

Communication as Critical Inquiry (COM 110)

Instructor:	Tina McGuire	Office:	Fell 450
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Section :	5: TR 8:00AM-9:15AM Fell 123	Office Hours:	TR 2:00PM-3:50PM By Appointment

TEXTS (2 BOOKS ARE REQUIRED)

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

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

COURSE TEXTS – PURCHASING PROCEDURES

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.

OTHER REQUIRED MATERIALS

Students are required to have the “basic” school supplies needed, which include pens, pencils, paper, notecards, etc. In addition, students will need a flash drive to save their electronic work and to present their visual aids for their speeches. Students are encouraged to use Google Drive or Microsoft Cloud as a backup means to save but should not depend on these services. In addition, students will need some sort of printing ability whether it’s a printer of their own or money on a Redbird Card. Students will be required to print P2Ps, speech materials, etc. So, it is important to have access to a printer as electronic copies of assignments (with the exception of a few ReggieNet assignments) may not be accepted.

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:

I. 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

II. 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

III. integrative and applied learning, allowing students to

- a. identify and solve problems
- b. transfer learning to novel situations
- c. work effectively in teams

TEACHING PHILOSOPHY

As a student you can expect to get the most out of class when you are present and paying attention. I try to make class as enjoyable as possible and try and make the content as applicable as I can for college students. I do my very best to not waste your time in this general education class. In order to do well in my class, I appreciate students who come to class each day, communicate respectfully and often, and students who try their best on all their assignments. This isn't a class where you can sit back and relax, you will be expected to complete your work and you will be expected to respond and work like a college student.

ASSIGNMENTS

Class Activities & Participation: Throughout the course, you will participate in numerous class activities which include participation, class discussions, and even some group activities. This also includes a brief introduction speech. Students should be prepared to participate and expect to be evaluated accordingly. Some of these activities will be for points, some will not. If a student is absent for a class activity, they will not be able to earn back those points unless their absence is excused.

Exams: There will be two formal exams in this course, a mid-term exam, and a final exam.

Speeches/Presentations: Each student will prepare and deliver three formal speeches. These speeches include an informative speech, a group speech, and a persuasive speech. **In order to earn credit for the course, students must present all three speeches in front of an audience.** If you have any concerns about your ability to meet the requirements of this course, please come and see me to discuss your concerns.

- *Informative Presentation* – Students will deliver a 5-7 minute informative speech on a topic of their choice accurately, clearly, and interestingly.
- *Group Presentation* – Students will work as a group to present a 25-30 minute presentation. Groups will choose a topic that has multiple sides and present all sides to the audience.
- *Persuasive Presentation* – Students will deliver a 5-7 minute persuasive speech on a topic of their choice accurately, clearly, and interestingly.

CIP: 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 those goals.

Synthesis: In this paper, you will reflect on your experiences as a COM 110 student. Specifically, you will explain how the material learned in this class can be applied to your personal and professional life. You will also discuss ways you have improved as a communicator throughout this class, as well as the areas in which improvement is still necessary. This will be completed towards the end of the course.

P2Ps: Each chapter of the text includes questions entitled “Preparing to Participate.” You are required to answer the “knowledge” and “application” questions for the 18 chapters in the eBook. These P2Ps will prepare you for discussion and serve as a study tool for the midterm and the final. Each chapter must be printed and typed directly from the ReggieNet link. E-mailed P2Ps may not be accepted.

Attendance & Timeliness: Attendance and timeliness are very important, and students should plan to come to class each day. I do take attendance each class meeting and a mark when a student is tardy to class. There is an attendance grade for this course. While some students think this isn’t fair, having a grade attached to attendance does encourage students to attend class each meeting. If a student has an excused absence or uses their “freebie” absence, points will not be taken. If a student is concerned about making it to class on time, please contact me. Those instances will be handled on a case by case basis.

ReggieNet Assignments: Some assignments will be handed in through as assignment on ReggieNet. For assignments, students should follow the instructions and make sure their assignments get uploaded as Microsoft Word documents and are uploaded on time.

Extra Credit: There will be a few extra credit opportunities available through ReggieNet. These will include short written assignments, School of Communication Research Board opportunities, and *maybe* a few others. All extra credit is due by the final day of instruction. Please check the extra credit folder on ReggieNet for more information. Students should note that extra credit is not added into grades until the end of the semester.

** For all assignments, specific assignment expectations and requirements will be provided when the assignment is assigned. Information will also be provided on ReggieNet.

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 (this includes participation) must comprise 50% of the overall grade.

Excused Absences

Students should come to class each day. **There are only three types of absences that will be considered excused.** Please review these absence types and plan ahead if needed.

