

**CHAMINADE UNIVERSITY
SPRING 2000
CAROLYN KURIYAMA**

SYLLABUS FOR COMMUNICATION 14001 & 14002

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 in dyads 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**
- 7) **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** affect your final grade. Attendance and participation account for 5% of the total 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 class day late will be assessed a 30% point reduction. Outlines turned in later than one class day will 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 Jan 19-21	Course Introduction Introduction Speeches	
Week 2 Jan 24-28	The Communication Process Verbal Communication	Chapters 1, 3
Week 3 Jan 31-Feb 4	Public Speaking	Chapters 12, 13, 14
Week 4 Feb 7-11	The Informative Speech	Chapter 17
Week 5 Feb 14-18	Public Speaking Delivery Skills	Chapters 15, 16
Week 6 Feb 23-25	Informative Speech Presentations	
Week 7 Feb 28-Mar 3	Informative Speech Presentations Mid-Term Examination	
Week 8 Mar 6-10	Interpersonal Communication	Chapters 2, 4, 5
Week 9 Mar 13-17	Interpersonal Communication	Chapters 6, 7, 8
Week 10 Mar 20-24	Interviewing Techniques	Chapter 9
Week 11 Mar 27-31	SPRING BREAK	
Week 12 Apr 3-7	Persuasive Speaking	Chapter 18
Week 13 Apr 10-14	Persuasive Speaking Interpersonal Communication	
Week 14 Apr 17-19	Group Discussion	Chapters 10, 11
Week 15 Apr 24-28	Group Discussion Exercises Persuasive Speech Presentations	
Week 16 May 1-5	Persuasive Speech Presentations Course Wrap-up	

COMMUNICATION 140 ASSIGNMENTS

REQUIRED ACTIVITIES	DUE DATE	% OF GRADE
Oral Presentations		
Introduction and Impromptu Speeches	January 21, TBA	5%
Informative Speech	February 23, 25, 28, Mar 1	15%
Persuasive Speech	April 26, 28, May 1, 3	15%
Written Assignments		
Informative Outline	February 14	10%
Persuasive Outline	April 14	10%
Examinations		
Mid-Term	March 3	15%
Final	TBA	15%
Supplementary Exercises		
Speech critiques, evaluations, etc.		10%
Attendance and Participation		5%
Topic Selections		
Informative Speech	February 9	
Persuasive Speech	April 7	