

## **SYLLABUS FOR “INTRODUCTION TO COMMUNICATION”**

**COURSE DESCRIPTION:** Students will translate basic communication theory into practical methods for developing effective communication skills. Major communication variables and their impact on the human communication process will be studied. Principles of message development and delivery will also be examined with opportunities for students to present speeches before an audience. Students will work on enhancing their interpersonal and group communication skills through role-playing and group discussions.

**LEARNING OUTCOMES:** After completion of Communication 101, the student will be able to

1. understand the human dimension of interpersonal communication: personification vs. objectification.
2. assess personal communication styles and develop effective verbal and nonverbal interpersonal communication skills.
3. apply active listening and response behaviors in interpersonal communication and group discussion.
4. use appropriate assertiveness and conflict resolution skills in both interpersonal and group discussion settings.
5. understand the dynamics of group discussion and develop effective individual and leadership roles for small group interactions.
6. understand and appreciate culture differences in communication.
7. organize informative, persuasive and impromptu speeches which include the key elements of an effective speech: attention-getting opening, well-developed body, strong conclusion, clear transitions, and appropriate research data.
8. deliver speeches using an emphatic voice, a conversational style, meaningful eye contact, and appropriate facial and body gestures.
9. develop and effectively incorporate into a speech appropriate visual aids, including Powerpoint.

**TEXTBOOK:** *Communicate!* 11<sup>th</sup> Edition by Rudolph F. Verderber

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**OFFICE HOURS:** M, W 12am-2pm

## COMMUNICATION 101 CLASS SCHEDULE

<b><u>DATE</u></b>		<b><u>TOPIC</u></b>	<b><u>READINGS</u></b>
Week 1	January 14-18	Course Introduction Personifying Communication	Ch. 1
Week 2	January 23-25	The Communication Process Introductory Speeches	
Week 3	January 28-February 1	Verbal Communication Public Speaking	Ch. 3 Ch. 12, 13
Week 4	February 4-8	Public Speaking The Informative Speech	Ch. 14 Ch. 17
Week 5	February 11-15	The Informative Speech	
Week 6	February 20-22	Public Speaking Delivery Skills	Ch. 15, 16
Week 7	February 25-29	Informative Speech Presentations	Ch. 2, 4
Week 8	March 3-7	Informative Speech Presentations Mid-Term Examination	
Week 9	March 10-14	Interpersonal Communication	Ch. 5, 6
Week 10	March 17-19	Interpersonal Communication	Ch. 7, 8
	March 21-28	Spring Break	
Week 11	March 31-April 4	Persuasive Speaking	Ch. 9
Week 12	April 7-11	Persuasive Speaking Group Discussion	Ch. 10
Week 13	April 14-18	Group Discussion	Ch. 11
Week 14	April 21-25	Persuasive Speech Presentations	
Week 15	April 28-May 2	Persuasive Speech Presentations Course Wrap-up	
Week 16	May 5-8	Final Exam Week	

## COMMUNICATION 101 ASSIGNMENTS

<b><u>REQUIRED ACTIVITIES</u></b>	<b><u>DUE DATE</u></b>	<b><u>% OF GRADE</u></b>
ORAL PRESENTATIONS		
Introductory Speech	January 25	5%
Informative Speech	February 27 & 29, March 3 & 5	15%
Persuasive Speech	April 23, 25, 28, 30	15%
Impromptu Speech	TBA	5%
WRITTEN ASSIGNMENTS		
Informative Outline	February 20	10%
Persuasive Outline	April 16	10%
EXAMINATIONS		
Mid-Term	March 7	15%
Final	TBA	15%
SUPPLEMENTARY EXERCISES		
Quizzes/Reflections		5%
Class participation (including speech evaluations)		5%
TOPIC SELECTIONS		
Informative Speech	February 13	
Persuasive Speech	April 9	

# COMMUNICATION 101 POLICIES

1. Attendance and promptness at all class sessions is expected. Three or more unexcused absences will affect your final grade. Three tardies constitute one unexcused absence. In addition, three consecutive class absences without a valid excuse can result in a failing grade.
2. If you are unable to attend class, you are still responsible for all information presented during that session.
3. To pass Communication 101 with a minimum "C" grade, you must present three speeches: the Introductory speech, the Informative speech and the Persuasive speech. If you are not present for the Introductory speech without a valid reason, you will be asked to withdraw immediately from the class. You must also take both the mid-term and final examination to receive a passing grade for the course.
4. Assignments must be completed on the specified due date. Work that is one class day late will be assessed a 30% point reduction. Outlines turned in later than one class day will be evaluated but will not receive a grade.
5. All assignments submitted should be the student's own work. Other sources should be properly attributed. Plagiarism will not be tolerated. Communication department policy requires that, on first offense, plagiarized assignments will be given a grade of zero and the student's final grade will be reduced by one letter grade. A second offense will mandate an automatic failure of the class.
6. You may make up a test or a speech with verification that circumstances were beyond your control. In such cases, please notify me before class, if possible. (Nursing a common cold, doing an errand, meeting with a professor or advisor, or not being ready for an assignment are not considered legitimate excuses.)
7. Any assignment or exercise based on in-class activity with other class members cannot be made up if you are not present for the activity.
8. Assignments will be graded on timeliness, completeness, and quality of content. All written assignments must be in hard copy format.