

COMMUNICATION AS CRITICAL INQUIRY (COM 110)

Section 62 (T-Th, 12:35 pm, CVA 133)

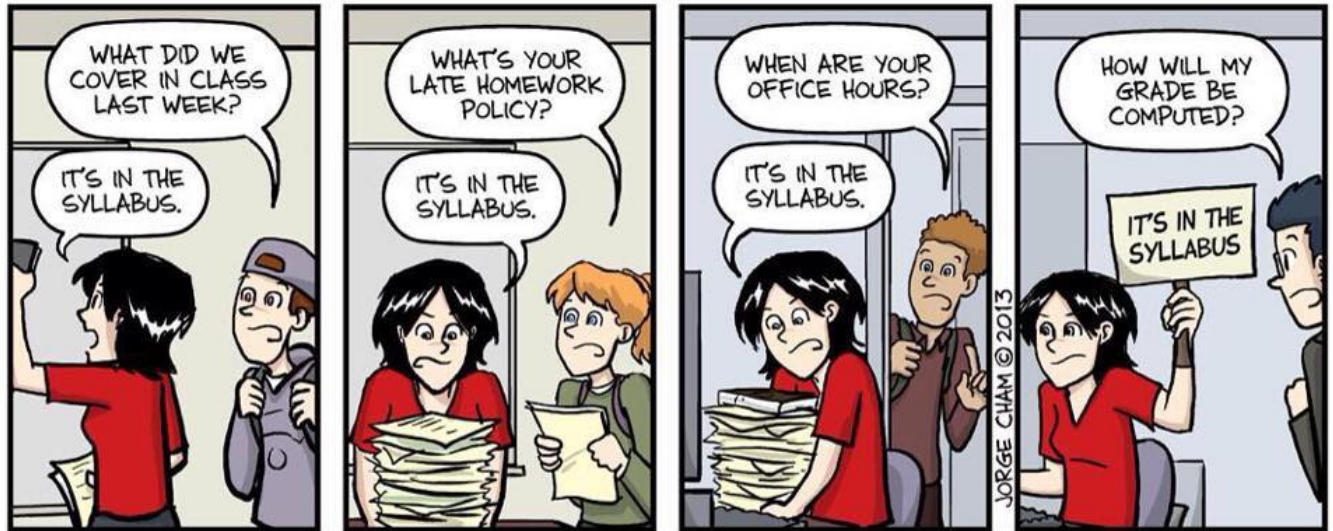
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Office Phone: 438-8270 (direct line/voice mail)

Office Hours: T from 10-11 am & 2-3 pm or by appointment

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IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

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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., Hunt, S. K., & Kaufmann, J. J. (2026). *Communication as critical inquiry: Student workbook*. Stipes Publishing.

COURSE MATERIALS

COM 110 Top Hat eBook. You are required to have an eBook for COM 110, which you will access through the interactive platform Top Hat. This platform will allow you to engage with the textbook and complete assignments for the course. You will receive an invitation from Top Hat to register your book with your section of the course. You may purchase eBook access directly from Top Hat or at the bookstores.

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-110-26-27>

The packet will cost \$39.95 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

Course Canvas Site. For this course, it is imperative that students become familiar and comfortable with the online Canvas site. Course assignments and reminders will be posted here regularly. Access to course materials and guidelines will also be available on this site in addition to the textbooks. Please email me if you are having any troubles navigating/understanding the site.

COMMUNICATION AS CRITICAL INQUIRY (COM 110) COURSE GOALS

Communication as Critical Inquiry (COM 110) improves students' abilities to express themselves and listen to others in various communication settings. Effective oral communication is viewed as an essential life skill that every person must possess to function today. 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 4 sources 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.

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.

Exams. There will be an in-class midterm and final exam in this course that will be based upon the textbook content. A study guide will be provided closer to the scheduled exams.

Speech Self Evaluations. Following each speech, students will complete a self-evaluation.

CIP and Synthesis Papers. Students will write two papers towards the “portfolio” in the course. The “portfolio” is a collection of your work in this course over the semester. It will represent your insights, observation, experiences, and reflections that illustrate course content. The end product will consist of your Communication Improvement Profile (CIP), your course materials, and a final communication analysis Synthesis Paper.

EVALUATION

SPEECHES:

Informative Speech	100 Points
Group Speech	100 Points
Persuasive Presentation	100 Points

SPEECH EVALUATIONS:

Informative Speech Self Evaluation	10 Points
Informative Peer Evaluation 1	15 Points
Informative Peer Evaluation 2	15 Points
Persuasive Speech Self Evaluation	10 Points

Persuasive Peer Evaluation 1	15 Points
Persuasive Peer Evaluation 2	15 Points

EXAMS:

Midterm Exam (Ch. 1-13)	100 Points
Final Exam (Ch. 14-18)	100 Points

PORTFOLIO ASSIGNMENTS:

CIP Paper	35 Points
Synthesis Paper	35 Points

<u>PARTICIPATION:</u>	100 Points
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Total Points: 750 Points

****Assessments and point values subject to change****

RESOURCES

EXTRA CREDIT: No more than 25 total extra credit points (5 assignments) is available in the course with two possible assignment options for extra credit:

Option 1: Public Speaking Event Evaluation: ISU hosts numerous speakers and events each semester and I offer extra credit for attending and evaluating a live speaker (“live” meaning face-to-face with the audience, you cannot evaluate a speaker through video). The extra credit evaluation sheets will be available through Canvas and mirror the speech gradesheets and criteria (see the Spiral, Speech Criteria Form) I use to evaluate the major speeches. You would attend the event and fill out a short worksheet for a speaker and physically turn in the complete form along with a program or info about the event to me, each event is worth 5 points.

