**COM 108: Communicating Effectively**

**Course Syllabus • Fall 2023 • Gregory Flail, Ph.D. • T/R • Room 109 Tarply**

**Reinhardt University School of Arts and Humanities**

**Communication and Media Studies Program**

**Catalog Description:**This course is an integrated communication skills course that incorporates skills in speaking, writing, listening, research and information literacy, leadership, teamwork, visual design, and the use of classroom technologies. Students will learn to compose, organize and express their arguments, ideas and feelings in writing and in a range of speaking situations from formal public speaking to class discussions to interpersonal relationships.

**Course Rationale:**To be an effective and successful communicator in any field or profession, you will need to develop, practice and master critical thinking and rhetorical skills, especially those involving verbal and visual presentations and interactions of many types. COM 108 provides you with the opportunity to develop these communications skills in a supportive learning environment. COM 108 also contributes to a better understanding of other cultures by participating in the course “Year of Adventure” theme.

**Required Material:** Note that instructor will post readings, course materials, handouts, assignments, and articles of interest on CANVAS, and via email**. It is your responsibility to check** **RU email daily** for course updates or changes in assignments or deadlines.  All assignments will be posted in Canvas.

**Contact Me: gregory.Flail@Reinhardt.edu**

 ***General COM 108 Guidelines:***

* Your instructor will provide further information about each assignment through Canvas and/or Eagleweb.
* You should submit all assignments in a timely manner as directed by your instructor.
* All papers should include a title as well as date, course number, and your name at the top of the first page.
* The only accepted file extensions are doc, docx, (and pdf, but only if your instructor requests it).
* The files should be named YourLastName\_CourseCode\_SectionCode\_AssignmentName (e.g. McDonald\_COM108\_Section2\_InformativeSpeechLongFormOutline.docx)
* Please proofread all papers for spelling and grammatical errors.
* Please format all papers using Times New Roman, font size 12, double-spaced.

***Long form and short-form outlines:*** Some assignments will require an outline, either a complete long-form outline or a rough draft outline. The long-form outline should be based on the PAPER AND SPEECH PLANNER. (Essays are not acceptable and will not be graded if submitted in place of an outline.) For the research assignments, please insert in-text citations in the long-form outline just as you would in a research essay. Long-form outlines that are less than fully developed and which do not contain necessary citations will receive penalties in grading.

The rough draft outline should follow the exact format and numbering system of the long-form outline, but its content should be reduced and abbreviated using keywords, phrases and other shortcuts so that it is no longer than one page in length. Cues for the speaker may be handwritten, but you must type the outline. Use of bold, italic, large font or colors is encouraged to help the speaker at the podium. The only parts that you should write out in full sentences (required) are the thesis and each of the main points.

***Deadlines and Late Submissions:***It is your responsibility to follow the deadlines for your assignments. Do not forget that the deadlines are the final date for submission. We encourage you to submit your work well in advance. Please be prepared for computer crashes, file corruptions, illnesses, family emergencies, work schedules, sick pets, car troubles, lightning strikes, power outages, space aliens, plagues of locusts, etc. and do not wait until the last minute to submit your work. Late work will only be accepted at the discretion of the Instructor, with a penalty assessed for not meeting the deadline.

***For pre-scheduled presentations and assignments,***you may not have an extension. Rescheduling will be an option only in the cases of documented emergencies, at the discretion of your instructor.  NO EXCEPTIONS.

***Grading Criteria:***Your instructor will grade each of your assignments using an appropriate rubric.  Detailed instructions and standards for each assignment will be available via CANVAS.

**COM 108 Classroom Policies**

***Covid guidelines:* REINHARDT STRONGLY URGES ALL STUDENTS WHO ARE ELIGIBLE TO PLEASE GET THE COVID VACCINE. IF YOU ARE UNSURE, CONTACT YOUR HEALTH CARE PROVIDER.** Consult the website [www.reinhardt.edu/back-to-campus](http://www.reinhardt.edu/back-to-campus) and click on the REINHARDT UNIVERSITY COVID 19 PROTOCOLS tab for information about reporting requirements. Your COM108 Instructor is fully vaccinated and boosted, and will wear a face shield during class. Please be considerate of others in the class and on campus by masking and distancing whenever and wherever possible. It is a test of our own individual personal *ethos* to protect one another. We’re all in this together. If you experience symptoms of illness of any kind, please immediately contact your health care provider or the Student Health Center, at 770.720.5542 or studenthealthcenter@reinhardt.edu.

