

## COMMUNICATION AS CRITICAL INQUIRY (COM 110)

*“Words are the dress of thought”- Cicero*

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<b>Instructor:</b>	Shanna Carlson	<b>Office Hours:</b>	T/TH 11-12p; W 1-2; or <b>by appt!</b>
<b>Office:</b>	Fell Hall 056 (basement)	<b>Phone:</b>	309-438-7820
<b>Email:</b>	<b>Via Coursemail on Reggie Net</b>	<b>Section:</b>	78
<b>Classroom:</b>	Fell Hall 180	<b>Meeting time:</b>	T/TH 12:35-1:50pm

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### 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 —See below).

### 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](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 (24-48hrs) **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.

### 1<sup>st</sup> two weeks' hours Communication Resource Center Hours of Operation

**Location: Fell Hall, Room 034 (basement)**

**Monday—Thursday 9:00 a.m.-6:00 p.m.**

**Friday—9:00 a.m.-3:00 p.m.**

### ALSO REQUIRED

- 2 pocket **paper DECORATED** folder to be used in tracking daily attendance (one without prongs)
- A working ISU email account

### SUGGESTED MATERIALS

Notecards (4x6 or smaller)

Stapler

## 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.

### MY TEACHING PHILOSOPHY:

**I am not here to trick you or to make you look foolish.** I want to help you in any way possible to learn the material presented in class and to teach you the basic skills that you will need to communicate in college and in the work force. This class is designed to improve your written and spoken ability to make a logical and complete argument.

Please do not hesitate to ask questions, or ask for help, in or out of class. (Unless there is a privacy issue at stake, in-class is often best, since your classmates may have the same questions or concerns that you do, and then you are helping them, too.) If you have any special needs that it would help for me to be aware of, please let me know.

### ASSIGNMENTS:

#### FORMAT:

All assignments are to be typed using 12pt. font and 1 inch margins.

All assignments are to be double-spaced

All assignments are to be STAPLED. Unstapled assignments will be docked 5pts.

All references are to be cited using American Psychological Association (APA) Style, 6<sup>th</sup> edition.

## Major Assignments

<b>Participation (Daily Speaking Opportunities)</b>	Communication as Critical Inquiry is a skills-based, developmental course, participation is essential. Therefore, it is important that you get these daily speaking opportunities to increase your confidence with your classroom audience. <b>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.</b> Every day you will fill out a participation log justifying what you believe your participation grade should be for that day.
<b>PREPARING TO PARTICIPATE CHAPTER ASSIGNMENTS (P2Ps):</b>	Each chapter of the text includes questions entitled “Preparing to Participate.” <b>You are required to answer the all the questions throughout the text/reading for 12 of the 18 chapters. You may choose which chapters to do, but they must be completed and turned in the day the chapter is due, before class begins.</b> You may not turn in P2Ps after the assigned date. <b>IF YOU CHOOSE TO DO THE P2PS FOR ANY OF THE REMAINING 6 CHAPTERS, I WILL GIVE YOU ONE POINT OF EXTRA CREDIT PER EXTRA CHAPTER.</b> All P2Ps will be turned in via Top Hat. P2Ps WILL NOT be accepted after class begins. These are your study guides for the midterm and final. Doing these assignments throughout the semester will help prepare you to do well on the tests.
<b>SPEECHES</b>	Each student will present 4 speeches throughout the semester: <ol style="list-style-type: none"><li><b>Any Old Bag Speech: The 2<sup>nd</sup> day of class</b> of you will be required to deliver a speech in which you will introduce yourself to your fellow students. You will need to bring a bag with 3 items inside that speak to who you are. The speech will include your name, preferred pronoun (she/he/they) hometown, major (if you have one), and a quick explanation of the 3 items in your bag.</li><li><b>Informative speech:</b> 5-7 minutes; loss of 2pts per 30 seconds over or under minimum or maximum (maximum of 4pts); at least 4 sources</li><li><b>Group presentation:</b> 20-30 minutes (this is dependent on the # of students per group. Each student must speak for a minimum of 5 minutes), loss of 2pts per 20 seconds over or under minimum or maximum (maximum of 6pts); at least 10 sources</li><li><b>Persuasive speech:</b> 6-8 minutes, loss of 2pts per 10 seconds over or under minimum or maximum (maximum of 12pts); at least 8 sources. If using the same topic as your group speech you must have <b>AT LEAST 3</b> new sources</li></ol> <p><b>All three speeches must be completed to pass the course.</b> 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.</p> <p><b>Illinois Articulation Initiative.</b> 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.</p>

<b>PAPERS</b>	<p>Each student will write 3 papers throughout the semester.</p> <ol style="list-style-type: none"> <li><b>What is Communication?</b> This is a 1-2pg FULL ESSAY (intro, body, conclusion) in which you explain what you believe communication is. This is a quick essay that is meant to give me an idea of your writing capabilities and for you to get an idea of how I grade writing assignments. You may use NO MORE than 2 resources while writing this essay as I am interested in what YOU think communication is and not what academia believes communication is.</li> <li><b>CIP</b> This is a short paper 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. The paper will also discuss a plan of action that you will use to achieve the goals you set for yourself.</li> <li><b>Synthesis</b> This is a short paper in which you will analyze your growth through the semester, which goals you achieved, and which goals you fell short of achieving.</li> </ol>
<b>EXAMS</b>	<p>There will 2 exams in this class: 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.</p>

