

Chaminade University

Winter 2003

Course: Introduction to Communications

Time: Friday
5:30 – 9:30

Instructor: Katie Lembo
Phone: 735-4883
Email: klembo@chaminade.edu

Required Text: Verderber, Rudolph. *Communicate!*, 10th edition.

Course Description:

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

Course Objectives:

At the end of the term students should be able to:

- Organize and present an effective speech at an elevated comfort level.
- Utilize the tools and concepts covered by the textbook and lecture to create a more complete perspective on the significance of effective communication patterns.
- Enhance their ability to participate effectively in interpersonal and group settings by engaging the students' ability to become more involved listeners.

Course Requirements:

- Three Exams
- Informative Outline due on the specified date (typed)
- Informative Speech
- Persuasive Outline due on the specified date (typed)
- Persuasive Speech
- Three reflective papers
- Mini Speech
- Impromptu Speech
- Homework Assignments due on the specified date
- Attendance and participation in class discussion

Class Attendance

This is an accelerated class that is responsible for covering an immense amount of material in a ten week time period. As a result, attendance is essential and roll will be taken at the beginning of every class. The following policy is constructed for both excused and unexcused absences.

0 absences = 5 points added on to your overall test grade

1 absences = no direct effect

2 or more absences = a direct effect on your final grade

- There are **NO MAKE UP EXAMS OR SPEECHES** (unless prior arrangements have been made with the instructor).
- If there is a major emergency (severe illness, car troubles, death in the family, ect.) and you cannot take an exam or deliver a speech is standard policy that you **MUST** 1) call **BEFOREHAND** to let the instructor know of the emergency, and then 2) provide valid documentation. A slight cold, picking someone up at the airport or not being ready for an assignment do **NOT** constitute as an emergency.

Speeches

Names will be chosen from a “hat” to determine the order of speech presentations, then the reversed order will be used for the second time. The mini and impromptu speeches will also be chosen from a “hat”.

- Dress appropriately for class on the day of your speech presentation.
- No gum or hats.
- All outlines **MUST** be handed in on time (**IN CLASS**) on the specified date.
- At **LEAST** one speech must be accompanied by appropriate visual aids.

Assignments

Reflective papers, outlines and homework assignments must be typed unless otherwise indicated.

Academic Honesty

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a university official. Academic dishonesty may include theft of records, or examinations, alteration of grades, and plagiarism.

Course Grading:

<u>Assignment</u>	<u>Points</u>	<u>My Score</u>
Exam #1	100	
Exam #2	100	
Exam #3	100	
Informative Outline	50	
Informative Speech	150	
Persuasive Outline	50	
Persuasive Speech	150	
Mini Speech <i>Topic: Hobbies, Occupation, Family</i>	75	
Impromptu Speech	75	
Reflection Paper #1	25	
Reflection Paper #2	25	
Reflection Paper #3	25	
Homework Assignments	25 (5x5pts)	
Class Attendance & Participation	50	
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Total	1000	Total divided by 10 =

Grade Scale:

- A = 100 – 90
- B = 89 – 80
- C = 79 – 70
- D = 69 – 60
- F = 59 – 0

Course Schedule:

This is an interactive course where students are strongly encouraged to ask questions, participate in group discussions and in-class assignments. We will adhere to the following schedule as closely as possible, but may make adjustments in order to meet the needs of the students and instructor.

DATE	TOPIC/ACTIVITY	READING
Jan. 17	Course & Student Introduction's Group Communication Selecting a Successful Topic Informative Speeches	CH 10 (238 -246) CH 12 CH 17
Jan. 24	Doing Research Organizing Mini Speech Turn in Topic	CH 13 CH 14
Jan. 31	Adapting Verbally & Visually Practicing Your Speech Reflective Papers Due (1-2 pages) Outline Due	CH 15 CH 16
Feb. 7	Verbal Communication Nonverbal Communication Outlines Returned Exam # 1 (12, 17, 13, 14, 15, 16)	CH 3 CH 4
Feb. 14	Persuasive Speaking Listening Feedback Informative Speeches (6 – 8 min)	CH 18 CH 6 CH 7
Feb. 21	Communication Perspective Communication in Relationships Topic & Outline Due Reflective Papers Due (1-2 pgs)	CH 1 CH 8

Feb. 28	Perceptions Conversations Outlines Returned Exam # 2 (3, 4, 6, 7, 18, 8)	CH 2 CH 5
Mar. 7	Interviewing Persuasive Speech (6-8 min)	CH 9
Mar. 14	Group Communication (246-262) Roles and Leadership Reflective Papers Due (1-2 pgs)	CH 10 CH 11
Mar. 21	Impromptu Speeches Exam # 3 (2, 5, 9, 10, 11)	