

FALL SEC 025

Communication 110

AS CRITICAL INQUIRY

Instructor:	Megan Koch	Office Hours:	T/Th 3:30-4:30 on Teams
Office:	Fell 061	Section:	25
Email:	mkoch@ilstu.edu	Meeting time:	T/Th 11:00-12:15
Classroom:	FELL 180	Phone:	309-438-8447

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., & Kaufmann, J. A. (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 (click on our TopHat link in Canvas) 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 Material Assistance. If you have concerns about being able to afford the materials for this class, there are several options for you.

- First, talk with your instructor. As early as possible, let your instructor know if the cost of the materials will be a barrier to your success in class. Your instructor will be able to point you to resources that may assist you.
- Check Milner Library. Through Milner Library you can access course materials using their course reserve service. These materials can be used for two-hour time blocks inside Milner Library. You can also [ask a librarian](#) for assistance with this process.
- Contact your academic advisor. Your [advisor](#) is knowledgeable about your academic goals and will assist you in navigating your academic experience.
- Reach out to the Financial Aid office. Make an appointment with a [financial aid counselor](#) and specifically mention you are seeking help paying for course materials. The Financial Aid office can ensure students are using all forms of available aid and will investigate options for students, such as a [Short-Term Emergency Student Loan](#).

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:

1. intellectual and practical skills, allowing students to
 - A. make informed judgments
 - B. report information effectively and responsibly
 - C. deliver purposeful presentations that inform attitudes or behaviors
2. 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
- 3. integrative and applied learning, allowing students to
 - A. identify and solve problems
 - B. transfer learning to novel situations
 - C. work effectively in teams

EVALUATION

Informative Speech	100 pts.
Group Presentation	100 pts.
Persuasive Speech	100 pts.
CIP Speech	25 pts.
Synthesis Speech	25 pts
Attendance / Participation*	150 pts

*Total participation points may increase or decrease depending on the needs of the course (and unexpected events like snow days). Participation will be earned through in class assignments, speaking opportunities, take home assignments and library activities. Regardless of the total points possible, 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 (C2900: Oral Communication).

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.

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 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.

Academic Integrity.

You are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the [Code of Student Conduct](#) and any additional syllabus language. All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and/or unacknowledged collaboration on any work, or the presentation of someone else's work, is plagiarism.

Content generated by an **Artificial Intelligence** third-party service or site (**AI-generated content**) without proper attribution or authorization is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me to discuss it as soon as possible. Any allegation of academic dishonesty may be referred to [Student Conduct and Community Responsibilities](#), a unit of the Dean of Students Office, for possible review. If found responsible for academic dishonesty, a grade penalty can also be applied.

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 308 Fell Hall, Office Phone (309) 438-5853, Video Phone (309) 319-7682 or visit the website at StudentAccess.IllinoisState.edu. If you have SAAS

accommodations in place, please make sure you EMAIL me a copy of your card so I can file it correctly – I'll follow up if I have questions.

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.

Attendance

You are expected to come to class prepared to discuss and participate in activities associated with the readings. Regular attendance is expected, and I will take attendance every day. Being absent will deprive you of valuable class discussions and will also prevent you from receiving participation credit for that day (which cannot be made up unless the absence is excused). Additionally, I expect you to be in class on time. If you have a legitimate reason for not being in class, you must contact me as far as possible in advance by email. All absences are considered "unexcused" unless they meet one of the three types explained below - absences excused by the Dean of Students, University Sanctioned Absences, or Bereavement.

- **Absences due to communicable disease.** If you are absent due to a required self-isolation or quarantine, you will need to upload your positive test or doctor's note (or take a test at Health Services) to your Student Health Portal and then download and send your isolation letter to the Dean of Students Office for your absence to be excused. The Dean of Students Office will notify your instructors, and they will make reasonable modifications/extensions to any assignments missed during this time. Please note, the only DoS note that excuses your absence is if it specifically says the absence is excused. DoS notifications alone are not sufficient.
- **University Sanctioned Absences.** Contact me at least two weeks in advance to make arrangements if you will be missing class due to participation in a Sanctioned University Activity, fulfillment of a religious obligation, or another university-recognized excused absence. If you are involved in any university activities that will

cause you to miss class, I need a schedule of classes that you will miss and a signed note from your coach or advisor verifying your participation. In most cases, **missed work must be turned in *before* your scheduled absence** in order to receive credit.

