

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!* 12th Edition by Rudolph F. Verderber
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COMMUNICATION 101 CLASS SCHEDULE

DATE		TOPIC	READINGS
Week 1	August 25-29`	Course Introduction Personifying Communication	Ch. 1
Week 2	September 3-5	The Communication Process Introductory Speeches	
Week 3	September 8-12	Verbal Communication Public Speaking	Ch. 3 Ch 12, 13
Week 4	September 15-19	Public Speaking The Informative Speech	Ch. 14
Week 5	September 22-26	The Informative Speech	Ch. 16
Week 6	September 29-Oct 3	Public Speaking Delivery Skills	Ch. 15
Week 7 4	October 6-10	Informative Speech Presentations	Ch. 2,
Week 8	October 15-17	Informative Speech Presentations Mid-Term Examination	
Week 9 6	October 20-24	Interpersonal Communication	Ch. 5,
Week 10 8	October 27-31	Interpersonal Communication	Ch. 7,
Week 11	November 3-7	Persuasive Speaking	Ch. 17
Week 12	November 10-14	Persuasive Speaking Group Discussion	Ch. 10
Week 13	November 17-21	Group Discussion	Ch. 11
Week 14	November 24-26	Persuasive Speech Presentations	Ch. 9
Week 15	December 1-5	Persuasive Speech Presentations Course Wrap-up	
Week 16	December 8-11	Final Exam	

COMMUNICATION 101 ASSIGNMENTS

<u>REQUIRED ACTIVITIES</u>	<u>DUE DATE</u>	<u>% OF GRADE</u>
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ORAL PRESENTATIONS

Introductory Speech	September 5	5%
Informative Speech	October 6, 8, 10, 15	15%
Persuasive Speech	November 24, 26, December 1, 3	15%
Impromptu Speech	TBA	5%

WRITTEN ASSIGNMENTS

Informative Outline	September 29	10%
Persuasive Outline	November 17	10%

EXAMINATIONS

Mid-Term	October 17	15%
Final	TBA	15%

SUPPLEMENTARY EXERCISES

Quizzes/Reflections	5%
Class participation (including speech evaluations)	5%

TOPIC SELECTIONS

Informative Speech	September 19
Persuasive Speech	November 7

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.