

F0 01

CHAMINADE UNIVERSITY
FALL 2001
CAROLYN KURIYAMA

SYLLABUS FOR COMMUNICATION 140 01, 05

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: After taking this course, students will be able to

- 1) understand a definition of communication.
- 2) recognize how social perception affects communication.
- 3) explain how word choice impacts the interpretation of messages.
- 4) understand why and how people communicate nonverbally.
- 5) identify ways to communicate more effectively in interpersonal situations.
- 6) know how to be an effective group discussion leader and participant.
- 7) realize the cross-cultural diversity in communication behaviors.
- 8) deliver effective speeches.
- 9) construct organized and well-documented speeches.
- 10) apply theories of effective persuasion to persuade audiences.

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

OFFICE: Eiben 129 C

PHONE:

OFFICE HOURS: Monday and Wednesday 12-1 by appointment

COURSE SCHEDULE

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

COMMUNICATION 140 POLICIES

- 1. Attendance and promptness at all class sessions is expected. Three or more unexcused absences will affect your final grade. Three tardies will 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. 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 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. All written assignments must be typed.**

COMMUNICATION 140 ASSIGNMENTS

REQUIRED ACTIVITIES	DUE DATE	% OF GRADE
ORAL PRESENTATIONS		
Introduction Speech	September 4	5%
Informative Speech	Sept 27; Oct 2, 4	15%
Persuasive Speech	November 13, 15, 20	15%
Impromptu Speech	TBA	5%
WRITTEN ASSIGNMENTS		
Informative Outline	September 20	10%
Persuasive Outline	November 6	10%
EXAMINATIONS		
Mid-Term	October 9	15%
Final	TBA	15%
SUPPLEMENTARY EXERCISES		
Speech critiques, evaluations, participation		10%
TOPIC SELECTIONS		
Informative Speech	September 13	
Persuasive Speech	November 1	