### EVALUATION

Any Old Bag Speech	15 pts
What is communication?	15pts
Informative Speech	100 pts.
Group Presentation	100 pts.
Persuasive Speech	100 pts.
CIP	40 pts
Info and Persuasion Peer Eval	10 pts each (20pts total)
Synthesis Paper	40 pts
Midterm Exam	100 pts.
Final Exam	100 pts.
P2Ps	60 pts.
Participation Log	50 pts.
Activities	TBA

**Total** **TBA pts.**

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

**EXTRA CREDIT:** Extra credit opportunities will arise throughout the semester and I will announce them as I they become available. If you have an event or activity that you believe should count for extra credit, please talk with me about it.

**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/>

In general, I will award 2pts for participation in a survey (up to 10 total pts). 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.

## **COURSE POLICIES:**

### **ATTENDANCE:**

1. 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 where you will play a large role. Thus, regular attendance is expected. Excessive absences will affect your participation grade in this class. I will grant you 2 absences without penalty, and further absences not excused by me will result in deductions to your Participation Log grade. You are always responsible for all material distributed in your absence. Also note, any/all materials are handed out only once. If you are not in class to receive them, you should obtain the information from a fellow student.
2. I don't make distinctions in terms of "excused" vs "unexcused" absences. If you talk to me in advance about missing or have an emergency that you let me know about with documentation as soon as possible, I will make sure that you are able to turn in assignments for full credit. However, if you don't attend you are not fully able to participate in class and will not receive credit for homework that is due. The other factor that is affected by absences is group work. When I assign group projects and people are absent, they cannot contribute to the group project and force others to do more work to compensate and catch up the person who is absent. My job is to prepare students for work after college, and part of that is holding them accountable for attendance because there is no employer that will keep workers that miss work on a consistent basis.

**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>

3. If you have a legitimate reason for not being in class, you must tell me as far as possible in advance by e-mail or voice mail or bring a doctor's note in case of illness. 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 from your coach or sponsor verifying that you are on the team.
4. Tardiness will not be tolerated. The third time you are late to class, you will have to write a one-page paper detailing why you cannot make it here on time. If you feel you have a legitimate reason that will keep you from being on time, please discuss it with me during the first week of class. I will take attendance at the beginning of the class period and if you are not present for attendance the highest grade you may get for participation that day is 3.

5. We are a support system for each other because public speaking can be a scary proposition. Therefore, participation points will be given every speech day for peer evaluations, and if you skip a speech day when you are not presenting, you will lose 10 points off the final grade for your speech, all the participation points for the day, AND the peer evaluation points. Show up to class and support your classmates because they will do the same for you. Also, 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. **Tardiness on speech days will result in the loss of all participation points for the day.**

## **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. I strongly believe that debating issues and making arguments (not arguing) is one of the most valuable, and effective, learning techniques, especially in terms of Communication Studies. I expect that my students will remain professional when discussing controversial ideas and remember that debate is an academic process, not an opportunity for personal attacks.

Remaining attentive during a presenter's speech is also included. You are expected to be present during all speech days, whether you are presenting or not. **If you miss a speech day you will be docked 10 points from your speech grade. If you fall asleep, lay your head down, or are disrespectful during another's speech you will be docked 10 points from your speech grade.** I will not discuss this with you the day it occurs, but it will be reflected in your speech grade.

**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.

**CELL PHONES/TEXTING/ELECTRONIC DEVICES:** *All electronic devices are to be turned off and put away before class begins.* If your phone rings or vibrates during class I reserve the right to answer it and you will be docked participation points for the day. If I see you texting during class, I will have you put your phone on the table in the front of the classroom and you will be docked participation points for the day. Also, if you are not paying attention, you are demonstrating to me that you already know the material I am presenting, so I will have you come up front and teach. If your phone rings during someone else's speeches or you are texting, you will lose 20 points from your own speech grade. I will not say anything to you the day of the speech, it will just be reflected in your speech grade.

**PROBLEMS:** All work is expected on the date it is due. Late assignments will not be accepted. I will work with you if you have a legitimate reason for your absence (determined by me) AND arrangements have been made with me prior to the class meeting. I want to help you in any way possible but will not accept less than your full effort. Like most instructors, I am more understanding if you keep me informed: If you encounter problems, please let me know right away. Make sure to anticipate those predictable problems so that you can prevent them. For example, running out of paper or printer ink, or losing computer files that you did not back up are problems that need not occur if you are looking ahead. (Supplies only run out when you need them, because that is the only time you use them!)

