Instructor: Steven Ullestad  
Office: Fell Hall 2808  
Email: smulles@ilstu.edu
Office Hours: Mon 12p-4p; By Appointment Only  
Phone: 309.438.3672  
Section: 056  
Meeting Time: MW 4p – 5:15p  

TEXTS:  

(Textbook materials with access codes available at University Barnes and Noble or Alamo II See below).


COURSE MATERIALS:  
COM 110 TEXTBOOK: You are required to have an "E-book Access code" which will allow you to access the textbook for this course. On this website, there is a full electronic copy of the textbook as well as other materials necessary for the completion of the course. If you prefer an online only copy of the text, these can be purchased at www.pearsoncustom.com/il/com110_ilstu/. If you would prefer a hard copy of the textbook (which includes the access code), these can be purchased at both Barnes and Noble located in the Bone Student Center or at the Alamo II at a reduced package rate.

WORKBOOK PURCHASING PROCEDURES: Students will purchase the spiral workbook through the School of Communication online store using only a credit, debit, or monetary gift card. The website can be found at the following address:  

http://tinyurl.com/08jjxke

The workbook will cost $30 plus tax and will be available for the students to pick up in the Communication Resource Center located in the basement of Fell Hall 1-2 business days after the online purchase. Students will need to show their ISU ID card and Resource Center workers will verify they have purchased the book and give it to them at that time. The spiral book can be picked up at the following times:

**Week 1 (Room 034)**  
*Mon (1/12): 9a – 8p*  
*Tues-Thurs (1/13 – 1/15): 9a – 7p*  
*Friday (1/16): 9a – 3p*

**Week 2 (Room 034)**  
*Mon (1/19): CLOSED*  
*Tues-Thurs (1/20 – 1/22): 9a – 6p*  
*Friday (1/23): 9a – 3p*

REQUIRED MATERIALS:  
Notecards (4"x 6" or smaller)  
A stapler

STRONGLY RECOMMENDED MATERIALS:  
Hardcopy of text ($20.60 – free shipping)
MY TEACHING PHILOSOPHY:

Teachers and students both have the ability to positively influence and grow from each other. I believe that it is a joint responsibility, of both the teacher and student, to realize each other’s full potential by creating an atmosphere of freedom for expressing their ideas in the classroom. I want to create a positive and healthy environment in which peoples share ideas and let thoughts flow freely. I recognize that there is not one correct side to an argument/topic. Each person’s voice can bring many thought-provoking viewpoints to a discussion. My goal is to teach people how to think, not what to think. All students should have the opportunity to explore, discover, and achieve everything that they can.

No one will ever be made fun of or singled out for asking a question or voicing an opinion during classroom discussions or speeches. We must respect and understand that others will have different views and opinions about particular issues based off their life experience. Those experiences and beliefs are unique to them and that’s what makes them an individual. I truly believe that everyone has talents and gifts to give to the world.

COURSE GOALS:

1. Students will become more competent communicators (using knowledge, skill, motivation, and judgment).
2. Students will become more critical consumers and producers of ideas and information (using analytical reasoning skills in the reception, collection, and presentation of ideas).
3. Students will be able to conduct background research necessary to develop well-informed presentations.
4. Students will evaluate the communication skills of others (identifying various strengths and weaknesses of oral presentations).
5. Students will become more competent in communicating in small group discussions (articulating and defending their own ideas as well as critically analyzing other viewpoints).
6. Students will become more effective communicators in a democracy (demonstrating ethical communication, considering multiple perspectives on controversial issues, and managing conflict).

ASSIGNMENTS:

INTRO SPEECH: (AKA: “Interview as Biography”) The first day of class, you will be required to deliver a 3-minute speech in which you will introduce yourself to your fellow students.

EXAMS: There will be a final and midterm exam. The exams will assess your understanding of communication concepts and theories, as well as your application and integration abilities. The final exam will not cumulative.

FORMAL SPEECHES: students will present three speeches:

a. Informative speech (5-7 minutes, no more than 7:30; at least 4 sources)

b. Group presentation (18-20 minutes, no more than 20:30; at least 10 sources)

c. Persuasive speech (5-7 minutes, no more than 7:30; at least 3 new sources in addition to sources used in the group speech.)
All three speeches must be completed on your assigned date 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 (samples will be provided). You will be required to submit a preliminary outline to me for comments prior to your presentation date. If an assigned speech day is missed there will be severe penalties to the grade for that given speech. The speech still must be completed in front of an audience (min of 3-5 peers) in the speech lab and recorded so I may view and grade it. Class time will not be given to make up speeches.

