

You need
this, too

SD 2003

COM 101⁰⁵ - Introduction to Communication
Chaminade University of Honolulu

SPRING 2003

COURSE MEETS: TTH: 9:30-10:50, Rm. 203 Henry Hall

INSTRUCTOR: Ms. Stacia Garlach

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Email: stacia@toughguy.net

OFFICE HOURS: By appointment only

TEXT: Verderber, R.F. & Verderber, K.S. (2002). *Communicate!* (10th Ed.). Belmont, CA: Wadsworth/Thomas Learning.

COURSE DESCRIPTION

COM 101: Introduction to Communication (3) – Development of oral communication skills vital in career and personal life. Focus is on principles and skills of effective communication in interviews, small group discussions and public speeches. Major communication variables and their impact on the human communication process will be studied.

COURSE OBJECTIVES

Upon successful completion of COM 101, students should be able:

- ✓ To understand the human aspect of communication: personification versus objectification.
- ✓ To assess personal communication styles and develop effective verbal and nonverbal interpersonal communication skills.
- ✓ To understand and apply active listening and response behaviors in interpersonal communication.
- ✓ To apply appropriate assertiveness and conflict resolution skills in both interpersonal and group discussion settings.
- ✓ To understand the dynamics of group discussion and to develop effective individual and leadership roles for small group interactions.
- ✓ To understand and appreciate cultural differences in communication.
- ✓ To organize informative, persuasive and impromptu speeches that include the key elements of an effective speech: attention-getting opening, well-developed body, strong conclusion, clear transitions, and appropriate supporting materials.
- ✓ To deliver speeches using an emphatic voice, a conversational style, meaningful eye contact, and appropriate facial and body gestures.
- ✓ To develop and effectively incorporate into a speech appropriate visual aids, including PowerPoint.

COURSE POLICIES

1. **Attendance:** Regular attendance in class is vital to the student's success in COM 101. Poor attendance will adversely affect performance and grades. Roll will be taken at the beginning of each class. If a student is not there when roll is taken, s/he will be counted absent. If a student misses more than the equivalent of one week of class during a regular 15-week semester, the final course grade may be lowered one full letter grade. Because COM 101 is an oral skills class, students with more than two weeks of absences (out of 15 weeks) should seriously consider withdrawal from the course.

Documentation for absences (due within one week of the absence) for illness, official university functions, or other dire emergencies *may be excused*. *Work-related absences are not excused*. Students involved in military deployment should visit with instructor to make alternate arrangements. It is the absent student's, *not the instructor's*, responsibility to catch up after missed after missed class days by making arrangements with a classmate for class notes or missed assignments.

It is important to arrive in class at the scheduled time. If you are tardy, leave early, or take unauthorized breaks, you will be counted absent, may miss important announcements, or an assignment. Student speeches must NOT be interrupted. If you arrive late, and a student is giving a speech, do not enter until the student finishes the speech. For the sake of a consistent learning and speaking environment, no guests will be admitted.

2. **Participation:** Active participation in class discussion and exercises is expected. Involvement in class activities and discussions will help students prepare for speaking assignments and increase their understanding of the material being studied.
3. **Readings and written assignments:** Class discussions and activities are based on the assigned textbook readings. You should read the assigned material before the class period for which it is assigned (see Course Outline). All written assignments should follow the assigned format and **MUST** be typed; untyped materials will receive a grade of zero. Written work that contains excessive typographical and grammatical errors is subject to grade penalty. Students should keep a copy of all written work submitted.
4. **Speech performances and other assignments:** The instructor will announce in advance the means of determining the schedule for each speaking assignment (except impromptu speeches). Students must give their speeches and take tests on time. If a student misses such an assignment for a documented reason (see item 1 above), the student *may be* permitted to make up the assignment at a later date (time permitting), at the instructor's convenience. If the student is not ready when called on for the make-up, a grade of zero will be recorded. All speeches must be given before an audience (the class). All late, unexcused speeches worth 25 or more points will receive

a TWO letter-grade penalty, and will only be heard if time permits. Speeches or other assignments worth less than 25 points are NOT eligible for make-up. Questions about grades should be raised within one week of the return of the graded assignment.

5. **Plagiarism:** Students must do their own work on all assignments. All student speeches should be the original work done by the student for this class. Use of work that is not credited to the original source, or use of someone else's speech or material is a serious academic offense and will not be tolerated. Any speech that is plagiarized will receive a grade of zero. Academic dishonesty is subject to penalty according to University policy.
6. **Course content:** The instructor and the Communication Department reserve the right to determine all aspects of the COM 101 curriculum and content.
7. **Speaking assignments:** All speaking assignments are competency-based. The objectives for the graded extemporaneous speeches will be detailed in handouts. Some additional topical detail about impromptu speeches will be provided in class immediately before each of these speeches. The evaluation of each speech objective will be indicated by one of three types of ratings, based on demonstrated competency: A=distinguished achievement; OK=adequate, average (meets expectations regarding the objective); X=inadequate, below average (does not meet expectations regarding the objective). Speeches in which the speaker's English is not understandable will automatically receive a grade of zero.
Speakers must be appropriately dressed (acceptable: dresses, slacks, skirts, suits, ties; unacceptable: HATS, jeans, T-shirts, shorts, short skirts, sweats). Remember to spit out gum and turn off cell phones and pagers. If a student's cell phone or pager rings during a speech, their speech grade is subject to penalty.

8. **Course requirements:**

Assignments	Points possible	% of Grade	Your score
Introductory speech	25	5%	
Informative speech	75	15%	
Informative outline	50	10%	
Persuasive speech	75	15%	
Persuasive outline	50	10%	
Impromptu speeches (10 ea.)	20	4%	
Quizzes & class participation	30	6%	
Midterm exam	75	15%	
Final exam	100	20%	
TOTAL POINTS:	500	100%	

COMMUNICATION 101 CLASS SCHEDULE

DATE		TOPIC	READINGS
Week 1	January 13-17	Course Introduction The Communication Process	Ch. 1
Week 2	January 22-24	The Communication Process Introductory Speeches	
Week 3	January 27-31	Verbal Communication Public Speaking	Ch. 3 Ch.12, 13
Week 4	February 3-7	Public Speaking The Informative Speech	Ch.14 Ch. 17
Week 5	February 10-14	Public Speaking Delivery Skills	Ch. 15, 16
Week 6	February 19-21	Informative Speech Presentations	
Week 7	February 24-28	Informative Speech Presentations Mid-term Examination	
Week 8	March 3-7	Interpersonal Communication	Ch. 2, 4
Week 9	March 10-14	Interpersonal Communication	Ch. 5, 6
Week 10	March 17-21	Interpersonal Communication	Ch. 7, 8
	March 24-28	SPRING BREAK	
Week 11	March 31-April 4	Persuasive Speaking	Ch. 9
Week 12	April 7-11	Persuasive Speaking Group Discussion	Ch.10
Week 13	April 14-16	Group Discussion	Ch.11
Week 14	April 21-25	Persuasive Speech Presentations	
Week 15	April 28-May 2	Persuasive Speech Presentations Course Wrap-up	
Week 16	May 5-9	Final Exam Week	