



COM 101: Principles of Communication

Student Syllabus

Course Description

A preliminary inquiry into the fundamental areas of study in the communication discipline, including interpersonal, group, and public speech. Emphasis is placed on the development of sensitivity and competency in the various settings of oral communication.

Course Outcomes

Upon completion of this course, the learner will be able to:

1. Identify primary questions for the study of communication.
2. Understand the speaking roles required for personal, professional, and public life.
3. Understand communication technology's influence on patterns of human communication.
4. Demonstrate facility with the elements of public speaking and persuasion.
5. Articulate the role of speech in public and private decision-making.

Course Texts

Title	Author	Publisher	ISBN
<i>Habits of the Mind: Intellectual Life as a Christian Calling</i>	James W. Sire	InterVarsity Press	0-8308-2273-9
<i>The Screwtape Letters</i>	C.S. Lewis	HarperOne	978-0-06-065293-7
<i>Art and Technics</i>	Lewis Mumford	Columbia University Press	978-0-231-12105-7
<i>Rhetoric: A Very Short Introduction</i>	Richard Toye	Oxford University Press	978-0-19-965136-8

Textbook Disclaimer

The textbooks for this course were chosen because their primary content directly relates to the objectives of this course. At times, there may be items or issues that are not presented from a proper Christian worldview. As such, the textbooks do not represent an endorsement by Geneva College or the relevant academic department at Geneva College.

Archiving of Online Courses

In order to provide the best service and to eliminate bandwidth bottlenecks, online courses will be removed from Moodle according to a scheduled archiving process. Students will have access in Moodle to courses taken during the current academic year and one previous academic year. Once a course is removed from Moodle, students will no longer have access to their coursework for the archived course. In preparation for the archiving of online courses, students are advised to save copies of their papers and other important coursework offline on a personal computer or other file storage location. Geneva College is not responsible for student files once a course has been archived offline.

Learning and Physical Disabilities Policy

Geneva College values diversity and inclusion and recognizes disabilities as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive; ultimately leading to the success of our students in and beyond college. Therefore, Geneva College complies with the ADA as well as Section 504 of the Rehabilitation Act by affording reasonable accommodations to qualified students with disabilities. Any student with a disability who needs academic accommodations should contact Geneva's Student Success Center (SSC) to arrange a confidential appointment with the Director of the SSC before or during the first week of classes. (Some accommodations may take time to put into place, so it is advised to request this appointment as early as possible.) Legally, no retroactive accommodations can be provided.

Accommodations for disabilities are available only as recommended by the SSC. For more details, visit Geneva's website, call 724-847-5005, or stop by the Student Success Center office. The SSC is located on the second floor of the Student Center. Students who have questions about their right to benefits or have grievances under these statutes should contact the Director of the SSC.

Geneva College also offers professional counseling services for students who are experiencing concerns with their overall mental health, either chronic or acute. These services are confidential and free of charge and are provided by Health and Counseling Services. Students can schedule an appointment through [MyGeneva](#) or by contacting Counseling Services at 724-847-4081.

The Grading System

The grading scale is A, B, C, D, and F. Geneva includes pluses (+) and minuses (-) in the determination of the grade point average (GPA). Grade points are assigned for each semester hour of credit earned according to the following system:

Letter Grade	Percentage	GPA	Explanation
A	93.00% - 100.00%	4.0	Excellent

A-	90.00% - 92.99%	3.7	
B+	87.00% - 89.99%	3.3	
B	83.00% - 86.99%	3.0	Good
B-	80.00% - 82.99%	2.7	
C+	77.00% - 79.99%	2.3	
C	73.00% - 76.99%	2.0	Satisfactory
C-	70.00% - 72.99%	1.7	
D+	67.00% - 69.99%	1.3	
D	63.00% - 66.99%	1.0	Less than Satisfactory
D-	60.00% - 62.99%	0.7	
F	< 60.00%	0.0	No Credit Given

Policy on Academic Honesty

Because honesty is expected in all college relationships, any form of cheating on exams or any plagiarism in formal written work is punishable by failure in the course. Repeated violations may result in expulsion from the college. Please read the Academic Integrity Policy in the College Catalog.

Students may appeal any disciplinary action by following the procedure laid out in the College's Policy on Academic Integrity.

Students are encouraged to visit www.plagiarism.org in order to clarify what constitutes plagiarism as well as a number of other academic standards. This website also provides directives as to how to avoid committing this act and how to properly cite academic sources.

Turnitin Policy

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students must agree to the End User License Agreement (EULA) for Turnitin. Use of the Turnitin service is subject to the Usage Policy and Privacy Pledge posted on Turnitin.com.

Participation Policy

In the online environment, **participation is marked by the completion of an *academic event* in each session (week) of the course.** Academic events include, but are not limited to, submission of a class assignment, participation in class discussion forum, or completion of a quiz/exam.

