

Kevin D. Lo
Chaminade University
Summer 2002 (July 1-September 10)
Friday 5:30-9:40 pm
Kaneohe MCBH
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COMMUNICATION 101-INTRODUCTION TO COMMUNICATION

Course Description: This course introduces the major forms of communication and presents activities for students to learn effective communication skills for two-person, small groups and public situations. Students will also examine and apply the basic principles of message development for personal and public speech.

Objectives: Upon completing this course, students will be able to:

1. understand a definition of communication
2. deliver effective speeches
3. construct organized, well-documented speeches
4. apply theories of effective persuasion to influence audiences
5. recognize how social perception affects communication
6. explain how word choice impacts the interpretations of messages
7. understand how and what people communicate nonverbally
8. identify ways to communicate more effectively in interpersonal situations
9. know how to be an effective group discussion leader and participant
10. realize the cross-cultural diversity in communication behaviors

Required Textbook: Communicate! (10th Edition) Rudolph F. Verderber

Course Requirements:

• Self Introduction Speech	5%
• Impromptu Speech	5%
• Informative Speech + Outline	15% + 5%
• Persuasive Speech + Outline	20% + 5%
• Midterm Exam	15%
• Final Exam	20%
• Quizzes and Participation	10%
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Policies:

- Attendance and punctuality are mandatory at all class sessions. Records of both criteria will be maintained. Please bring your textbook to all lectures.
- Students are expected to read the assigned chapters before class and to participate actively in class discussions.
- Because this is a summer session with fewer meetings than a regular semester, even one absence will adversely impact final grades. Two absences can result in a failing grade.
- If you know ahead of time that you cannot attend class on a given day, it is your responsibility to make the appropriate arrangements with me beforehand.
- In the event that you are absent, you are still responsible for the material covered in class.
- Because of the nature of the summer session, only the Informative Speech, Persuasive Speech, and Midterm Exam may be made up due to absences with written documentation of circumstances beyond your control.
- Because the Final Exam is administered at the last class meeting, no rescheduling or make-ups are permitted. Failure to take the Final Exam will result in a failing grade for the entire course. Both the Midterm and Final Exams will be closed book.
- Quizzes, both announced and unannounced, will be given throughout the term at the beginning of class. Quizzes will be based on the assigned readings for the week and materials covered the week prior. Quizzes cannot be made up in the event of tardiness.
- Speech outlines must be turned in by the due date. No exceptions. All written assignments must be typed.
- Cell phones and pagers must be on “silent” during class.
- Any student found guilty of cheating will receive a failing grade for the assignment and/or the course. Cheating is defined as: using notes, books, or other resources that are not specifically allowed during quizzes or examinations; copying or using the works of others and submitting them as your own work without appropriate credit or citations.

Please note: These policies cannot, nor are they intended to cover, every expectation and aspect of acceptable behavior for this class. Please use your best adult judgment to make mature decisions for yourself. When in doubt, COMMUNICATE your questions/concerns to the instructor.

Week #	Date	Activities and Topics	Readings
Week 1	July 5	Course Introduction Foundations of Communication	
Week 2	July 12	Self Introduction Speeches Interpersonal Communication	Review Ch 1-4 Ch 5-8
Week 3	July 19	Impromptu Speeches Group Communication Informative Speech Topics Due	Ch 10, 11
Week 4	July 26	Informative Speech Outlines Due Public Speaking Delivery Skills Informative Speaking	Ch 12-17
Week 5	August 2	Informative Speeches	
Week 6	August 9	Midterm Examination Persuasive Speech Topics Due	
Week 7	August 16	TBA	
Week 8	August 23	Persuasive Speech Outlines Due Interviewing Persuasive Speaking	Ch 9, 18
Week 9	August 30	Persuasive Speeches	
Week 10	September 6	Final Examination	