COMMUNICATION AS CRITICAL INQUIRY (COM 110)

**Instructor:** Olivia Mulvey
**Office:** Fell Hall 053
**Email:** Omulvey@ilstu.edu

**Office Hours:** M 3-4 (also by appt.)
**Section:** 056
**Classroom:** Fell Hall 152
**Meeting Time:** M,W 4-5:15

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**COURSE MATERIALS**


(Available at the School of Communication Resource Center in Fell 034—See below).

**E-Textbook Purchasing Procedures.** You are required to have an eText Access code for Com 110, which will allow you to access the textbook as well as other materials necessary for the completion of the course. You will register this code with Pearson as well as with your instructor so please do not discard this access code or your receipt of purchase. Access codes may only be registered once per student and will go offline once the semester is completed. You may purchase this code directly from Pearson (http://www.pearsoncustom.com/il/com110_ilstu/) at a reduced cost. Additionally, if you prefer to also have a hard copy of the text, you may purchase it once you have registered your online access code.

**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://tinyurl.com/o8jjxke

The workbook will cost $31 plus tax and will be available for the students to pick up in the Communication Resource Center located in the basement of Fell Hall, room 34, 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. **The workbook must be purchased and picked up during the first two weeks of class.**
Communication Resource Center Hours of Operation

Week 1
Monday-Thursday 9:00 a.m.-7:00 p.m.
Friday 9:00 a.m.-3:00 p.m.

Week 2
Tuesday-Thursday 9:00 a.m.-7:00 p.m.
Friday 9:00 a.m.-3:00 p.m.

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:

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.

Teaching Philosophy
Public speaking is a terrifying notion for many people, but this fear can be dismantled through respect for the instructor and your peers along with the best information and preparation attainable.
Course policies are intended to be as clearly and fully communicated as possible throughout this syllabus. I am not here to trick you or make you appear to be foolish. As your instructor, I am also your biggest cheerleader; the only goal that I have for the semester is for you to achieve greatness. With this in mind, it is your job to seek clarification where it is lacking and to try your hardest to reach the goals which you will make at the beginning of the semester. As such, we will work together as a team for the duration of the semester. It is therefore impossible for me to do my job without you, just as it is impossible for you to do your job without me.

Acknowledging that this is a required course for your education here at ISU, my hope for you is that you will take this class as an opportunity to grow into yourselves and to hone your skills not only as capable and successful college students, but also as adults who are able to function effectively as participating citizens in a democratic society. It is important to keep in mind that this course will not only benefit you in your academic pursuits, but also in your future careers. Therefore, for full success in this course (and in life), we must always move forward: so let’s focus on improvement and developing confidence and dispelling past public speaking woes and fears.

Finally, I believe in an open-door policy. This means that the office hours noted above, while offered, are not the extent of my availability to you. Please do not hesitate to contact me via email no matter what time it may be. While an email policy does exist in the body of this syllabus, I will do my best to respond to any and all inquiries expeditiously. Additionally, meeting times outside of the office hours listed in the syllabus are always obtainable by appointment. I highly encourage you to meet with me. I do ask that you just please email me at least 24 hours in advance if you plan on coming to my office hours or need to make an appointment with me. I am here for you. Your peers are here for you. We are a team.

I look forward to learning and growing from my experiences with all of you.

The 5 things you must know to succeed in COM 110 as told by cheesy quotes

1. “Your success: It’s up to others to believe it’s possible. It’s up to you to make it happen.”- Brent Dmitruk
   It doesn’t matter how much me, your parents, or anyone else for that matter cares about how you do in college. Ultimately, your fate in this class is completely in your hands. I promise to support you and provide the tools you need to learn and grow as a scholar, but I can’t force you to utilize them. My job is to guide you, not to hold your hand.
2. “Continuous effort—not strength or intelligence—is the key to unlocking our potential.”-Winston Churchill
The students who get the most out of this class do what’s expected of them and more. They do the extra credit, they ask questions, they meet with me, they are willing to go the extra mile.