If no academic event is completed within the first session (Week 1) of a course, the student will be administratively withdrawn from the course. Beyond the first session, if no academic event is completed for a class session, the student will be considered as having not participated in that week of class, which in some cases may result in zeros on the missed assignments and a half-letter grade deduction from the student's final course grade.

If a student does not complete an academic event for two consecutive sessions, the student will either be administratively withdrawn from the course or will receive a final course grade of F, depending on how much of the course has transpired at the time of the second week of nonparticipation. For more details, please review Geneva's Student Handbook ([Undergraduate](#) and [Graduate](#)).

Academic Grievance

For grievances related to grading and other course academic policies, the student should follow the published Academic Grievance Policy in the College Catalog.

Course Evaluation

Criteria	Points Breakdown	Points
Discussion Boards (8)	40 points each	320 points
Vocal Reports (7)	20 points each	140 points
Self and Others Paper	One Submission	200 points
Communication and Media Essay	One Submission	200 points
Voice-Over PowerPoint Presentation	One Submission	140 points
Total		1000 points

Assignment Descriptions

Discussion Boards

Discussion board posts accompany every reading in the course. Students should post to the course discussion board by Wednesday of every week. Afterwards, students should respond to posts and

discuss topics and questions raised by classmates for the remainder of the week. Discussion boards open at 12:00 am (EST) Monday mornings and close Saturday evenings at 11:55 pm (EST). Discussion board posts should include responses to posted questions by the instructor, questions about the reading material, and reposts to classmates engaging their comments and questions with helpful and original commentary. Students complete discussion board posts every week during the course, posting at least three times (i.e., one initial post and two responses to classmates) during the week.

Original Post Word Limit: 250 words

Response Posts Word Limit: 200 words

Vocal Reports

The course Principles of Communication intends to assist students in developing skill and ease in oral presentation. Vocal Reports help facilitate this development. Students will record and post a voice recording of their response to readings to initiate discussion on the course discussion boards with other students. Vocal Reports will include not only finer points identified in the reading but also chart trending themes in the course and invite classmates to engage the class content more deeply and thoroughly. Voice recordings can be made with any local or downloaded software. Mac users should have available Quicktime™. PC users may use any preloaded software or may use the many free versions available through the iTunes™ App Store or Google Play. Students should be sure to save their files as MP3 or MP4 format for easy upload to Moodle.

Vocal Report Time Limit: 7 minutes

Self and Others Paper

The Self and Others Paper addresses topics and themes discussed in the first three course texts, including *The Screwtape Letters*, *Rhetoric: A Very Short Introduction*, and *Habits of the Mind*. Using the broader course themes of Christ, Community, and Country, essays should involve an important question/problem found within the topics of Intrapersonal and/or Interpersonal Communication. Essay topics can include a mix of any of the above themes addressing a major question or problem proposed in the course texts or on class discussion boards.

Essay Requirements:

- Word Count: 2000 words (inclusive)
- Style Format: APA (American Psychological Association) 7th edition

The Self and Others Paper is due by 11:55 pm (EST) Saturday Session 4.

Communication and Media Essay

The Communication and Media Essay addresses the shift in communication with the introduction of new communication mediums, particularly digital media channels that we frequently use. Applying the topics of Group, Public, or Mass Communication, the essay should consider a question or problem posed by new communication media for your community. Essay topics should specify a problem and also address the course themes of Christ, Community, and Country as it relates to the paper topic.

Essay Requirements:

- Word Count: 2000 (inclusive)
- Style Format: APA (American Psychological Association) 7th edition

The Communication and Media Essay is due by 11:55 pm (EST) Saturday Session 7.

Voice-Over PowerPoint Presentation

Voice-over PowerPoint™ presentations put together professional presentation skills with mass communication technique. Contemporary sales and account management can include this kind of public presentation often with screen sharing and telephone conferences. Communication professionals ought to be well prepared to engage an unseen audience and offer insightful commentary on shared visuals.

The final project of the course includes a voice-over PowerPoint demonstration. Students will design a presentation that will address the following question: *What from this course and course readings do my loved ones, neighbors, and coworkers most need to hear?*

Instructions

- PowerPoint presentations should be no more than 5 slides.
- PowerPoint presentations should be no more than 10 minutes in length.
- PowerPoint slides should be well designed and thoughtfully arranged.
- PowerPoint slides should provide a basic outline for the presentation.
- PowerPoint slides should demonstrate attention to color and style.

Evaluation

PowerPoint presentations will be evaluated on the following criteria:

1. Slides show a clear and easily understood ordering.
2. Slides are inventive and show multi-level organization.
3. Slides are arranged to display content in the most memorable manner.
4. Slides enhance rather than interrupt delivery of the presentation.
5. Slides illustrate the specific style of the presenter and the content chosen.