

Chaminade University of Honolulu

Winter 2014

April 7 – June 16, 2014

Pearl Harbor

COURSE:	COM 101 Introduction to Communications
CREDITS:	3 Credits
DATE/TIME:	Thursday, 5:30 - 9:40 p.m.
INSTRUCTOR:	Modesto R. Cordero
COMMUNICATIONS:	Telephone: 689-8265/294-0232(cell) E-mail: mcordero@rcchawaii.org
OFFICE HOURS:	By appointment
TEXTBOOK:	Verderber, Rudolph F., Kathleen S. Verderber and Deanna D. Sellnow. (2012) <i>COMM 2</i> Cengage Learning. (2 nd ed.)

COURSE DESCRIPTION: The course is developed to introduce you to major forms of oral communication. Through class activities you will learn effective speaking skills for two-person, small groups, and public situations. You will experience class discussions, public speaking presentations and examination to explore and apply basic principles of message development.

COURSE OBJECTIVES: At the end of the course the students should be able to:

- Overcome their fear of public speaking.
- Understand the communication process and the importance of verbal and nonverbal communication.
- Identify, discuss, and apply major intrapersonal and interpersonal communication concepts and principles.
- Introduce students to effective group discussion techniques.
- Become an effective listener and learn effective public speaking skills.

COURSE FORMAT/REQUIREMENTS: This course is a combination of an interactive, cooperative experience between the students and the instructor. The format is designed to integrate lectures, small group work, discussions, and student presentations. Student active participation is encouraged. Chapter readings of the textbook and homework will be assigned in advance. It is important that all students read the assigned chapters prior to class and come well prepared to participate in the discussion of the material. **Students are required to attend class regularly and promptly. Being in class means that you arrived on time and stayed until class is over. More than one unexcused absence will hurt your performance in this class and is automatic -2 points from the total point system.** If you are not present in class, you are still responsible for the material covered. Homework must be completed on the specified due date. Late homework will be penalized one letter grade per week. You may make up a test or a speech with verification that circumstances were beyond your control. Please notify me before class if you know in advance that you will not be attending.

GRADING:

The grading will be based on:

Exams		10%
Test 1	5%	
Test 2	5%	
Class Attendance		5%
Class Participation & Practical Speeches		15%
Major Speeches Outlines		20%
Informative	10%	
Persuasive	10%	
Major Speeches		50%
Tribute	10%	
Informative	20%	
Persuasive	20%	
Total Possible:		100%

A= 100-90, B= 89-80, C= 79-70, D-- 69-60, F= 59-Below I= Incomplete

LEARNING OUTCOME ASSESSMENT: The student's work will be evaluated for:

- active participation in small group discussions, knowledge of the subject matter from assigned readings and class lectures.
- participation in exercises and assignments designed to apply course materials.
- the ability to chose a current topic, for the informative speech, that shows the student's personal knowledge on a subject or a cultural focus with some universal appeal.
- ability to select a research assignment, for the persuasive speaking exercise, that reflect a thoughtful and informed university student.
- clarity, speech organization (four basic parts), proper language, and delivery.
- demonstration of achieving the objectives of this class outlined before.
- ability to show good understanding of textbook material, reading handouts, and class discussion material on all four exams.

GENERAL NOTES: For all written homework, proper grammar and correct spelling are essential.

All written assignment and speech outlines must be typed double-spaced. **Only hard copy will be accepted. Homework and outlines are not accepted via e-mail or fax.** Speeches should not be read.

COURSE/READING SCHEDULE:**Subject to change!**

WEEK	DATE	ACTIVITY	READING ASSIGNMENT
1	4/10/14	Course Overview Introductions	
2	4/17/14	Introductory Speech Presentation Communication Perspectives Perception of Self and Others	2 minutes Chapter 1 Chapter 2
3	4/24/14	My Hometown Speech Presentation Communicating Verbally Communicating through Non-Verbal Behaviors Listening and Responding	3 minutes Chapter 3 Chapter 4 Chapter 5
4	5/1/14	My Job Speech Presentation Communication Across Cultures Developing and Researching a Speech Topic	3 minutes Chapter 6 Chapter 11
5	5/8/14	Midterm Test Informative Speaking	Chapters 1-6, 11 Chapter 15
6	5/15/14	Speech of Tribute Presentation Organizing Your Speech Adapting Verbally and Visually Overcoming Speech Apprehension...	4 minutes Chapter 12 Chapter 13 Chapter 14
7	5/22/14	No classroom meeting – students to prepare / research for Informative Speech	
8	5/29/14	Informative Speech Presentations Persuasive Speaking	8-10 minutes Chapter 16
9	6/5/14	Communicating in Groups Problem Solving in Groups Understanding Interpersonal Relationships Communication Skills in Interpersonal Relationship	Chapter 9 Chapter 10 Chapter 7 Chapter 8
10	6/12/14	Persuasive Speech Presentations Final Test Final date for make-ups	10-12 minutes Chapters 7-10, 12-16