

CHAMINADE UNIVERSITY
FALL 2000
CAROLYN KURIYAMA

SYLLABUS FOR COMMUNICATION 14002 + 06

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.

COMMUNICATION 140 COURSE SCHEDULE

DATE	TOPIC	READINGS
Week I Aug 28-Sept 1	Course Introduction Introduction Speeches	
Week 2 Sept 6-8	The Communication Process Verbal Communication	Chapters 1, 3
Week 3 Sept 11-15	Public Speaking	Chapters 12, 13, 14
Week 4 Sept 18-22	The Informative Speech	Chapter 17
Week 5 Sept 25-29	Public Speaking Delivery Skills	Chapters 15, 16
Week 6 Oct 2-6	Informative Speech Presentations	
Week 7 Oct 11-13	Informative Speech Presentations	
Week 8 Oct 16-20	Mid-Term Examination Interpersonal Communication	Chapters 2, 4, 5
Week 9 Oct 23-27	Interpersonal Communication	Chapters 5, 6
Week 10 Oct 30-Nov 3	Interpersonal Communication	Chapters 7, 8
Week 11 Nov 6-8	Persuasive Speaking	Chapter 18
Week 12 Nov 13-17	Group Discussion	Chapters 10, 11
Week 13 Nov 20-22	Interviewing Techniques	Chapter 9
Week 14 Nov 27-Dec 1	Persuasive Speech Presentations	
Week 15 Dec 4-8	Persuasive Speech Presentations Course Wrap-up	

COMMUNICATION 140 ASSIGNMENTS

REQUIRED ACTIVITIES	DUE DATE	% OF GRADE
Oral Presentations		
Introduction and Impromptu Speech	August 30; TBA	5%
Informative Speech	October 2, 4, 6, 11, 13	15%
Persuasive Speech	Nov 27, 29, Dec 1, 4, 6	15%
Written Assignments		
Informative Outline	September 25	10%
Persuasive Outline	November 17	10%
Group Discussion Evaluation	November 20	2.5%
Interviewing Assessment	November 22	2.5%
Mid Term Examination	October 16	15%
Final	TBA	15%
Supplementary Exercises		
Speech critiques, evaluations, etc.		5%
Attendance and Participation		5%
Topic Selections		
Informative Speech	September 20	
Persuasive Speech	November 8	