

FE'02

## COURSE OUTLINE

Communication 101-102

Introduction to Communication

(formerly Comm. 140, Personal and Public Speech)

Fall 2002

LOCATION: Schofield

TIME: 12:30-4:40 Sat.

INSTRUCTOR: Alice Lemon 922-5135

TEXTBOOK: Communicate! By Rudolph and Kathleen Verderber

COURSE DESCRIPTION: Introduction to major forms of oral communication.

Activities for students to learn effective speaking skills for two-person, small groups and public situations. Examination and application of basic principles of message development for personal and public speech.

OVERALL OBJECTIVE: To improve our ability to share information, meanings, and feelings through the exchange of verbal and non-verbal messages.

SPECIFIC OBJECTIVES:

1. To recognize how communication skills affect our lives.
2. To identify our own strengths and weaknesses as a communicator.
3. To employ the principles of good communication to improve our relationships.
4. To speak comfortably and effectively in front of a group.
5. To understand how to compose various types of speeches.

ASSIGNMENTS TO FULFILL OBJECTIVES:

1. The student will participate in class discussions and exercises.
2. The student will demonstrate the ability to organize and deliver a 6-9 minute demonstration speech using visual aids.
3. The student will demonstrate the ability to organize and deliver a 6-9 minute persuasive speech containing researched current and relevant information. Speech outline and references to be submitted on day of speaking.
4. The student will successfully complete a midterm and final exam based on the class discussions and the textbook.

## GRADING:

| <u>Assignment</u>    | <u>Points</u> |
|----------------------|---------------|
| Class participation  | 50            |
| Demonstration Speech | 100           |
| Persuasive Speech    | 100           |
| Midterm exam         | 100           |
| Final exam           | 50            |

The student's final grade will be based on the total points earned using the following scale:

| <u>Points</u> | <u>Letter Grade</u> |
|---------------|---------------------|
| 360-400       | A                   |
| 320-359       | B                   |
| 280-319       | C                   |
| 240-279       | D                   |
| below 240     | F                   |

## NOTES FOR THE STUDENT:

1. The student is expected to accept all of the responsibilities of being a college student, particularly setting aside the time necessary to complete assignments.
2. Attendance is a requirement for this course. Fifty points will be dropped for each unexcused absence.
3. Late work will have 10% of the possible points deducted.
4. If a student is absent, he/she is responsible for the material covered and the work assigned.
5. Please plan on reading the entire text, approximately two chapters per week.
6. Grading criterion as stated in the Chaminade undergraduate catalog is as follows:
  - A – Outstanding scholarship and an unusual degree of intellectual initiative.
  - B – Superior work done in a consistent and intellectual manner.
  - C – Average grade indicating a competent grasp of subject matter.
  - D – Inferior work of the lowest passing grade.
  - F – Failed to grasp even the minimum subject matter.
  - I – Did not complete a small portion of the work due to circumstances beyond the student's control.



|         |  |                        |
|---------|--|------------------------|
| Week 1  | Course Introduction<br>Communication perspectives<br>Perception of Self and Others | Chapter 1 and 2        |
| Week 2  | Verbal Communication<br>Non-verbal Communication                                   | Chapter 3 and 4        |
| Week 3  | Conversations<br>Listening   | Chapter 5 and 6        |
| Week 4  | Self-disclosure<br>Interpersonal Relations   | Chapter 7 , 8, and 9   |
| Week 5  | Interviewing<br>Introduction to Public Speaking                                    | Chapter 12 and 16      |
| Week 6  | Midterm exam<br>Preparing an Informative Speech                                    | Chapter 13, 14, and 15 |
| Week 7  | Presentation of “how to” speeches  | Chapter 17 and 18      |
| Week 8  | Preparing a Persuasive Speech  |                        |
| Week 9  | Presentation of persuasive speeches  |                        |
| Week 10 | Group Communication<br>Final Exam  | Chapter 10 and 11      |