

SYLLABUS COMMUNICATION AS CRITICAL INQUIRY (COM 110)

Instructor: Tanavia Gilbert
Office: Fell 053
Email: TTGILB1@ilstu.edu
Classroom: Williams Hall 001A

Office Hours: MW 2:00-2:45pm
Section: 81
Meeting time: MWF 1:00-1:50pm

LAND ACKNOWLEDGEMENT STATEMENT

Illinois State University was built on the land of multiple native nations. These lands were the traditional birthright of Indigenous people who were forcibly removed and have faced centuries of struggle for survival and identity in the wake of dispossession and displacement. We would like to acknowledge that our campus sits on the lands that were once home to the Illini, Peoria, and the Myaamia, and later due to colonial encroachment and displacement to the Fox, Potawatomi, Sauk, Shawnee, Winnebago, Ioway, Mascouten, Piankashaw, Wea, and Kickapoo Nations. We also express honor to those Indigenous people who we may have excluded in this acknowledgment due to erasure and historical inaccuracy.

TEXTS

Simonds, C. J., Hunt, S. K., & Simonds, B. K. (2018). *Engaging communication*. (Top Hat ebook version). Fountainhead Press.

Simonds, C. J., & Hooker, J. F. (2023). *Communication as critical inquiry: Student workbook*. Stipes Publishing.

COURSE MATERIALS

Paper Pocket Folder. You must have this folder to turn in the mandatory activities for this course. This folder can be any color of your choosing and the procedures folders will be explained during the course.

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.

Workbook Purchasing Procedures. Students will purchase the student workbook (Com 110 Communication as Critical Inquiry) from the publisher, Stipes, who will then mail the workbook directly to you. Please order at the following address:

<https://buy.stipes.com/products/isu-com-110-23fa>

The workbook will cost \$39.50 plus tax and shipping. When you order, be sure to include the **billing address** for the credit card you are using and also the **shipping address** for where you want the workbook sent. If you have any issues with this process, please contact the publisher directly at orders@stipes.com

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 them to

- a. participate in activities that are both individually life-enriching and socially beneficial to a diverse community (civic knowledge and engagement)
- b. demonstrate ethical decision making
- c. demonstrate the ability to think reflectively

IV. integrative and applied learning, allowing students to

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

ASSIGNMENTS

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 (25-35 minutes depending on the number of members, 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 6 sources)

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.

Participation (Daily Speaking Opportunities). 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 that extend the thinking of the class and instructor, contributing relevant examples, and demonstrating respect for the contributions of classmates. **Keep in mind, if there is no participation in class you will receive chapter quizzes.**

EVALUATION

SPEECHES (340)

- Informative Speech 100 pts.
- Group Presentation 100 pts.
- Persuasive Speech 100 pts.
- Synthesis Speech 40 pts.

PORTFOLIO (50)

- CIP Paper 40 pts
- Portfolio Folder 5 pts
- Speech Lab Requirement 5 pts.

PARTICIPATION (150)

- Top Hat and In-Class Participation 120 pts.
- Milner informative assignment 10 pts.
- Milner group assignment 10 pts.
- Milner persuasive assignment 10 pts.

MISC. (30)

- Syllabus Contract 10 pts.

- Introduction Speech 10 pts.
- Self-Evaluations 10 pts.

TOTAL ***570 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

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 at least 50% of the overall grade.

Com 110 Lab. You are encouraged to visit the Com 110 lab at least once during the semester to practice your speech. It is also recommended that you plan a visit to the Com 110 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 Com 110 lab can be a useful tool in improving the quality of your speech and public speaking skills. To schedule time in the Com 110 lab, call (309) 438-4566 or come to Fell 032 and schedule an appointment in person. **You can only make an appointment during Com 110 lab open hours over the phone or 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 Com 110 lab. If you need to change or cancel your appointment, you will need to call the Com 110 lab at (309) 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 Com 110 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>

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 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 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.

Hate Speech Policy. To foster a safe and comfortable learning environment, I ask that you refrain from using profanity targeted towards others, racist, sexist, homophobic, or other negative language intended to exclude members of our campus community and/or classroom. I expect all communication in this class to remain respectful and considerate of the rights, opportunities, and welfare of students, faculty, and staff. If I find that any speech or assignment submitted includes hate speech 15% of the grade of that assignment will be deducted. If you have read the syllabus so far, please email me with your favorite series for 5 points of extra credit on or before the day the syllabus contract assignment is due.

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 of failing the course.

CLASS EXPECTATIONS POLICIES

Attendance. Attendance is expected for all class sessions. I will take attendance at each class meeting, and you will not receive participation points for missing class unless you have an excused absence (doctor's note or pre-approved by me). Students should be present and attentive during class (not on their phones, surfing the internet, etc.). If you are absent on other students' speech day, you will receive an automatic 10% deduction from your own speech grade. Unless documentation of an excused absence is provided you will not be allowed to make up those participation points in any way.