3. “Tell me and I forget. Teach me and I may remember. Involve me and I learn.” - Benjamin Franklin
You honestly won’t learn much from just memorizing keywords from the book. In order to truly gain the communication knowledge necessary to thrive, you must be able to apply what we learn in class to real-life situations. Involve yourself in class discussions, challenge yourself to think critically about course concepts and you will then truly understand the material.

4. “There is no failure except in no longer trying.” - Elbert Hubbard
This is difficult, but don’t get too hung up on grades. To some getting a bad grade is the end of the world; it’s not. Don’t be discouraged if you don’t get the grade you were expecting. Learn from your mistakes and try again. Remember your self-worth is not contingent on your GPA. Instead of concerning yourself with a letter grade ask yourself: Did I try my best? Did I improve? Did I learn something? If you answer yes to all three of those questions you did not fail.

5. “Passion is energy. Feel the power that comes from focusing on what excites you.” - Oprah Winfrey
Discover what you love to do and pursue it. You don’t need to know exactly what you want to do with your life at this moment but you need to start thinking about what excites you. The best speeches are on topics students are genuinely passionate about. Use this class to explore your interests.

Assignments
Review and refer to the rest of the document carefully. There is ZERO tolerance for not knowing the following expectations. If something is unclear, please ask for clarification. Not knowing when something is due, not knowing about an assignment, and not knowing the expectation for an assignment will not be tolerated excuses for subpar or missing work. This syllabus is your passport to success: utilize it. In addition, I am always a resource for you for clarification: always look to the syllabus first, as you will likely find your answer here more quickly and easily than waiting for me to respond to an email.

Midterm (50 points)
The midterm will assess your understanding of communication concepts and theories, as well as your application and integration of material to real-life scenarios.

Artifact Final (50 points)
Artifacts are opportunities to show how communication directly affects your life. They may include any phenomenon outside of class that are effective examples of course concepts discussed in class. Artifacts might include television shows, movies, newspaper articles, comics, guest speakers, personal conversations, etc. In a brief (one page) paper, you are to describe the artifact, link it to a communication concept, and analyze how the artifact is related to the communication concept. The instructor will assign each student a chapter from the semester to base their artifact on. Students will then give an informal and brief presentation on their artifact to the class during the final meeting time. Students
are required by the University to meet during their final exam time, so please do not request an alternative final time unless you have multiple finals on the same day.

YOU MUST COMPLETE ALL 3 SPEECHES TO PASS THIS CLASS!

SPEECHES (100 points each; 300 total points): Each student will present three speeches:
   a. Informative speech (5-7 minutes; at least 4 sources)
   b. Group presentation (25-30 minutes; at least 10 sources)
   c. Persuasive speech (5-7 minutes; at least 6 sources) partner option (10-12 minutes; at least 8 sources)

*Speeches that exceed the time limits by more than 15 seconds will be docked 10 points from the total grade, and any content that was not covered will also be docked points. This is unprofessional and demonstrates to me and to the rest of the class that you did not prepare for your speech. Please practice before your speech day and time yourself!

ILLINOIS ARTICULATION INITIATIVE (IAI):
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.

The Illinois Articulation Initiative therefore requires that all students deliver ALL three speeches in order 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) and are to be turned in prior to presenting. Speeches will not be permitted to be delivered without having turned in a hard copy of the outline and references. You will always have the opportunity to submit a preliminary outline to me at least a week prior to your speech date in order to receive feedback. The date I receive your outline will determine the turnaround time on feedback. Additionally, the speech lab is also made available to students for feedback purposes prior to the delivery of the speech (see more details about Speech Lab below).

If you fail to give your speech on the assigned day (whether because you missed the day or did not have the appropriate materials) you MUST complete that speech in the speech lab for an audience of 3-5 people in order to pass this course, but will receive ZERO POINTS for the assignment. In addition, speeches must be completed within two weeks except in extreme circumstances, in which case prior arrangements with the instructor will be required. This is your only notice regarding this policy.

SPEECH TOPICS:
You are allowed to choose your own topics for each speech, but I do reserve the right to reject the topic that you choose. Please choose a topic you are passionate about!