**PET PEEVES:**

1. Non-stapled assignments. For any multi-page assignment you are to complete out-of-class, it must be stapled or else I will take 5pts off the assignment grade automatically. I recommend purchasing a mini-stapler and carrying it in your bag with you at all times. Having the stapler in class is also an easy way to make friends in class ☺
2. Popping your gum. I know that it helps you stay awake, and just tastes good, but if you begin to pop it or chew it with your mouth open you will be asked to spit it out into the trash can. If you are chewing gum while delivering your speech you will lose 2 points from your total speech grade.

**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.

**GRADE APPEALS:** If you disagree with a grade you have been given in this class, you have up to one week after the assignment was returned to make an argument. In order to do this, YOU MUST follow the evaluation challenge sheet in your spiral book. I will inform you of my decision before your next class period via email. I have made mistakes before so please do not hesitate to discuss your grade with me.



## STUDENT RESOURCES

**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 (309)-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.**

**STUDENT ACCOMMODATIONS:** 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](http://StudentAccess.IllinoisState.edu).

**Accommodation Examples:** Extended Exam Times, Notetakers, Academic Aide, Modified Attendance Policies, etc

**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](http://Counseling.IllinoisState.edu) or by calling (309) 438-3655.**

**CRISIS RESOURCES:** There is a free walk-in crisis service provided by ISU Student Counseling Services. If you find yourself in a mental crisis of any kind please take advantage of this service. Student Counseling Services explains crisis services as “Much like a visit to the emergency room of a hospital, **crisis contacts occur the day that a student makes initial contact with us, and the contact takes priority over the student’s previously scheduled activities** (e.g., class, work, meetings). A counselor would meet with you to do an assessment of the circumstances surrounding your crisis, identify and implement strategies for dealing with the crisis, and make recommendations as to how to proceed. A follow-up appointment may be scheduled. At times you may have a brief wait if the counselor is meeting with another student.”

There is also a phone number that you can contact if you are uncomfortable seeking face-to-face interactions. According to Student Counseling Services **“If you have an emergency after our normal weekday business hours or on the weekend, please call the Student Counseling Services main number at (309) 438-3655. You will be given the option to press "2" to speak to a counselor immediately, or dial 1-855-256-2188. The counselor will provide information, support, referrals, and, if needed, will arrange for emergency services.”**

There are also national resources available to you:

- [National Suicide Prevention Lifeline](#): 1-800-273-TALK (8255)
- [National Hopeline Network](#)
- 1-800-SUICIDE (784-2433)
- Text Telephone: 1-800-799-4TTY (1-800-799-4889)
- Military Veterans Suicide Hotline: 1-800-273-TALK (Press 1)
- Suicide Hotline in Spanish: 1-888-628-9454
- LGBT Youth Suicide Hotline: 1-866-4-U-TREVOR
- Crisis Text Line: Text HOME to 741741 from anywhere **in the United States**, anytime, about any type of crisis. A live, trained Crisis Counselor receives the text and responds, all from our secure online platform. The volunteer Crisis Counselor will help you move from a hot moment to a cool moment.

Confidential Advisors: Free, 24/7 Confidential Advisors are available through Student Counseling Services. **Confidential Advisors provide emergency and ongoing support to survivors of sexual violence.** Confidential Advisors are staff specially trained to respond to students, explain their rights and options, and liase with necessary campus authorities as requested by the student. You may need your student ID information so have that ready when calling.

(309) 438-3655

Student Services Building Room 320

I am also here for you! If you desire assistance in using any of these services OR just want a familiar face please feel free to visit my office at any time. I have an open door policy, any time that I am working in my door will be open and you are MORE than welcome to visit.

REGGIENET ASSISTANCE: If you need help with ReggieNet, please contact the University Computer Help Desk at 309-438-4357 or [helpdesk@ilstu.edu](mailto:helpdesk@ilstu.edu). There is a YouTube channel for Reggienet. [Click here](#) to watch quick how-to videos created by CTLT for quick assistance. Ensure you check [Tech Alerts](#) if you are having an issue, they update when there is a campus wide technical problem.

JULIA N. VISOR ACADEMIC CENTER: The Julia N. Visor Academic Center, a division of University College, provides the following free services for students:

- Free tutoring in a variety of academic subject areas, including support for many of the courses in the Inner Core of the General Education program.
- One – on - one writing assistance to anyone in the University community. Appointments can take place in the Visor Center or on Skype. **USE THIS RESOURCE!!!!!! I take writing VERY seriously, grammar matters in communication and argument creation.**
- Study skills assistance individually and in small groups, as well as study skills workshops, for students who want to improve their ability to achieve academic success.
- A variety of academic support programs targeted to help students achieve their full academic potential. The center is located at Vrooman 012 (between Manchester and Hewett dorms). They can be reached by phone at (309) 438 - 7100 or by visiting their website at [www.UniversityCollege.IllinoisState.edu/tutoring](http://www.UniversityCollege.IllinoisState.edu/tutoring)

## Syllabus Contract

I have read the syllabus for Shanna Carlson's Com 110 and agree to the terms for required coursework and acceptable classroom behavior.

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

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Major: \_\_\_\_\_

Please list any previous public speaking experience, if none just write NONE:

What is one thing about ISU that you learned reading the syllabus?

What is one thing about you that might surprise people who don't know you?