Tardiness. Our class sessions are only 75 minutes long, so it is imperative you arrive on time. If you have any reason to believe you will be late for class, please discuss this with me. You will have three chances to be tardy without penalty which will be a deduction of 3 participation points every time you are late moving forward. If you interrupt another student's speech by walking in late while they are presenting, you will lose an automatic 10% off your speech grade.

Technology Policies. During class time, students are not allowed to actively use a laptop or phone unless otherwise instructed. Any use of cell phones or laptops while your classmates are giving speeches or presenting information of any kind will result in an immediate 5% deduction off your speech grade.

Late Work. All work is expected on the date it is due. Late work including missed speeches are subject to a minimum 10%-point deduction for higher point assignments and 15% for lower point assignments. However, all late work including missed speeches has a maximum late period of one week from the due date, once it is past the one-week period no credit will be given for the assignment. If you have a legitimate reason for not submitting an assignment on time, please get in touch with me before the due date so adjustments can be made, and I will evaluate these situations on a case-by-case basis. This policy does not apply for TopHat assignments.

You will need to deliver all three speeches otherwise you will not be able to pass the course!

CLERICAL EXPECTATIONS POLICIES

Emailing Policies.

Please contact me with any and all questions via my Illinois State e-mail address: ttgilb1@ilstu.edu. Please do not contact me through ReggieNet as I do not check ReggieNet email regularly. I expect you to use proper email etiquette; do not send me an email that reads like a text message. Emails should include:

- A. "COM 110," your last name, and brief email topic (Ex: Com 110 Jones Informative Speech Question) in the subject line
- B. a greeting (Hello Tanavia,)
- C. a specific and spell checked/ grammatically correct message
- D. a closing with your first and last name.

Finally, all emails must be sent through an ISU email address. I cannot discuss course questions or information unless it is via an ISU email. 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 through Sunday).

Office Hours. I will hold office hours on Mondays and Wednesdays from 2:00-2:45pm. Please email me to schedule a meeting to ask questions on any assignment and/or the opportunity to talk if you are not available to come to office hours.

Paper Formatting. Every assignment that is turned in should be typed, double-spaced, with Times New Roman 12 pt. font (unless otherwise noted). All assignments must have a proper header in the top left corner and page numbers in the top right corner. The header should be single-spaced and include your name, course number (Com 110 081), and assignment due date. All papers must be submitted as a Microsoft Word document to Canvas by its due date and printed in person when necessary.

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/>

Each 30 minutes of participation in an extra credit study will earn you .5 Research Credits. Each project listed on the Research Pool site will indicate the specific number of Research Credits associated with the project. I will get evidence of participation and the time of participation from the researcher(s) who administer the research studies after the semester; however, it is *your responsibility* to ensure that the researchers have the necessary evidence of your participation at the time of the study. Before participating in a study, **please 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.

ADDITIONAL CLASSROOM STATEMENTS

Inclusivity Statement. Every student in this class, regardless of background, sex, gender, race, ethnicity, class, political affiliation, physical or mental ability or any identity category, is a valued and equal member of the group. We all bring different experiences to this class, and no one experience has more value or import than another. In fact, it is our different experiences that will enrich the course content. I encourage every student to share their own experiences as they are relevant to the course, but I also stress that no student is ever presumed to speak for anything or anyone more than their own experience or point of view. Furthermore, in this classroom, you have

the right to determine your own identity. You have the right to be called by whatever name you wish, and for that name to be pronounced correctly. You have the right to be referred to by whatever pronouns you identify with. You have the right to adjust any identifiers at any point during the semester. If there are aspects of the instruction of this course that result in barriers to your inclusion or a sense of alienation from the course content, please contact me privately without fear of reprisal.

Student Well-being Statement. It's hard to learn in class if you're hungry or couch surfing. If you are having difficulty affording groceries, accessing sufficient food to eat every day, or securing a safe and stable place to live, help may be available. I urge you to contact the Dean of Students Office to learn more at: (309) 438-2008.

Video Recording Statement. Students may not use audio or video devices to record classroom lectures or discussions. Students with disabilities who need to record classroom lectures or discussions must contact the Student Access and Accommodation Services. 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.

Students who wish to use audio or video devices to record classroom lectures or discussions must obtain written permission from the instructor. Such recordings are to be used solely for the purposes of individual or group study with other students enrolled in the class. They may not be reproduced, shared with those not in the class, or uploaded to publicly accessible web environments. Students with disabilities who need to record classroom lectures or discussions must contact the Student Access and Accommodation Services. 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.