***Professionalism:*** We expect you to be professional and courteous at all times. Put your phones/cameras/gizmos away for the duration of the class. You should not engage in any behavior that might disrupt your instructor or your fellow students. Reinhardt has a diverse population, and it is imperative that respect be afforded to all, in terms of religion (or lack of same), ethnicity, sexual orientation, and politics. **At no time** **will any form of bullying or sexual harassment in class or on campus be tolerated.** If you consider yourself to be a victim of discrimination, bullying, or harassment, please notify your Instructor or Dr. May, Dean of Students.

***Presentations:*** During your own speeches, make sure your physical appearance is appropriate to your presentation topic. This usually means that you should follow a business or business-casual dress code, which includes covering your tattoos, removing facial piercings, and eliminating any eccentric sense of fashion. Please do not chew gum or wear caps or hoods during your presentations. The professionalism of your dress will factor into your grade. Please be aware that university classes require an elevated form of language, free from vulgarity, racial slurs, blasphemy, or disrespect to others.

***Readings:***Your instructor expects you to read all the assigned readings, including the syllabus. We require and expect that you will study and understand all of the assigned materials, even if they are not presented in class.  If there's something you don't understand, get in touch with a fellow student or contact your Instructor, who is here to help.

*Ac****ademic Integrity:***Familiarize yourself with Reinhardt University’s policies on academic dishonesty, which you can find in the Student Handbook. We have zero tolerance for integrity code violations, including cases of plagiarism. If you have any questions about plagiarism or citations, consult the APA style guide ([http://www.apastyle.org/)](http://www.apastyle.org/%29)or your instructor before you submit your assignments. Any instances of academic dishonesty will be reported to RU administration and/or coaches, and could result in your expulsion from the class or from the University.   DON'T RISK IT!

***Academic research:***We expect you to use academic resources available to you online through the Hill Freeman University Library.  Each of your Informative and Persuasive Speeches will require a Works Cited page using APA style, as well as in-text APA-style citations in your long-form outlines. See <http://www.apastyle.org/> for more guidance. A minimum of five (5) citation entries will be required per your Informative and Persuasive presentations. These citations should be based upon academic research (i.e., beyond encyclopedia, Wikipedia, and websites), scholarly articles and books that you can find in the library and its databases. Please consult the librarians and/or your Instructor if you are unclear about how to find appropriate research material.

***Attendance*:** This class meets face-to-face, and may also meet online via Big Blue Button in Canvas.  You will be informed if a class meeting is to take place remotely, and invited to join each scheduled BBB conference. **If you are unable to attend an in-person or online class meeting, please notify Instructor ahead of time.**  All BBB conferences will be recorded and available to students for a specific period of time. Students are expected to be present for all class meetings, without distractions (including devices or cell phones), fully prepared to engage as required, and to take notes. If you are a college athlete or performer, it is your responsibility to make advance arrangements to schedule turning in assignments so as not to conflict with your other responsibilities.  Students are given ample time to engage with course material and submit required work.

***Participation:*** In group discussions, there are no “right” or “wrong” answers. Rather, we seek your thoughtful contributions and critical thinking. Your instructor will evaluate you on the quality (not quantity) of your insights. A high-quality insight offers a different yet relevant point of view, is open to criticism, and moves the class discussion and thinking forward. If you find it uncomfortable to speak up, please arrange a meeting with your instructor.  Extra credit will be offered to students who engage with the textbook material and offer insights to colleagues; instructions will be given as to timing and format.

***Support for Academic Success:*** Please note that Reinhardt University provides tutoring support for any student through The Center for Student Success (CSS), which is located in room 35 of the George M. Lawson Academic Center. There’s a Facebook CSS group as well. Whether those tools involve professional guidance on writing papers, doing math problems, studying for exams, or help in organizing assignments, budgeting time, and studying skills, the center operates free of charge to all Reinhardt University students.  If you need help, contact the lab at 770-720-9232 or Dr. Emanuel at 770-720-5678, or join the FB group.