SPEECH ETIQUETTE: We are a support system for each other because public speaking can be a scary proposition. Therefore I require students to give their undivided attention
and respect to those presenting. Failure to do so will result in a loss of points on one’s speech grade.

SPEECH RULES:
1. **ZERO CREDIT** if you miss your own speech day or are not prepared on your speech day. For example, if you are missing any of your speech materials, you will not be able to present and will not be permitted to present. If you fail to give your speech on the assigned day you MUST complete that speech in the speech lab for an audience of 3-5 people within **two weeks** of your original speech day, as you must complete the speech even without credit in order to meet IAI guidelines. Use the speech lab form as documentation of your make-up speech.
2. **10% off your speech grade** for each day you miss a peer’s speech.
3. **10% off your speech grade** if you are on your cell phone, doing other coursework, falling asleep, or being disruptive during a peer’s speech.
4. **10% off your speech grade** for every 15 seconds you are over your speech time.
5. **5% off your speech grade** if you are tardy on any speech day.
6. **5% off your speech grade** for having full sentences on your note cards.
   *I will only let students who provide a doctor’s note or proper documentation of an emergency make up their speech for points.*

SPEECH LAB
It is recommended that you utilize the speech lab **at least one time** over the course of the semester. The use of the speech lab and the return of the form (found in your spiral book) will be worth **5 points of extra credit** toward your overall grade. If you choose to use this resource, it is required that you plan a visit to the speech lab at least three days before your speech so you have enough time to synthesize the feedback received from the attendant and incorporate it into your speech. Speeches will not be considered for credit if there is not **at least 48 hours** between the speech lab appointment and the delivery of your speech. Ultimately, the speech lab can be a useful tool in improving the quality of your speech and public speaking skills. Make sure to be fully prepared for your speech lab appointment so attendants can give you proper feedback on delivery. Speech lab attendants have been instructed to only sign forms of students who come to speech lab prepared. Students must bring the speech lab form found in the spiral as well as a copy of their outline the attendant can write on. Make an appointment at your earliest convenience since the speech lab fills up fast. **You must 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.**

LAST WEEK TODAY (LWT) (100 points)
Last Week Today (LWT) assignments assess your knowledge of the content that was reviewed and discussed the prior week. You will also be able to give yourself and justify your participation grade for that week. LWT assignments are typically due the following Monday unless there is a special holiday or change in schedule.
CLASS NOTES

In order to succeed you must take notes on the readings. Make sure you bring your notes to every class so you can participate in discussion and utilize them for open note pop quizzes.

The book helps you take notes in the prepared to participate boxes. P2P’s are OPTIONAL. However, I highly recommend you complete the P2P exercises in your textbook in order to be prepared to participate in class. I make this assignment optional because some former students have communicated to me they prefer to take notes differently.

While I do not require you to have notes in the P2P format I do expect you to come to class “prepared to participate.” Please take notes and write down at least three comments or questions you had regarding the chapter we are discussing in class that day. If I find that people are not taking notes and they are not prepared for class discussion, I do reserve the right to make P2Ps mandatory. P2Ps should include all material from the chapter, but in a format that will be more easily studied. Brevity in note taking is an important skill for your collegiate career for the purposes of deciphering what information should be considered important, and what information can be disregarded.

QUIZZES (4 at 10 points each for 40 point total)
Four quizzes will be given throughout the semester. They will not be indicated on the syllabus schedule and will be both objective and short answer formats. You are allowed to use your notes on these pop quizzes.

WHAT’S TRENDING (15 points)
As communicators it is vital that we keep up to date with the world around us. The What’s Trending assignment will involve researching a current local, regional, national, or world issue that is trending in the news. Search on Twitter or Facebook and find out what’s trending. Find 1 or 2 articles (from a credible source) on the trending issue of your choice. You will be assigned 1 date during the semester to present your findings to the class. Presentations should be 2-3 minutes long. You are expected to provide the hashtag, explain the story behind the hashtag, indicate its significance, apply communication concepts from COM 110 to it, and provide a higher-level question that generates discussion. You must turn in the grading outline (found on reggienet) stapled to your two article sources right before you present. If I do not receive the grading outline it will result in automatic failure.