- **Illinois State University Bereavement Policy.** In the sad instance of the death of a family member or relative as (defined in the policy), you will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. Please contact the Dean of Students to provide appropriate documentation - once I receive the verification email we can make arrangements to make up missed work.

Ultimately, you are responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work. Please note: absences for work, other classes, vacation or club, fraternity or sorority events not covered by the above policy will not be excused.

Speech days are a little different.

You are expected to attend all speech days, even if you are not signed up to speak. It's your responsibility to be a good audience member and provide feedback to your classmates through assigned peer evaluations. If you are not present due to an unexcused absence, you cannot provide that feedback and will forfeit the peer eval points, **and** take a 20 point absence penalty on your own speech grade for each speech day you miss (so if you skip two speech days, you could lose up to 50 points on your own speech).

Speaking days, once assigned, can only be changed if you trade with a classmate. If you miss *your* speech day, you may schedule an appointment with the Speech Lab to make it up (you will have to bring your own recording device and make sure I have your outline and completed video within one week of the absence) - unexcused make ups will take a 25% deduction off the final speech grade; excused absences (as described above) will not receive a deduction if work is completed by the make up deadline.

Late work.

All work should be typed and turned in by its assigned due date / time and should be turned in according to the directions on the assignment. Keep in mind that Canvas shows a DUE date and a CLOSE date (due dates are also in the syllabus). Anything turned in after the DUE date will see a penalty. Nothing will be accepted for credit after the CLOSE date. A few things to note:

- **Speech drafts and peer feedback:** We will work on our speeches in stages throughout the semester with in-class workshops and some take-home assignments (topic proposals, research assignments, rough drafts, peer feedback

etc.). Deadlines will be 11:59pm on the listed due date; submissions for half credit will be accepted for another 24 hours. You will submit items for grading through Canvas.

- **I do not accept any assignments over email.** Assignments sent to my email or to the Canvas Inbox will not be considered “turned in.” Please turn them in on Canvas or provide a hard copy prior to the due date. “Canvas wasn’t working” is not an excuse to turn in late work, unless the University has an acknowledged Canvas outage.

Most of our drafting work will take place in class so you don’t have to worry about missing deadlines. Plan on attending class with your laptop so we can get work done!

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 show up on time with your materials ready to present. 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 non-verbally. You will never enter or leave the room while a presentation is in progress.

Behavioral Expectation Policy Violations.

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.

Inclusion.

ISU remains committed to creating and maintaining a working, learning and living environment that is welcoming, supportive, respectful, inclusive, diverse and free from

discrimination and harassment. I know it's hard to call out or correct a classmate, TA or instructor, but I promise we are here to help and will be open to feedback and will commit to improvement. Thank you in advance for making the class a welcoming, inclusive class and team culture. If you have experienced or witnessed a bias-related incident, you can report to the Inclusive Community Response Team at the Dean of Students office. More info and a link to report are available at:

<https://studentaffairs.illinoisstate.edu/who/diversity/icrt/>

Harassment and bullying.

ISU provides support and resources to students, faculty, staff, and visitors to campus to address concerns relating to: gender-based discrimination, sexual harassment, sexual assault/misconduct, dating/domestic violence or stalking. Misbehavior will not be tolerated in this class or in group work. To report instances or problems (in or out of class) please visit: https://ilstuadvocate.symlicity.com/public_report/index.php/pid987165

[Links to an external site.](#)?

Getting help for your classmates.

I know it's a massive inconvenience when study partners or group members stop communicating, but sometimes the reasons for that person's absence are complicated and overwhelming. If you haven't heard anything from a classmate in a while or suspect that they might be in need of help or resources from the campus, please let me know or submit a Redbird Care Team Alert on their behalf. This report doesn't get anyone in trouble, but it does demonstrate care and concern and enlists the assistance of professionals on campus who are equipped to deal with difficult situations. For more information or to submit a report please visit: <https://studentaffairs.illinoisstate.edu/who/safety/rct.php> or call the Dean of Students office at 309-438-2008.

