

FD '02

Chaminade University of Honolulu
Fall 2002
Chaminade Campus- Henry Hall

06+07

Course: Communication 101- Personal and Public Speaking

Instructor: Amy Stehlik

Credits: 3 Credits

Date/Time: Tuesday/ Thursday

Communications: Telephone: 779- 5444
E-mail: amy@blueplanetsurf.com

Office Hours: By Appointment

Textbook: Verderber, Rudolph F. (2002), *Communicate!*, Wadsworth Publishing. (10th ed.)

Course Description: This course is developed to introduce students to major forms of communication. Through class activities you will learn effective speaking skills for two-person, small group, and public situations. You will explore and apply basic principles of message development through small group and class discussions, giving speeches, and examinations.

Course Objectives: At the end of the course students should be able to:

- Understand the communication process, and the importance of verbal and nonverbal communication. Recognize how self-concept develops and affects communication.
- Identify, discuss, and apply major intrapersonal and interpersonal communication concepts and principles.
- Introduce students to effective group discussion techniques.
- Learn how to listen and respond more effectively.
- Overcome their fear of public speaking, through practice and preparation.

Course Rules/ Requirements:

Assignments:

This is a course of interactive, cooperative experiences between the students and the instructor. The format is designed to integrate small lectures, small group work, discussions, and student presentations. Student **active** participation is an important and *required* part of the class.

Chapter readings and homework will be assigned in advance. It is important that all students read the assigned chapters prior to class and come well prepared and ready to participate in the discussion of the material. The syllabus IS subject to change, and students will be told in advance of any such changes.

Homework assignments and speech outlines must be typed and are due on the date specified. Late outlines will lose one grade per class day, off of the actual earned grade. If you are one of the "lucky ones" to give a speech first, you are still expected to be prepared and do your best. However, I will take into account the anxiety of "first rounders." (And the later speakers should be learning from the earlier ones.)

Names will be "chosen from a hat" for the order of giving the first speech, then the reverse order will be used the second time. The Impromptu speech and mini-speeches order will also be "chosen from a hat."

Attendance/ Participation:

Students are required to attend class regularly and promptly. Being in class means that you arrived on time and stay until the class is excused. More than two unexcused absences will result in lower points for the attendance and participation portion of your grade (-3 points each time). Excessive absences can result in course failure. If you are not present for class you are still responsible for the material covered. Please notify me in advance if you know you will not be able to attend a class. Missed Evals cannot be made up.

You may make up an exam or a speech with the verification that circumstances were beyond your control- hospital note, tow truck invoice, etc. In such cases, please try to contact me before class, if possible, so as not to hold up the rest of the class. Nursing a common cold, picking up someone at the airport, running an errand, or not being ready for an assignment are NOT legitimate excuses. Any work turned in that is not your own work (plagiarism) will be given an automatic ZERO and discussed with school administration.

Students may make appointments with the instructor in order to discuss any assignments or grades. Students will be informed ahead of time if they are not performing well in class participation, homework, exams, or speeches, so that they may improve their grades before the mid-semester, and again before the deadline to drop the class. PLEASE talk to the instructor if you feel you are not understanding the material or assignments, or need a pep-talk before speech time.

Grading:

<u>Assignment:</u>	<u>Points:</u>	<u>My Score:</u>
Exam #1	80	
Exam #2	100	
Exam #3	100	
Final Exam	120	
Informative Outline	50	
Informative Speech	150	
Persuasive Outline	50	
Persuasive Speech	150	
Impromptu Speech	50	
Mini-Speech (hobby)	20	
Homework assignments (8x6pts)	48	
Class Attendance (19x3pts) & Participation (not exams/speeches)	57	
Evals (4x4, 2x3, 1x3pts)	25	
	<hr/> Total 1000	<hr/> Total
	Divide by 10 = final grade	Divide by 10
		My Grade:
Grade Scale: A= 100-90 B= 89- 80 C= 79- 70 D= 69- 60 F= 59- 0		

Communication 101: Introduction to Communication
Fall 2002 -Tues/Thurs Class Schedule

Homework assignments are due the class day they are posted on and they must be typed unless a worksheet is provided. Final drafts of the informative and persuasive speeches are due on the dates stated and also must be typed. First drafts can be turned in earlier than the final drafts for suggestions by the instructor.