PARTICIPATION (100 points)
Taking part in classroom discussions regarding course content and being able to apply these concepts to real world settings is an integral part of Communication as Critical Inquiry. Therefore, your intellectual presence is expected just as much as your physical presence. Students should strive to participate at least one-two times per class period. Failure to consistently contribute to class discussion, having more than 2 unexcused
absences, and tardiness will result in a low participation grade. You will be able to give your input and defend 50 points of your participation grade in your LWT assignments. At the end of the semester I will also give you a grade out of 50 points for participation.

PET PEEVES

1. **Non-stapled assignments.** This is a professional courtesy to me and it also helps you to be more organized. Any assignments that require multiple pages must be stapled, or it will not be eligible to be a graded assignment any longer and will be considered as late, which means **you will receive a zero on that assignment.**

2. **Contractions.** We will have a few assignments in this course where professional, formal writing will be expected of you. In formal writing, one avoids certain common casual writing or speaking habits. Among those habits are contractions. What is a contraction, you may ask? A contraction is a shortened version of a word or phrase. Examples include don’t (do not), can’t (cannot), should’ve (should have), wouldn’t (would not), I’m (I am), you’re (you are), etc. Avoid using these, as they will count against your grade on written assignments.

3. **When i is not capitalized.** Please use proper capitalization. Improper capitalization of “I” drives me bonkers and it is a really bad habit. **2 points will be deducted** every time I see “i” instead of “I.” I would suggest turning spell check on.

EVALUATION:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio as Interview Speech</td>
<td>10 pts</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>100 pts</td>
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<tr>
<td>Group Speech</td>
<td>100 pts</td>
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<tr>
<td>Persuasive Speech</td>
<td>100 pts</td>
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<tr>
<td>#What’s Trending Speech</td>
<td>15 pts</td>
</tr>
<tr>
<td>CIP Paper</td>
<td>40 pts</td>
</tr>
<tr>
<td>LWT</td>
<td>100 pts (5 at 20 points each)</td>
</tr>
<tr>
<td>Chapter Activities</td>
<td>20 pts (4 at 5 points each)</td>
</tr>
<tr>
<td>Pop Quizzes</td>
<td>40 pts (4 at 10 points each)</td>
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<tr>
<td>Midterm</td>
<td>50 pts</td>
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<tr>
<td>Artifact Final</td>
<td>50 pts</td>
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<tr>
<td>Synthesis Paper</td>
<td>50 pts</td>
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<tr>
<td>Participation</td>
<td>50 pts</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>725</td>
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</tbody>
</table>

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

Grades will be updated on Reggie.Net after exams and speeches and will not be discussed via email. Additionally, an appointment must be made **48 hours after**
grades are distributed to discuss the grade. This ensures that you have formulated a solid argument for why you feel that the grade was undeserved. In addition to this meeting, you must submit a 1-page single spaced paper outlining the specific reasons why you deserve a different grade.

Please keep in mind that grades are determined according to a point system. This means that there are no grades that weigh more heavily than others – a point from a LWT is the same as a point from a speech. Therefore, if you happen to receive a grade that you do not like, remember that you can make up for it on another assignment. When you know better, you do better.

COURSE POLICIES:

ATTENDANCE

You are expected to come to class prepared to discuss the chapters and participate in activities associated with the readings. Being absent will deprive you of valuable class discussions and will also prevent you from fulfilling certain graded in-class activities that cannot be made up. I understand that “life happens” and there may be days that you make the choice to not attend class. If you are sick stay home, if you plan on sleeping the whole class stay home! No matter what the reason may be each student may have 2 absences without being penalized, (exceptions being exam and speech days). You MUST turn your syllabus contract in to get these 2 free absences. Two (2) points will be deducted from your participation grade for each day that is missed, otherwise. These two days cannot be used on your speech day, a classmate’s speech day, group work days, or an exam day. Please note that any assignments missed on these days cannot be turned in after the due date. You may also not make up any quizzes or class activities.