Tentative Schedule for Communication as Critical Inquiry

Week	Date	Day	Read Chapter:	Material Covered	Assignment Due
1	8/18	T		Syllabus Review and Introduction (Assign introduction speech)	

	8/20	TH	1	Introduction Speeches Introduction to Communication <i>(Assign CIP Speech)</i>	Introduction Speech Syllabus Contract
2	8/25	T	2 & 3	Communication Confidence Ethical Communication	
	8/27	TH	4	Ethical Communication continued Perception & Self-Concept	CIP Speech Video Due on Canvas
3	9/1	T	5 & 6	Choosing Topics <i>(Assign Informative Speech)</i> Analyzing Your Audience	
	9/3	TH	6 & 7	Analyzing Your Audience continued Locating and Incorporating Supporting Material/APA style <i>(Assign Topic Proposal Assignment)</i>	
4	9/8	T	8	Organizing Ideas Topic Workshop	Concept Map Reflection due
	9/10	TH	9	Outlining the Presentation	Informative Topic Proposals due
5	9/15	T	10 & 11	Beginning and Ending the Presentation Using Appropriate Language	Draft outlines due (we will work on them in class)

	9/17	TH	12 & 13	Designing Presentation Aids Delivering the Presentation <i>(assign speaking order)</i>	Draft Introductions / Conclusions due
6	9/22	T		Delivering the Presentation cont'd Evaluating Informative Speeches Workshop	Bring your updated draft outlines to class
	9/24	TH		Informative Speech In-Class Workshop -Review requirements for speech	
7	9/29	T		Delivery Workshop	Bring speech on notecards
	10/1	TH		Informative Speeches Group 1	Group 1 Final Outline, Reference List, VAs due w/ p. 15-16 Group 1 peer evals due (p. 19-20)
8	10/6	T		Informative Speeches Group 2	Group 2 Final Outline, Reference List, VAs due w/ p. 15-16 Group 1 self evals due (p. 17-18) Group 2 peer evals due (p. 19-20)
	10/8	TH		Informative Speeches Group 3	Group 3 Final Outline, Reference List, VAs due w/ p. 15-16

					Group 2 self evals due (p. 17-18) Group 3 peer evals due (p. 19-20)
9	10/13	T	15 & 16	Assign Persuasive Speech Topic Selection Activity Understanding Persuasive Principles Speech Organization	Group 3 self evals due (p. 17-18)
	10/15	TH	17	Building Arguments Toulmin Model Ethos/Pathos/Logos	Persuasive Topic Proposals Due
10	10/20	T		Fallacies – Persuasion Activities Outline Workshop – Main points	
	10/22	TH		Outline Workshop – Introduction / Conclusion / Transitions / Citations	Annotated Bibliography due 11:59p
11	10/27	T		Delivery Workshop – Bring a copy of your outline to class	
	10/29	TH		Persuasive Speeches Group 1	Group 1 Final Outline, Reference List, VAs due w/ p. 65-66 Group 1 peer evals due (p. 69-70)
12	11/3	T		Persuasive Speeches Group 2	Group 2 Final Outline, Reference List, VAs due w/ p. 65-66

					Group 1 self evals due (p. 67-68) Group 2 peer evals due (p. 69-70)
	11/2	TH		Persuasive Speeches Group 3	Group 3 Final Outline, Reference List, VAs due w/ p. 65-66 Group 2 self evals due (p. 67-68) Group 3 peer evals due (p. 69-70)
13	11/10	T	14	Assign Group Speech Form groups – topic proposals due at the end of class	Group 3 self evals due (p. 67-68)
	11/12			Group speech outline workshop	Finalize and turn in group topics and contracts
14	11/17		18	Using Communication for The Common Good / Media Literacy Review group speech organizational structure	
	11/19			Group Presentation In-Class Workshop <i>(Bring laptops and speech materials – sit with groups)</i> -Complete final outline	
15	11/23 – 11/27			NO CLASS - THANKSGIVING BREAK	

16	12/1	T		Group presentation in-class delivery workshop (bring laptops and materials; sit with your group) <i>Assign Synthesis Speech</i>	
	12/3	TH		Group Presentations	Final Outline Due with p. 45 Peer Evaluations due (p. 46)

FINAL EXAM TIME – Synthesis Speeches due in class

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