

**SYLLABUS FOR
"INTRODUCTION TO COMMUNICATION"**

COURSE DESCRIPTION: 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. To understand the human dimension of interpersonal communication: personification vs objectification.
2. To assess personal communication styles and to develop effective verbal and nonverbal interpersonal communication skills.
3. To apply active listening and response behaviors in interpersonal communication and group discussion.
4. To use appropriate assertiveness and conflict resolution skills in both interpersonal and group discussion settings.
5. To understand the dynamics of group discussion and to develop effective individual and leadership roles for small group interactions.
6. To understand and appreciate cultural differences in communication.
7. To organize informative, persuasive and impromptu speeches which include the key elements of an effective speech: attention-getting opening, well-developed body, strong conclusion, clear transitions and appropriate research data.
8. To deliver speeches using an emphatic voice, a conversational style, meaningful eye contact, and appropriate facial and body gestures.
9. To develop and effectively incorporate into a speech appropriate visual aids, including power point.

TEXTBOOK: *Communicate!* 10th Edition by Rudolph F. Verderber

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OFFICE HOURS: Monday and Wednesday 11 a.m. to 1 p.m. and 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 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. To pass Communication 101 with a minimum "C" grade, you must present three speeches: the Introductory speech, the Informative speech and the Persuasive speech. If you are not present for the Introductory speech without a valid reason, you will be asked to withdraw immediately from the class. You must also take both the mid-term and final examination to receive a passing grade for the course.
4. 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 receive a grade.
5. You may make up a test or a speech with verification that circumstances were beyond your control. In such cases, 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.)
6. 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.
7. Assignments will be graded on timeliness, completeness, and quality of content. All written assignments must be typed.

COMMUNICATION 101 CLASS SCHEDULE

<u>DATE</u>		<u>TOPIC</u>	<u>READINGS</u>
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	

COMMUNICATION 101 ASSIGNMENTS

<u>REQUIRED ACTIVITIES</u>	<u>DUE DATE</u>	<u>% OF GRADE</u>
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ORAL PRESENTATIONS

Introductory Speech	January 22	5%
Informative Speech	February 19, 21, 24, 26	15%
Persuasive Speech	April 21, 23, 25, 28, 30	15%
Impromptu Speech	TBA	5%

WRITTEN ASSIGNMENTS

Informative Outline	February 10	10%
Persuasive Outline	April 14	10%
Group Discussion Reflection		2.5%
Peer Evaluations		2.5%

EXAMINATIONS

Mid-Term	February 28	15%
Final	TBA	15%

SUPPLEMENTARY EXERCISES

Quizzes		5%
Class participation		

TOPIC SELECTIONS

Informative Speech	February 5
Persuasive Speech	April 9