

CHAMINADE UNIVERSITY
MS. CAROLYN KURIYAMA

FALL 2002

SYLLABUS FOR COMMUNICATION 10102, 03, 10

COURSE DESCRIPTION: In this course, 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 skills through role-playing and group discussions.

OBJECTIVES:

- 1) Promote human growth through quality communication
- 2) Understand the process of communication
- 3) Develop the ability to stir up intended meanings in others
- 4) Better understand the "self" as a communicator
- 5) Appreciate the role of nonverbal cues in a communication setting
- 6) Effectively organize informative and persuasive speeches
- 7) Develop effective public speaking delivery skills
- 8) Use appropriate listening and response behaviors
- 9) Develop interviewing techniques
- 10) Become a more effective group participant and leader

TEXTBOOK: Communicate! By Rudolph F. Verderber (10th Edition)
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OFFICE HOURS: Monday and Wednesday 12-1; Tuesday 11-12 or by appointment

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 will constitute one unexcused absence. In addition, three consecutive class absences 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. 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 be graded.
4. You may make up a test or a speech with verification that circumstances were beyond your control. In such, a case, 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.)
5. 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.
6. Assignments will be graded on timeliness, completeness, and quality of content. All written assignments must be typed.

COMMUNICATION 101 CLASS SCHEDULE

DATE	TOPIC	READINGS
Week 1 Aug 26-30	Course Introduction The Communication Process	Chapter 1
Week 2 Sept 4-6	Introductory Speeches Verbal Communication	Chapter 3
Week 3 Sept 9-13	Public Speaking	Chapters 12, 13, 14
Week 4 Sept 16-20	The Informative Speech	Chapter 17
Week 5 Sept 23-27	Public Speaking Delivery Skills	Chapters 15, 16
Week 6 Sept 30-Oct 4	Informative Speech Presentations	
Week 7 Oct 7-11	Informative Speech Presentations Mid-Term Examination	
Week 8 Oct 16-18	Interpersonal Communication	Chapters 2, 4, 5
Week 9 Oct 21-25	Interpersonal Communication	Chapters 6, 7, 8
Week 10 Oct 28-Nov 1	Interpersonal Communication	
Week 11 Nov 4-8	Persuasive Speaking	Chapter 18
Week 12 Nov 13-15	Interviewing Techniques	Chapter 9
Week 13 Nov 18-22	Group Discussion	Chapters 10, 11
Week 14 Nov 25-27	Persuasive Speech Presentations	
Week 15 Dec 2-6	Persuasive Speech Presentations Course Wrap-up	
Week 16 Dec 9-13	Final Exam Week	

COMMUNICATION 101 ASSIGNMENTS

REQUIRED ACTIVITIES	DUE DATE	% OF GRADE
ORAL PRESENTATIONS		
Introduction Speech	Sept 4	5%
Informative Speech	Sept 30, Oct 2, 4, 7, 9	15%
Persuasive Speech	Nov 25, 27, Dec 2, 4, 6	15%
Impromptu Speech	TBA	5%
WRITTEN ASSIGNMENTS		
Informative Outline	Sept 23	10%
Persuasive Outline	Nov 15	10%
EXAMINATIONS		
Mid-Term	Oct 11	15%
Final	TBA	15%
SUPPLEMENTARY EXERCISES		
Speech critiques, evaluations, participation		10%
TOPIC SELECTIONS		
Informative Speech	Sept 16	
Persuasive Speech	Nov 8	