

**CHAMINADE UNIVERSITY
FALL 1999
CAROLYN KURIYAMA**

SYLLABUS FOR COMMUNICATION 140

COURSE DESCRIPTION: In this course, 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) **Promote human growth through quality communication**
- 2) **Understand the process of communication**
- 3) **Develop the ability to stir up intended meanings in others**
- 4) **Better understand the "self" as a communicator**
- 5) **Appreciate the role of nonverbal cues in a communication setting**
- 6) **Effectively organize informative and persuasive speeches**
Develop effective public speaking delivery skills
- 8) **Use appropriate listening and response behaviors**
- 9) **Develop interviewing techniques**
- 10) **Become a more effective group participant and leader**

TEXTBOOK: Communicate! By Rudolph F. Verderber (9th Edition)

OFFICE HOURS: By appointment

COMMUNICATION 140 POLICIES

1. **Attendance and promptness at all class sessions is expected. Three or more unexcused absences will result in a 10 point reduction of your final grade.**
2. **If you are unable to attend class, you are still responsible for all information presented during that session**
3. **Assignments must be completed on the specified due date. Work that is one day late will be assessed a 50% point reduction. Late outlines may be evaluated, if you wish, but will not be graded.**
4. **You may make up a test or a speech with verification that circumstances were beyond your control. In such, a case, 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.)**
5. **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.**
6. **Assignments will be graded on timeliness, completeness, and quality of content.**

COURSE SCHEDULE

DATE	TOPIC	READINGS
Week 1 Aug 30-Sept 3	Course Introduction Introduction Speeches	
Week 2 Sept 8-10	The Communication Process Verbal Communication	Chapters 1, 3
Week 3 Sept 13-17	Public Speaking	Chapters 12, 13, 14
Week 4 Sept 20-24	The Informative Speech	Chapter 17
Week 5 Sept 27-Oct 1	Public Speaking Delivery Skills	Chapters 15, 16
Week 6 Oct 4-8	Informative Speech Presentations	
Week 7 Oct 13-15	Informative Speech Presentations	
Week 8 Oct 18-22	Mid-Term Examination Interpersonal Communication	Chapters 2, 4
Week 9 Oct 25-29	Interpersonal Communication	Chapters 5, 6
Week 10 Nov 1-5	Interpersonal Communication	Chapters 7, 8
Week 11 Nov 8-12	Persuasive Speaking	Chapter 18
Week 12 Nov 15-19	Group Discussion	Chapters 10, 11
Week 13 Nov 22-24	Interviewing Techniques	Chapter 9
Week 14	HAPPY THANKSGIVING!	
Week 15 Nov 29-Dec 3	Persuasive Speech Presentations	
Week 16 Dec 6-10	Persuasive Speech Presentations Course Wrap-up	

COMMUNICATION 140 ASSIGNMENTS

REQUIRED ACTIVITIES	DUE DATE	POINTS
Oral Presentations		
Introduction Speech	September 3	5
Impromptu Speech		5
Informative Speech	October 4, 6, 8, 13, 15	50
Persuasive Speech	November 29, Dec 1, 3, 6, 8	50
Written Assignments		
Informative Outline	September 27	35
Persuasive Outline	November 19	35
Group Discussion Evaluation	November 22	5
Interviewing Assessment	November 24	5
Examinations		
Mid-Term	October 18	50
Final	TBA	50
Supplementary Exercises		
Speech critiques, evaluations, etc.		10
Topic Selections		
Informative Speech	September 22	
Persuasive Speech	November 12	