The grading rubric must be attached to your outline and references in order to present on the day assigned.

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.

CIP: This is a short paper in which you will analyze your own communication style, strengths, and weaknesses and discuss what your goals and expectations are for your improvement in this course. The paper will also discuss a plan of action that you will use to achieve those goals.

PORTFOLIO/SYNTHESIS: In this assignment, you will reflect on your experiences as a COM 110 student. Specifically, you will explain how the material learned in this class can be applied to your personal and professional life. You will also discuss ways you have improved as a communicator throughout this class, as well as the areas in which improvement is still necessary.

SPEECH LAB: You are strongly encouraged to visit the speech lab at least once during the semester to practice your speech. It is also recommended that you plan a visit to the speech 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 speech lab can be a useful tool in improving the quality of your speech and public speaking skills. I will offer 5 points of extra credit for your first documented visit to the speech lab.

To schedule time in the speech lab, call 309-438-4566. The speech lab is located in the basement of Fell Hall, room 032. 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 032) 24 hours in advance. If you fail to do so, you will not be permitted to use the Speech Lab for the remainder of the semester.

PREPARING TO PARTICIPATE CHAPTER ASSIGNMENTS (P2Ps): Each chapter of the text includes questions entitled “Preparing to Participate.” You are required to answer the “knowledge” questions for assigned chapters prior to class. I will collect 14 of the 18 chapters at random throughout the semester. Each chapter MUST be typed, printed, and turned in on the assigned chapter day listed in the syllabus. You may not turn in P2Ps after the assigned date. Each P2P is worth 10 points and will be factored into your participation grade for the class. Completing the P2Ps for the chapters prior to class will prepare you for discussion and serve as a study tool for the midterm and the final.
EVALUATION:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informative Speech</td>
<td>100</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>100</td>
</tr>
<tr>
<td>CIP</td>
<td>40</td>
</tr>
<tr>
<td>Synthesis Paper</td>
<td>50</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>P2Ps/Participation</td>
<td>140</td>
</tr>
<tr>
<td>“Any Bag Speech”</td>
<td>10</td>
</tr>
<tr>
<td>Activities</td>
<td>TBA</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>740</strong></td>
</tr>
</tbody>
</table>

Grading Scale

- **A** = 90% - 100%
- **B** = 80% - 89%
- **C** = 70% - 79%
- **D** = 60% - 69%
- **F** = Below 60%

I do not round grades. Thus, a 89.9 is a B.

COURSE POLICIES:

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 everyday. Excessive absences will affect your participation grade in this class.

I WILL ONLY ACCEPT MAKE-UP WORK IF YOUR ABSENCE HAS BEEN DISCUSSED WITH ME IN ADVANCE AND WE HAVE COME TO AN AGREEMENT.

I understand that unexpected things come up in life; if you have a legitimate reason for not being in class, you must contact me as far as possible in advance. I am willing to work with you and work something out that benefits both parties, but you have to communicate with me and keep me informed. 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 that you are on the team.

PARTICIPATION: Being present and engaging in class discussions will be a large majority of your grade for this course. To receive full participation in this course, you must hand-in the 10 randomly collected P2Ps the day of collection. All P2Ps must be typed and stapled together if necessary in order to be turned-in.

ASSIGNMENT DUE DATES: All speeches, assignments, and exams must be completed on the date assigned. I accept absolutely zero late work. If you are unprepared to deliver a speech on your assigned day or do not come to class on an exam day, you will receive a ZERO for that assignment unless an alternate due date has been previously approved or documentation has been provided for extreme circumstances. Assignments will not accepted through email.

All assignments are to be stapled together, if necessary, prior to coming to class, I do not want to lose your materials. If your assignments are not stapled together then I will not accept it. All assignments must have the grading rubric stapled to it. If you do not staple the rubric to the assignment, it will be marked as incomplete and will result in a zero for the assignment / speech.

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. You must approve your topics by date provided by instructor. If you do not get topic approved you will be deducted 10 points from you overall speech grade.
Topic selection is a first-come-first-serve basis. The earlier you submit your topic for approval, the higher chance you have at getting the topic of your choice.

ASSIGNMENT FORMAT: Please make your headings for ALL assignments uniform. I will provide an example, which I will expect you to follow. Though your work will be double spaced (with the exception of your outlines), 12pt font and will have 1 inch margins, the heading should be SINGLE SPACED and on the first page ONLY.