1. An official ISU absence, this could include athletic events, band concerts, debate tournaments, and some field trips. In these cases, you will need to provide a signed letter from your advisor, instructor, or coach explaining the reason for your absences and also the dates you will be absent. This needs to be a true letter, not an e-mail. Additionally, students must provide these letters prior to the scheduled absence. Please plan ahead and let me know as soon as you are aware of these absences.
ISU's Official Excused Absence Policies: policy.illinoisstate.edu/students/2-1-20.shtml
2. Personal illness, this would be where you are so sick, you cannot come to class. This may also include doctor's appointments. **In these cases, you will have to provide a valid doctor's note or a walk out note from University Health Services.** If documentation cannot be provided for the day of your absence, your absence will be unexcused. Additionally, dates on doctor's notes need to show consistency with dates you are absent.
3. Bereavement, in the event that a student experiences a death of an immediate family member or relative as defined by the university, 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>

In all three situations, if you follow the proper guidelines and get documentation, late work will be accepted, and you will be able to reschedule a speech or get an alternative speaking assignment. There may be a time limit in place for some assignments, so please make sure that you are organized and in communication with me.

Unexcused Absences

Each student is allowed one “freebie” unexcused absence. What this means is that if you are absent and it does not fall into one of the above categories, your first absence is free. In order to cash in on this “freebie” absence, you must e-mail me before class starts on the day of your absence. I will then respond with instructions on how to hand in your late work. You only get one and it can only be used if you e-mail me before that class period. All other unexcused absences will be counted as such and students will not receive credit for the work missed.

There are instances where students believe their absences will be excused because they feel the absence is more important than class. Please note that absences will only be excused if they follow any of the above three guidelines or a student uses their “freebie” absence by contacting me before class. The following are not considered excused absences: RSO events or meetings, sorority or fraternity events, roommate/friend emergencies, fire alarm or power outages in the dorm, work, advisor meetings, group meetings for another class, clinical hours, and so on and so on. If there is a question about the nature of your absences, please let me know and keep open communication with me.

Contacting Tina

If at any point in the semester, you have a question or an issue, please let me know as soon as possible. The best way to get ahold of me is through e-mail (tmmcgui@ilstu.edu). In your message please identify yourself and be professional and courteous. Though I am usually pretty quick at responding, please allow for at least 24 hours before my response. In addition, please check the syllabus and ReggieNet for any basic questions. Both will provide detailed information about assignments and due dates. Due to university policies, I cannot discuss grades through e-mail. If a student has a question about a grade, please come to my office hours or make an appointment.

If I need to contact the entire class, I will send out an announcement through ReggieNet. Please check both your ilstu e-mail and ReggieNet announcements at least once a day to make sure you have all information from me.

Weather and Other Class Cancellations

If the university cancels class because of weather concerns, please check ReggieNet for changes to the class schedule. I may also send out an e-mail or ReggieNet announcement with some assignment details. If I cancel class, I will do my best to send out an e-mail the night before with instructions.

Cell Phones/Electronic Devices

Please do not use cell phones or lap tops in class. We may use cell phones for some class activities, but other than that, phones need to be put away. When you are using a phone in class, you're not paying attention and that will reflect your grade. It is also rude and disrespectful towards the person speaking and the people around you.

Full Denial to Record

Students may not photograph or use audio or video devices to record classroom lectures or discussions or visual materials that accompany them (e.g., lecture slides, whiteboard notes). All lecture slides and notes are available via ReggieNet, and students are encouraged to print those out or access them before or after class. Students with disabilities who need to record classroom lectures or discussions must contact Student Access and Accommodation Services to register, request, and be approved for an accommodation. Students who violate this policy may be subject to both legal sanctions for violations of copyright law and disciplinary action under the University's Code of Student Conduct.

Late Work

Late work will very rarely be accepted. Please see the above policy for work for when a student has an excused absence or if a student is using a "freebie" absence. When in doubt, please send me an e-mail with your questions and refer back to all course policies and ReggieNet.

If a student misses a speech, the student will need to reschedule the speech with me. For the rescheduled speech, it is the student's responsibility to also provide at least five audience members at the time of the make up speech and also be prepared for the speech. Depending on the nature of the missed speech, the student may only be able to earn half credit for the presentation. This will be dealt with on a case by case basis.

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

Speech Lab

Students are encouraged to make an appointment for the speech lab prior to any of their three formal speeches. The speech lab is located in the basement of Fell Hall and is staffed with COM 110 instructors, these instructors will help you with your speech delivery, but they will not help you write your speech. In order to have a successful appointment, students must make an appointment 24 hours prior to their in-class speech date, be 100% completed with their speech, provide the speech lab attendant a copy of their outline, and provide the attendant with the speech lab evaluation form. The complete speech lab

evaluation form needs to be handed in with your speech. The speech lab is also used for make-up speeches and focus groups. If you have any other questions about the speech lab, please let me know.

