer/Self Evaluations | Speech Tips PP |
| **Week 7**  **Sept 30th** (M)  **Hour 1** | - Informative Speeches | Self-assessment  Peer Evaluations |
| **Hour 2** | - Informative Speeches | Self-assessment  Peer Evaluations |
| **Hour 3** | -Informative Speeches | Self-assessment  Peer Evaluations  E-mail Group assignments  Group work packet |
| **Week 8**  **Oct 7th**  **Hour 1** | - Group Speeches Assigned  Ch 14 Group Communication | Group Speech PP  Ch 14 Groups PP  Group Activity |
| **Hour 2** | Conflict PP  -**Group Time/research**  Review for mid term | Grid Activity  Need topic by end of class |
| **Hour 3** | Lab/Fell Hall 108 | Research/Group Work |
|  | **UNIT 3: MESSAGE RESPONSIVENESS** |  |
| **Week 9**  **Oct 14th** (M)  **Hour 1** | Midterm | **TBA** |
| **Hour 2** | Chapter 15/Listening | Activity |
| **Hour 3** | Group Time | In class work time |
| **Week 10**  **Oct 21st** (M)  Hour 1 | -Cultural PP  Handout | Culture PP/Bingo  Activity |
| **Hour 2** | Group Speech Tips/Reminders PP  Group work time | Group Tips/Reminders  In class work time |
| **Hour 3** | **-Guest Speaker** | TBA |
|  | **UNIT 4: CONSTRUCTING**  **PERSUASIVE MESSAGES-PARTICIPATE** |  |
| **Week 11**  **Oct 28th (M)**  **Hour 1** | Group Speeches | Assessment |
| **Hour 2** | Group Speeches | Assessment |
| **Hour 3** | Group Speeches | Assessment |
| **Week 12**  **Nov 4th** (M)  **Hour 1** | Persuasive Com  Toulmin Model  Fact/Value/Policy | Persuasive Speech PP  Ch 16 PP  Work on Toulmin Model |
| **Hour 2** | Organizing Persuasive Speeches  Persuasive Appeals  Ethos, Logos, Pathos  Building args | Ch 17 PP |
| **Hour 3** | Argumentation/Fallacies  Ch 16 PP | Advertisement Activity |
| **Week 13**  **Nov 11th(M)**  **Hour 1** | Refuting Counter Arguments | Worksheet |
| **Hour 2** | Synthesis Paper & CTSA Assign  Review Peer/Self Eval  Persuasive Speech Tips/Reminders  Assign Portfolio | Portfolio PP  Assign Final Synthesis Paper Portfolio review |
| **Hour 3** | Lab time | TBA |
| **Week 14**  **Nov 18th (M)** | **Thanksgiving Break** | **No Class** |
| **Week 15**  **Nov 26th (M)**  **Hour 1** | Persuasive Speeches | Self-Assessment  Peer Evaluations |
| **Hour 2** | Persuasive Speeches | Self-Assessment  Peer Evaluations |
| **Hour 3** | Persuasive Speeches | Self-Assessment  Peer Evaluations |
| **Week 16**  **Dec 2nd(M)**  **Hour 1** | -Portfolio Reminders | Ch 18 |
| **Hour 2** | - Portfolio Worktime |  |
| **Hour 3** | - Review for Final  Will not cover Ch 18 in class/Read | **Synthesis Paper**  **Portfolios DUE**  **Ch. 18** |
| **TBA** | **FINAL EXAM**  **DEC TBD Room152** | **Pick Up Portfolios** |

**\*\*\*The above schedule, procedures, and policies in this course are subject to change in the event of extenuating circumstances. The instructor will notify students in a timely manner of all changes related to the course schedule. In addition, the instructor reserves the right to handle situations with students on a case-by-case basis.**

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

**SYLLABUS QUIZ**

**True or False**

1. \_\_\_\_\_\_\_\_\_ If you are absent from class more than two times over the course of the semester, you cannot earn higher than a B for participation.
2. \_\_\_\_\_\_\_\_\_ You will be required to visit the speech lab at least once during the semester to practice your speech.
3. \_\_\_\_\_\_\_\_\_ All three speeches must be completed to pass the course.
4. \_\_\_\_\_\_\_\_\_ You are expected to come to class prepared to discuss and participate in activities associated with the readings.
5. \_\_\_\_\_\_\_\_\_ A good portion of this class will involve teacher lectures.
6. \_\_\_\_\_\_\_\_\_ If you miss an assigned speech or exam, you will receive a ZERO for that assignment unless an alternate due date has been previously approved or documentation has been provided for **extreme** circumstances.
7. \_\_\_\_\_\_\_\_\_ Academic Progress Alert (APA) grades will be based on a calculated grade.
8. \_\_\_\_\_\_\_\_\_ Unauthorized and unacknowledged collaboration on speech topics is considered plagiarism.
9. \_\_\_\_\_\_\_\_\_ Participation involves not only attendance and punctuality, but also demonstration of having read the material, asking questions, contributing examples, and demonstrating respect for the contributions of others.

**Please sign and return**

1. I have read, understand, and will comply with all of the policies stated in this (COM 110) syllabus.

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Print Name Signature Date