Showing up to class but falling asleep or being on your phone the whole time does NOT count as being present. Save yourself the trouble and sleep in because no points will be earned for you that day.

If you are involved in university activities that will cause you to miss class such as athletics, band, theatre, debate, etc; I will 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.

Tardiness will not be tolerated by the instructor or by future employers. However, as stated before, “life happens.” Therefore, two (2) tardies will be tolerated (though certainly not encouraged) should life “happen” during the course of the semester. Any further tardies will result in a two (2) point deduction from one’s participation grades for each tardy. Note that these 2 tardies will only be tolerated if your syllabus contract is turned in when it is due.

UNIVERSITY BEREAVEMENT POLICY
In the event that 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

**ELECTRONICS**

There will be no need for electronic devices to be out during this class period unless your friends and family are interested in participating in our discussions via speakerphone or Skype. If I see you texting or snapping during class, I will assume you are disinterested in what is going on in class and you will receive a two point deduction from your participation grade for each instance I see you on your phone. If I catch you snapchattin me (it happens) it is a 2-point deduction from one’s participation grade and I reserve the right to then take a snapchat of you apologizing for taking a snapchat of me. This class is not a lecture and your notes will be done ahead of time, so, as a result, no laptops/ipads will be necessary. You may bring your electronic device on work days and the day we go over how to research a topic.

**ASSIGNMENT DUE DATES…**

…are put in place for a reason. Late work will not be accepted unless arrangements have been made with me prior to the class meeting that the assignment is due. Let’s reiterate: unless you email me, come to my office, or send a carrier pigeon before class and I confirm via email, face-to-face communication, or by returned carrier pigeon regarding an extension on a due date, it will not be accepted. I want to help you in any way possible, but I will not accept less than your full effort. I am giving you a complete list of due dates for the semester to make this as easy as possible. Make sure to anticipate 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. Assignments will NOT be accepted through email unless indicated in class. Again, late or incomplete work will NOT be accepted, and will result in zero points.

**ASSIGNMENT FORMAT**

Please make your headings for ALL assignments uniform. Below is an example, which I will expect you to follow. Though the majority of your work will be double spaced (with the exception of your outlines and notes), 12 pt Times New Roman font, and will have 1-inch margins, **the heading should be SINGLE SPACED and on the first page ONLY.** Failure to follow heading formats will results in a 1-point deduction from the assignment grade.
CONTACTING THE INSTRUCTOR

Prior to contacting the instructor, please review the syllabus policies and assignments – your answer will likely be found there. Otherwise, I expect that email communication be of professional quality. This means saying “hello,” using full sentences, using punctuation and correct capitalization, and identifying yourself. I expect you to email me as you would email your future employer. **In the subject line of your email, please list your last name, course (COM 110), and a general subject of your inquiry.** Failure to compose a professional email will result in the email being deleted without consideration. **ALWAYS** check the syllabus prior to emailing me, as the answer will likely be found here. If you ask a question in an email that is answered in the syllabus, the email will not be responded to.

If you choose to 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-Sunday). If an email is sent an hour before class, it should not be expected that I will respond within the hour. If I have not responded within 24 hours, check to make sure the email was sent and follows the formatting indicated in this syllabus, send a follow-up email, and kindly wait for my reply.

**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 should contact Disability Concerns at 350 Fell Hall, 438-5853 (voice), 438-8620 (TDD).