Your Name
Assignment
Date
Course Title (COM 110)

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. Please demonstrate these behaviors at all times in this class. I expect that my students remain professional and mature when discussing controversial ideas and remember that debate is an academic process, not an opportunity for personal attacks. HOSTILITY DURING THESE OPEN DISCUSSIONS WILL RESULT IN PENALTIES TO YOUR PARTICIPATION GRADE.

We are a support system for each other because public speaking can be a scary experience for some individuals. I expect you to be in class on all speech days, including those in which you are not presenting. Show up to class and support your classmates because they will do the same for you.

CELL PHONES/TEXTING: All electronic devices are to be turned off and put away before class begins. No laptops are allowed. If your phone rings during class or if I see you texting, I will have you put your phone on the table in the front of the classroom. If you are not paying attention in my class, I do not feel that you have truly attended my session and thus will mark you absent for the day. IF YOUR PHONE RINGS DURING SOMEONE ELSE’S SPEECHES OR YOU ARE TEXTING, I WILL DEDUCT 20% FROM YOUR OWN SPEECH GRADE.

CONTACTING THE INSTRUCTOR: It is expected that email communication be of professional quality. In the subject line of your email (COM 110, Section #), please list your course and section number. If you have actually read this syllabus, please come to the second day of class with a Post-It note on your forehead and you will earn three points of extra credit. Also, failure to label the subject line properly may result in the email being deleted without consideration.

SPEECH ETIQUETTE: On speech days, you have a dual responsibility 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 speech is finished. Because most people are nervous when they give a speech, you will be supportive both verbally and nonverbally. Please do not enter or leave the room while a speech is in progress.

If you are tardy on speech days you will lose 10 pts. from your speech grade. You will be penalized -10 pts. off your own speech score for each day you miss a peer’s speech.

If your phone rings during a speech you will lose 20% from your speech grade. Also, if you are late on a speech day, NEVER come into the classroom during a speech. Wait outside until you hear applause and the conclusion of the speech.
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 Community Rights and Responsibilities.

To put it simply…DON’T EVEN THINK ABOUT DOING IT!

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.

UNIVERSITY BEREAVEMENT POLICY: Students who experience the death of an immediate family member or relative as defined in the University Student Bereavement Policy will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. Students are responsible for providing appropriate documentation to the Dean of Students office and for contacting the instructor as soon as possible to make arrangements for completing missed work. More information is available in the Student Bereavement Policy at http://www.policy.illinoisstate.edu/2-1-27.shtml

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).

SCHOOL OF COMMUNICATION RESEARCH POOL WEBPAGE: This website is dedicated to research projects approved by the School of Communication which students enrolled in communication courses may participate during the semester. Com 110 students are encouraged to participate in research projects found on this website for possible extra credit points assigned at the discretion of their instructor to facilitate the production of new knowledge about communication and to learn about the value of research.

The website can be found at: https://sites.google.com/site/isucomresearch/
# Tentative Schedule for COM 110