- Week 1 Aug 27- Introductions, Syllabus, Three Truths & a Lie
 Aug 29- Chapter 17: Informative Speaking
- Week 2 Sept 3- Ch.12: Topic & Goal, Ch. 13: Research, Ch. 14: Organization
 Sept 5- Ch. 14: Organization continued, outline drafting
 HW#1- 10+ Resources for informative speech (3 Internet only)
- Week 3 Sept 10- **Exam #1:** Chapters 12, 13, 14, 17, continue Drafting in Class
 Sept 12- Ch. 15: Adapting to your Audience
 HW#2: Subject/ Topic/ goal/ Thesis/ Main Points/ Pattern for Info speech
- Week 4 Sept 17- Ch. 16: Presenting Your Speech
 HW#3: Audience Analysis & speech Plan
 Sept 19- Delivery Skills Workshop
 (**Informative Speech Outline DUE** today)
- Week 5 Sept 24- **Mini-Speech** "My Hobby / Job" / Evals
 (outlines returned to class)
 Sept 26- Ch. 4: Non-verbal Communication /exercises
- Week 6 Oct 1- **Informative Speeches/** evals (5-7 minute speech)
 Oct 3- **Informative Speeches/** evals
- Week 7 Oct 8- Ch.18: Persuasive Speaking
 Oct 10- Ch. 18 Continued- Pathos, Ethos, Logos- do speech outline worksheet
 HW#4: Persuasive Speech subject/ topic/ goal/ thesis/ pattern & main points layout
- Week 8 Oct 15- **Exam #2-** Chapters 15, 16, 4, 18
 Oct 17- Ch. 1: The Communication Process
 (**Extra Credit** due next class: Com process diagram of your own situation)
- Week 9 Oct 22- Ch. 2: Perception of Self and Others
 Oct 24- Exercises Chapters 1& 2, Ch. 3: Verbal Communication
 HW#5: Self-Concept/ self-esteem diagram

- Week 10 Oct 29- Ch. 6: Listening- 5 Steps
 Persuasive Outline DUE today
- Oct 31- Ch. 5: Conversations/ Maxims
 HW#6: 5 Steps of listening applied to your own situation
- Week 11 Nov 5- **Exam #3:** Chapters 1, 2, 3, 5, 6 (outlines returned to class)
- Nov 7- Ch. 7: Self-Disclosure & Feedback
 (Owning/ Describing feelings, Assertiveness)
- Week 12 Nov 12- Chapter 8: Communication in Relationships
 HW#7: Conflict Resolution- communicating during conflict worksheet
- Nov 14- Ch. 9: Job Interviews/ Exercises
 HW#8: Bring in your updated Resume and a "job" to apply for
- Week 13 Nov 19- **Persuasive Speeches/ Evals** (6-8 minutes)
- Nov 21- **Persuasive Speeches/ Evals** (6-8 minutes)
- Week 14 Nov 26- Ch. 10: Group Communication/ Process & Ch. 11 Group Leadership
- No Class- Thanksgiving Holiday
- Week 15 Dec 3- **Impromptu Speeches** (~3 minutes)
- Dec 5- Finish **Impromptu Speeches &**
 (Last Class) Do Ch. 10 & 11 Group Exercise, Review for Final Exam
- Week 16 Dec 10- **Final Exam** – Chapters 7, 8, 9, 10, 11 & some topics from previous chapters
 (extra credit due- diagram your group process/ leadership qualities)
 & diagram answer to group project)

4 Exams

8 Homeworks due on day listed

Informative Outline due on day listed

Informative speech

Mini-speech

Persuasive Outline due on day listed

Persuasive Speech

Impromptu speech

Active Participation &

Attendance