Option 2: 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, 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 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 and Participation. 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. It is important that students are engaged in discussion and also express their opinions and thoughts to the class, even if it is something other students have expressed. It is in your best interest to attend class regularly; the reading, lecture, class discussion, and activities are directly related to the course assignments and final grade for the course.

Technology in the Classroom. Tablet, smartphone, and laptop computers are all very powerful tools; however, these devices can also be powerful distractions that divert our limited attention span away from deeper learning and developing vital critical thinking skills. With this in mind, tablet computers, cell phones, smartwatches, laptop computers, and headphones must be silenced and out of sight (in pockets, purses, or backpacks) during class. There are a few exceptions I am willing to allow for: 1) if the technology is a student accommodation and approved in advance by the Student Access and Accommodation Services (SAAS) office, 2) During scheduled in-class workdays, and 3) used by the instructor during students' graded presentations. If students need to use these devices, they are welcome to take short breaks outside the classroom as needed but remember that you are also missing lecture and instruction time.

Illinois Articulation Initiative (C2900). 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 060 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 060) 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 308 Fell Hall, Office Phone [\(309\) 438-5853](#), Video Phone [\(309\) 319-7682](#) 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:

<https://policy.illinoisstate.edu/students/2-1-27/>

Student Access and Accommodation Services. 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.

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.

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.

Assignment Due Dates. All work is expected on the date it is due. Late assignments will NOT be accepted. I understand the difficulties that go along with online learning. Like most instructors, I am more understanding if you keep me informed. If you encounter problems, please let me know right away. Most assignment will be submitted to Canvas, with the exception of speech materials, which will need to be turn in on Canvas AND a printed copy including all of the Workbook speech materials. Any/all written assignments will only be accepted in Word Doc file submission format (you must attach a file, a web link will not work), if you use Mac Pages or Google Docs you will need to convert it to Word format before you submit to Canvas (it's easy to do in the programs).

Tentative Schedule for Communication as Critical Inquiry

Week	Date	Day	Ch.	Material Covered	Assignment Due
1	8/18	T	1	Syllabus Review and Introduction Introduction to Communication (Assign CIP Paper) (Assign introduction speech)	
	8/20	TH		Introduction Speeches	Introduction Speech Outline Due
2	8/25	T	2-4	Communication Confidence Ethical Communication Perception & Self-Concept (Assign College Major Worksheet)	
	8/27	TH		Ethical Debate Activity (Assign Ethical Debate Reflection Paper)	CIP Paper Due
3	9/1	T	5 & 6	Choosing Topics Topic Selection Activity Analyzing Your Audience (Assign Informative Speech)	Demographic Audience Analysis Due (Workbook Worksheet in Class)
	9/3	TH	7 & 8	Locating and Incorporating Supporting Material/APA style Organizing Ideas	Ethical Debate Reflection Paper Due
	9/8	T	9-10	Outlining the Presentation In-Class Outline Workshop (Bring Laptops and Speech Materials)	
4	9/10	TH	11	Using Appropriate Language	
	9/15	T	12	Designing Presentation Aids Humor Speech Activity	
5	9/17	TH	13	Delivering the Presentation (Assign Children's Book Presentations)	
6	9/22	T		Children's Book Presentations	

	9/24	TH		Informative Speeches	Speech Materials Due
7	9/29	T		Informative Speeches	Speech Materials Due
	10/1	TH		Informative Speeches	Speech Materials Due
8					
	10/6	T		Midterm Exam	
	10/8	TH	14 & 15	Communicating in Groups Listening (Assign Group Speech Groups & Assignment and Group Speech Topic Proposal))	Conflict Style Worksheet Due (In Class Worksheet)
9	10/13	T		Group Tower Activity (Assign Group Tower Reflection Paper)	
	10/15	TH	18	Using Communication for The Common Good	Group Speech Topic Proposal Due
10	10/20	T		Group Presentation In-Class Workshop	Group Tower Reflection Paper Due
	10/22	TH		Group Presentations	Speech Materials Due
11	10/27	T		Group Presentations	Speech Materials Due
	10/29	TH		Group Presentations	Speech Materials Due
12	11/3	T	16	Understanding Persuasive Principles (Assign Persuasive Speech and Topic Proposal)	
	11/5	TH	17	Building Arguments: Ethos, Pathos, Logos	
13	11/10	T		Persuasive Presentation In-Class Workshop (Bring Laptops and Speech Materials) -Begin rough draft outline	Persuasive Topic Proposal Due
	11/12	TH		Persuasive Presentation In-Class Workshop (Bring Laptops and Speech Materials)	

14	11/17	T		Persuasive Presentations	Speech Materials Due
	11/19	TH		Persuasive Presentations	Speech Materials Due
15	11/24-11/26			NO CLASS, FALL BREAK	
16	12/1	T		Persuasive Presentations	Speech Materials Due
	12/3	TH		Course Synthesis	Synthesis Paper Due
17	FINAL EXAM WEEK (12/7-12/11) – Final Exam (Date TBD, Check your MyIllinoisState Schedule)				

*** This schedule is tentative and subject to change – you will be notified of any/all changes ***