

Chaminade University of Honolulu
Fall 2001
August 28- December 11
Chaminade Campus- Henry Hall 202

Course:	Communication 140- Personal and Public Speaking
Credits:	3 Credits
Date/Time:	Tuesdays/ Thursdays 12:30-1:50
Instructor:	Amy Stehlik
Communications:	Telephone: 779- 5444 E-mail: amy@blueplanetsurf.com
Office Hours:	By Appointment
Textbook:	Verderber, Rudolph F. (2002), <i>Communicate!</i> , Wadsworth Publishing. (10 th ed.)
Course Description:	This course is developed to introduce students to major forms of communication. Through class activities you will learn effective speaking skills for two-person, small group, and public situations. You will explore and apply basic principles of message development through small group and class discussions, giving speeches, and examinations.
Course Objectives:	At the end of the course students should be able to: <ul style="list-style-type: none"> Understand the communication process, and the importance of verbal and nonverbal communication. Recognize how self-concept develops and affects communication. Identify, discuss, and apply major intrapersonal and interpersonal communication concepts and principles. Introduce students to effective group discussion techniques. Learn how to listen and respond more effectively. Overcome their fear of public speaking, through practice and preparation.

Course Rules/ Requirements:

This is a course of interactive, cooperative experiences between the students and the instructor. The format is designed to integrate small lectures, small group work, discussions, and student presentations. Student active participation is an important part of the class.

Chapter readings and homework will be assigned in advance. It is important that all students read the assigned chapters prior to class and come well prepared and ready to participate in the discussion of the material. The syllabus IS subject to change, and the students will be told in advance of any such changes.

Students are required to attend class regularly and promptly. Being in class means that you arrived on time and stay until the class is excused. More than two unexcused absences will result in lower points for the attendance and participation portion of your grade (-5 points each time). Excessive

absences can result in course failure. If you are not present for class you are still responsible for the material covered. Please notify me in advance if you **know** you will not be able to attend a class.

You may make up an exam or a speech with the verification that circumstances were beyond your control- hospital note, tow truck invoice, etc. In such cases, please try to contact me before class, if possible, so as not to hold up the rest of the class. Nursing a common cold, picking up someone at the airport, running an errand, or not being ready for an assignment are NOT legitimate excuses.

Speech outlines must be typed and are due on the date specified. Late **outlines** will lose one point per day, off their actual grade. If you are one of the "lucky ones" to give a speech first, you are still expected to be prepared and do your best. However, I will take into account the anxiety of "first rounders." Obviously the later speakers should be learning from the earlier ones.

Students may make appointments with the instructor in order to discuss any assignments or grades. Students will be informed ahead of time if they are not performing well in class participation, homework, exams, or speeches, so that they may improve their grades before the mid-semester, and again before the Nov. 9 deadline to drop the class. PLEASE talk to the instructor if you feel you are not understanding the material or assignments, or need a pep-talk before speech time.

Grading:

<u>Assignment:</u>	<u>Points:</u>	<u>My Score:</u>
Exam #1	100	
Exam #2	100	
Exam #3	100	
Final Exam	150	
Informative Outline	50	
Informative Speech	150	
Persuasive Outline	50	
Persuasive Speech	150	
Impromptu Speech	50	
Class Attendance (29) & Participation	50	
Pop Quizes (4)	20	
Homework assignments	30	
Total	1000	Total
		Divide by 10
Divide by 10 = final grade		My Grade

Communication 140 Class Schedule (Revised)

Week 1:	Aug 28	Course Overview , Syllabus, Getting Acquainted / Icebreakers
	Aug 30	Chapter 1- Communication Perspective
Week 2:	Sept. 4	Chapter 2- Perception of Self and Others
	Sept. 6	Continue Chapter 2- group exercises
Week 3:	Sept. 11	Chapter 3- Verbal Communication
	Sept. 13	Chapter 4- Nonverbal Communication
Week 4:	Sept 18	Chapter 5- Conversation
	Sept. 20	Chapter 6- Listening, Review
Week 5:	Sept.25	EXAM- Chapters 1- 6
	Sept. 27	Chapter 7- Self-Disclosure and Feedback
Week 6:	Oct. 2	Chapter 8- Communication in Relationships (mini-speech)
	Oct. 4	Chapter 9- Interviewing/ Interviewing exercise
Week 7:	Oct. 9	Chapter 10- Group Communication / Group exercise (mini-speech)
	Oct. 11	Chapter 11- Member Roles/ Leadership in Groups (mini-speech)
Week 8:	Oct. 16	EXAM- Chapter 7-11
	Oct. 18	Chapter 17- Informative Speaking (Ch. 12, 13, 14)
Week 9:	Oct. 23	Chapter 12- Goals, Chapter 13- Research , Chapter 14- Organizing (Informative Speech Outline is DUE) (One minute speeches)**
	Oct. 25	Chapter 15- Adapting to the Audience (Practice Info Speech Introductions)
Week 10:	Oct. 30	Chapter 16- Practicing your Speech (Practice Info Speech Introductions)
	Nov. 1	Chapter 18- Persuasive Speaking (Practice Informative Speech Introductions)
Week 11:	Nov. 6	Informative Speeches (5-8 minutes each)
	Nov. 8	Informative Speeches (Nov. 9-Last day to drop class!)
Week 12:	Nov. 13	Informative Speeches
	Nov. 15	Discuss Informative Speeches, Exam review (Persuasive Outline DUE)
Week 13:	Nov. 20	EXAM- Chapter 12-18
	Thanksgiving Holiday- no class Thursday	
Week 14:	Nov. 27	Impromptu Speeches (3 minutes)
Week 15:	Nov. 29	Persuasive Speeches (8-10 minutes)
	Dec. 4	Persuasive Speeches (8-10 minutes)
	Dec. 6	Persuasive Speeches (8-10 minutes), Final Exam review, Class evaluation
Final Exam:	Dec. 11 12:45- 2:45	FINAL EXAM