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Day</th>
<th>Materials Covered</th>
<th>Assignment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/12</td>
<td>M</td>
<td>Review of Syllabus/Intro Speech</td>
<td>Read Syllabus</td>
</tr>
<tr>
<td></td>
<td>1/14</td>
<td>W</td>
<td>&quot;Any Ol' Bag&quot; Intro Speeches, Assign CIP and CTSA</td>
<td>Intro Speeches</td>
</tr>
<tr>
<td>2</td>
<td>1/19</td>
<td>M</td>
<td>NO CLASS – MLK DAY</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>1/21</td>
<td>W</td>
<td>Intro to Communication</td>
<td>Ch. 1 P2P</td>
</tr>
<tr>
<td>3</td>
<td>1/26</td>
<td>M</td>
<td>Communication Confidence</td>
<td>Ch. 2 P2P</td>
</tr>
<tr>
<td></td>
<td>1/28</td>
<td>W</td>
<td>Ethical Communication</td>
<td>Ch. 3 P2P</td>
</tr>
<tr>
<td>4</td>
<td>2/2</td>
<td>M</td>
<td>Perception and Self-Concept</td>
<td>Ch. 4 P2P</td>
</tr>
<tr>
<td></td>
<td>2/4</td>
<td>W</td>
<td>Choosing Topics; Analyzing Audience; Oral Citations</td>
<td>Ch. 5 &amp; Ch. 6 P2P Assignment Informative Speech</td>
</tr>
<tr>
<td>5</td>
<td>2/9</td>
<td>M</td>
<td>Organization; Outlining</td>
<td>CIP and CTSA Due</td>
</tr>
<tr>
<td></td>
<td>2/11</td>
<td>W</td>
<td>Intros and Conclusions; Delivery</td>
<td>Informative Topics Due Ch. 8 &amp; 9 P2P</td>
</tr>
<tr>
<td>6</td>
<td>2/16</td>
<td>M</td>
<td>Visual Aids and Presentations; Language</td>
<td>Ch. 12 &amp; Ch. 11 P2P</td>
</tr>
<tr>
<td></td>
<td>2/18</td>
<td>W</td>
<td>In Class Work Day</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>2/23</td>
<td>M</td>
<td>Informative Speeches</td>
<td>Presentations</td>
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<tr>
<td></td>
<td>2/25</td>
<td>W</td>
<td>Informative Speeches</td>
<td>Presentations</td>
</tr>
<tr>
<td>8</td>
<td>3/2</td>
<td>M</td>
<td>Informative Speeches</td>
<td>Presentations</td>
</tr>
<tr>
<td></td>
<td>3/4</td>
<td>W</td>
<td>Action Day</td>
<td></td>
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<tr>
<td>9</td>
<td>3/9</td>
<td>M</td>
<td>NO CLASS – SPRING BREAK</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>3/11</td>
<td>W</td>
<td>NO CLASS – SPRING BREAK</td>
<td>N/A</td>
</tr>
<tr>
<td>10</td>
<td>3/16</td>
<td>M</td>
<td><strong>MIDTERM REVIEW</strong></td>
<td>Assign Group Speeches</td>
</tr>
<tr>
<td></td>
<td>3/18</td>
<td>W</td>
<td><strong>MIDTERM</strong></td>
<td>Exam Day</td>
</tr>
<tr>
<td>11</td>
<td>3/23</td>
<td>M</td>
<td>Communicating in Groups</td>
<td>Ch. 14 P2P</td>
</tr>
<tr>
<td></td>
<td>3/25</td>
<td>W</td>
<td>Listening and Critical Thinking</td>
<td>Group Topics Due Ch. 15 P2P</td>
</tr>
<tr>
<td>12</td>
<td>3/30</td>
<td>M</td>
<td>In-Class Work Day</td>
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<tr>
<td></td>
<td>4/1</td>
<td>W</td>
<td>Group Speeches</td>
<td>Presentations</td>
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<tr>
<td>13</td>
<td>4/6</td>
<td>M</td>
<td>Group Speeches</td>
<td>Presentations</td>
</tr>
<tr>
<td></td>
<td>4/8</td>
<td>W</td>
<td>Persuasive Principles</td>
<td>Ch. 16 P2P</td>
</tr>
<tr>
<td>14</td>
<td>4/13</td>
<td>M</td>
<td>Building Arguments</td>
<td>Ch. 17 P2P Due</td>
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<tr>
<td></td>
<td>4/15</td>
<td>W</td>
<td>Course Evaluation / Action Day</td>
<td>Persuasive Topics Due</td>
</tr>
<tr>
<td>15</td>
<td>4/20</td>
<td>M</td>
<td>Persuasive Speeches</td>
<td>Presentations</td>
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<tr>
<td></td>
<td>4/22</td>
<td>W</td>
<td>Persuasive Speeches</td>
<td>Presentations</td>
</tr>
<tr>
<td>16</td>
<td>4/27</td>
<td>M</td>
<td>Persuasive Speeches</td>
<td>Presentations</td>
</tr>
<tr>
<td></td>
<td>4/29</td>
<td>W</td>
<td>Review for Final Exam</td>
<td>Presentations</td>
</tr>
</tbody>
</table>

*Final Exam: TBA*

"Note: At any point throughout the duration of this course I reserve the right to change the syllabus details. I will inform you of these changes with adequate time to complete the assignment.*

*** Megan Henrichs will miss April 7 - 12 for cheerleading ***
SYLLABUS CONTRACT

I have read the syllabus for Steven Ullestad’s COM 110 class, and I agree to the terms for required coursework and acceptable classroom behavior.

Signature:_____________________________________________________________

Name (Please Print): _____________________________ Date:___________

Major:_______________________________________________________________

UID:_______________________________________________________________

Please list any previous public speaking experience, if any:

Please list at least 3 hobbies/extracurricular activities you enjoy:

Please list at least 2 goals you hope to meet through this course:

What are your career interests?

Briefly, how do you see the information and skills learned from this class applying to your career:

What is one thing about you that might surprise people who don’t know you?

What is your favorite music artist and/or song?

What do you believe is your greatest strength academically?