Important Contact Information: Dr. Walter May, Dean of Students: 770.720.5540 WPM@reinhardt.edu Student Health Center: 770.720.5542 studenthealthcenter@reinhardt.edu Public Safety: EMERGENCY 770.720.5911 non-emergency 770.720.5789 publicsafety@reinhardt.edu General Info for Fall 2021: [www.reinhardt.edu/back-to-campus](http://www.reinhardt.edu/back-to-campus) Covid vaccine location information: [www.vaccinespotter.org](http://www.vaccinespotter.org)

***Students with Disabilities*:** The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. **If you have a documented disability requiring an accommodation, please contact the Academic Support Office (ASO).** Reinhardt University is committed to providing reasonable accommodations for all persons with disabilities. ASO is located in the basement of Lawson Building. Phone is 770-720-5567. To receive academic accommodations for this course, please obtain the proper ASO letters/forms.

**Communication Program Objectives (CPO)**

Communication students will:

* use technology to enhance communication projects and course assignments
* demonstrate respect for individual and cultural differences
* demonstrate understanding of the historical, informational and organizational aspects of the communication environment
* develop and enrich their critical thinking skills and communication skills
* demonstrate creativity and a variety of research methods in their classes and civic work

**Learning outcomes and course objectives:**All of the course assignments and learning activities such as writing projects, research assignments, multimedia projects, readings, lectures, class discussions, and examinations will establish a better understanding of the communication environment for students. After completing the course:

* Students will demonstrate the ability to compose, organize and express their arguments, ideas and feelings in a range of speaking situations from formal public speaking to class discussions to interpersonal relationships as well as in formal five-paragraph written essays.
* Students will demonstrate skills in structuring their ideas into effective rhetorical structures for informative, persuasive, motivational, relational and inspirational occasions. Assignments will include both written and oral presentation elements.
* Students will effectively create two types of outline structures for larger assignments: both a full outline (with source citations and bibliography) and a brief podium outline. 2)
* Students will effectively demonstrate adequate information literacy and research skills to be able to complete two major research-based assignments.
* Students will learn and effectively follow a thesis-based structural model for both speeches and essays that includes an attention-getting opener or lead, a clear statement of the thesis or central idea, and a preview of main points, followed by a series of main points with strong supporting evidence and examples, then concluding with a review summary, a restatement of the central idea and a memorable closing.
* Students will effectively incorporate Monroe’s Motivated Sequence into this structure for their major persuasive assignment.
* Students will demonstrate skills in revision by submission of a first draft and subsequent revision into a final draft of their two major assignments.
* Grounded in a framework of intercultural understanding, students will demonstrate how to adapt their approach effectively (language, examples, etc.) to their audiences, understanding diverse learning styles and cultural contexts, and to approach each situation considering the ethical implications involved.
* Students will demonstrate the ability to speak extemporaneously and to engage with their audiences using their language, stories, voices, eye contact and body language.
* Students will effectively use visual presentation software to create basic PowerPoint presentations to accompany two of their major speeches and classroom technologies for their presentation.
* Students will demonstrate interpersonal skills, confidence, and leadership and small group skills through collaborative exercises in a supportive environment.
* Students will demonstrate listening and observation skills through a series of peer reviews and an outside speaker evaluation.
* Students will learn about aspects of other cultures through their research and informative speech topics related to the “Year Of” theme.

**THE PAPER/SPEECH PLANNER**

**GENERAL PURPOSE**: (to inform, persuade or entertain)

**SPECIFIC PURPOSE**: TO (above)\_\_\_\_\_\_\_\_\_\_ my audience to/that/about\_\_\_\_\_\_\_\_\_

**THESIS STATEMENT (thesis and main points should be full, declarative statements)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OUTLINE**

**I. INTRODUCTION**

A.Attention Getting Opening (AGO)

 B. Thesis Statement

 C. Relevance to audience

 D. Credibility of speaker

 E. Preview of main points

**II. BODY**

 A. First main point

 1. Information or evidence

 a. b. c. as/if necessary

 2. Information or evidence

 B Second Main point  etc

III. **CONCLUSION**

1. **Review of main points**(summarize and paraphrase)
2. **Re-affirmation of thesis statement**(paraphrase)
3. **Memorable closing statement**