Grade Appeals

If you disagree with a grade you have earned on an individual assignment 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 the Spiral.

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.

BEHAVIORAL EXPECTATIONS POLICIES

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

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

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

Evaluation*** Subject to Change ***

Assignment	Points Valued	Your Score
Written Assignments (210 points)		
CIP	50	
Synthesis	50	
P2Ps (18 total)	90 (5 pts. per chapter)	
Informative Speech Self Eval	10	
Persuasive Speech Self Eval	10	
Participation/Class Activities (190 points)		
Syllabus Contract	5	
Interview Assignment	5	
Any Old Bag Assignment	15	
Informative Speech Topic	5	
Informative Outline Draft	15	
Informative Ref Page Draft	10	
Informative Peer Review	10 (5 pts. per assigned student)	
Group Topic	5	
Group Outline Draft	15	
Group Ref Page Draft	10	
Persuasive Speech Topic	5	
Persuasive Outline Draft	15	
Persuasive Ref Page Draft	10	
Persuasive Peer Review	10 (5 pts. per assigned student)	
Attendance/Participation	60	
Formal Speeches (300 points)		
Informative Speech	100	
Group Speech	100	
Persuasive Speech	100	
Exams (200 points)		
Mid Term Exam	100	
Final Exam	100	
Totals		
Class Total	900 (Subject to Change)	

Tentative Schedule for Fall 2019

*** Subject to Change ***

Week	Date	Day	Material Covered	Assignments Due
1	8/20	T	Introductions Syllabus Info	
	8/22	R	Bag Speeches Chapter 1	Syllabus Contract Bag Speech Chap 1 P2P
2	8/27	T	Chapter 2 Assign CIP	Chap 2 P2P
	8/29	R	Chapter 3 Chapter 4	Chap 3 P2P Chap 4 P2P
3	9/3	T	Chapter 5 Chapter 6 Assign Info Speech	Chap 5 P2P Chap 6 P2P
	9/5	R	Chapter 7	CIP Info Topic Chap 7 P2P
4	9/10	T	Chapter 8 Chapter 9	Chap 8 P2P Chap 9 P2P
	9/12	R	Chapter 10 Chapter 11	Chap 10 P2P Chap 11 P2P
5	9/17	T	Chapter 12 Chapter 13	Chap 12 P2P Chap 13 P2P Outline Draft (RN)
	9/19	R	Workshop Day	Ref Pg Draft (RN)
6	9/24	T	Info Speeches	Info Speeches
	9/26	R	Info Speeches	Info Speeches
7	10/1	T	Info Speeches	Info Speeches
	10/3	R	Mid Term Review Assign Group	Group Topic
8	10/8	T	Mid Term Exam	
	10/10	R	Chapter 14 Chapter 15	Chap 14 P2P Chap 15 P2P
9	10/15	T	Workshop Day	
	10/17	R	Workshop Day Assign Persuasive	Drafts Due
10	10/22	T	Group Speeches	Group Speeches
	10/24	R	Group Speeches	Group Speeches Persuasive Topic
11	10/29	T	Chapter 16	Chap 16 P2P
	10/31	R	Chapter 17	Chap 17 P2P
12	11/5	T	Review Persuasive Assign Synthesis	
	11/7	R	Workshop Day	Outline Draft (RN)
13	11/12	T	Workshop Day	Ref Pg Draft (RN)

	11/14	R	Persuasive Speeches	Persuasive Speeches
14	11/19	T	Persuasive Speeches	Persuasive Speeches
	11/21	R	Persuasive Speeches	Persuasive Speeches
15 - Thanksgiving	11/26	T	No Class	
	11/28	R	No Class	
16	12/3	T	Chapter 18	Chap 18 P2P
	12/5	R	Final Exam Review	Synthesis Extra Credit
17 (Exam Week)	* Final exam date and time will be announced later in the semester. *			

Syllabus Contract – Fall 2019 – COM 110

I have read the syllabus for COM 110 (instructed by Tina McGuire) and agree to the terms for required coursework and acceptable classroom behavior. **This is due on the second day of class, Thursday, August 22.**

Signature: _____

Name (please print): _____ Date: _____

Major: _____ Minor(s): _____

Please list any previous public speaking experience, if any:

What is something you would like your instructor to know?

What are you most worried about in taking a Communication Class?

What are your hobbies and/or interests?

Are you involved in any ISU clubs or organizations? If so, what are they?

Why did you decide to attend Illinois State?

Where do you see yourself in 10 years?