**Mental Health Resources.** Life at college can get very complicated. Students sometimes feel overwhelmed, lost, experience anxiety or depression, 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.** In the event that 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 AND PROCEDURES:**

**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.

*Note: At any point throughout the duration of this course I reserve the right to change the syllabus details. Of course, I will inform you of these changes.*
<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>DAY</th>
<th>CHAPTER</th>
<th>MATERIAL COVERED</th>
<th>ASSIGNMENTS DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/11</td>
<td>M</td>
<td></td>
<td>Review Syllabus</td>
<td>Bring syllabus</td>
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<tr>
<td></td>
<td>1/13</td>
<td>W</td>
<td></td>
<td>Interview as Biography/Post It Activity</td>
<td>Show up</td>
</tr>
<tr>
<td>2</td>
<td>1/18</td>
<td>M</td>
<td></td>
<td>MLK DAY NO CLASS</td>
<td>Syllabus contract due</td>
</tr>
<tr>
<td></td>
<td>1/20</td>
<td>W</td>
<td>1</td>
<td>Assign CIP Paper Introduction to Communication</td>
<td>Bring your spiral</td>
</tr>
<tr>
<td>3</td>
<td>1/25</td>
<td>M</td>
<td>2</td>
<td>Communication Confidence</td>
<td>LWT week 2 Due</td>
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<td>Assign Informative Speech</td>
<td>Bring your spiral</td>
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<td></td>
<td>1/27</td>
<td>W</td>
<td>3</td>
<td>Ethical Communication</td>
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<td>4</td>
<td>2/1</td>
<td>M</td>
<td>4 &amp; 5</td>
<td>Perception Topic Selection</td>
<td>Week 3 LWT Due</td>
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<tr>
<td></td>
<td>2/3</td>
<td>W</td>
<td>6 &amp; 7</td>
<td>Audience Analysis Locating and Incorporating</td>
<td>CIP Paper Due</td>
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<td>Bring 3 Informative Speech Topic Ideas to class</td>
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<tr>
<td>5</td>
<td>2/8</td>
<td>M</td>
<td>8 &amp; 9</td>
<td>Organizing and Outlining/ Speech Order Assigned</td>
<td>Submit Informative Speech topic and 3 main points</td>
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<td>Week 4 LWT Due</td>
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<td>2/10</td>
<td>W</td>
<td>10 &amp; 11</td>
<td>Introductions and Conclusions Language</td>
<td>Rough Draft of Outlines Due (optional)</td>
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<td>6</td>
<td>2/15</td>
<td>M</td>
<td>13</td>
<td>Delivery</td>
<td>Week 5 LWT Due</td>
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<td>Informative Speeches</td>
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<td>7</td>
<td>2/22</td>
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<td>2/24</td>
<td>W</td>
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<td>Informative Speeches/Midterm Review</td>
<td>Presentations</td>
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<td>8</td>
<td>2/29</td>
<td>M</td>
<td>14</td>
<td>Group Communication/Assign Group Speech</td>
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<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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<td>3/7</td>
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<td>SPRING BREAK</td>
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<td>3/9</td>
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<td>3/14</td>
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<td>Group Contracts Due Group Speech Topic Due</td>
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<td>3/16</td>
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<td>3/23</td>
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<td>Group Speeches Show up</td>
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<td>3/30</td>
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<td>Assign Persuasive Speech Understanding Persuasive Principles Bring spiral</td>
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<td>Building Arguments/Assign Synthesis Paper Persuasive Speech Topics Due</td>
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<td>4/6</td>
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<td>Using Communication in the 21st Century/Assign Artifact Final</td>
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<td>Work Day Week 13 LWT Due</td>
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<td>4/27</td>
<td>W</td>
<td>Artifact Presentations Synthesis Papers Due</td>
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<td>Artifact Presentations</td>
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<td>Artifact Presentations</td>
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<td>3/2</td>
<td>W</td>
<td>Final Week (Artifact Presentations) Artifact Papers Due</td>
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Syllabus Contract

I have read the syllabus for Olivia Mulvey’s Com 110 class and agree to the terms for required coursework and acceptable classroom behavior.

Signature:____________________________________________________________

Name (please print)____________________________________Date____________________

Major:________________________________________________________

Hometown & State:_________________________________________________

Favorites:

Movie:________________________________________________________

Song (make it appropriate so I can play it in class):________________________

TV show:____________________________________________________

Please write down anything you would like me know about you (interests, interesting facts about you, preferences in how you like to be taught material).

What would you like to get out of this course?