

## SYLLABUS FOR COMMUNICATION 140

**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!** (10<sup>th</sup> Edition) by **Rudolph F. Verderber**

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**OFFICE HOURS:** Monday and Wednesday 12-1 or 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. 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.**

# **COURSE SCHEDULE**

<b>DATE</b>	<b>TOPIC</b>	<b>READINGS</b>
<b>Week 1 Jan 14-18</b>	<b>Course Introduction The Communication Process</b>	<b>Chapter 1</b>
<b>Week 2 Jan 23-25</b>	<b>Introductory Speeches Verbal Communication</b>	<b>Chapter 3</b>
<b>Week 3 Jan 28-Feb 1</b>	<b>Public Speaking</b>	<b>Chapters 12, 13, 14</b>
<b>Week 4 Feb 4-8</b>	<b>The Informative Speech</b>	<b>Chapter 17</b>
<b>Week 5 Feb 11-15</b>	<b>Public Speaking Delivery Skills</b>	<b>Chapters 15, 16</b>
<b>Week 6 Feb 20-22</b>	<b>Informative Speech Presentations</b>	
<b>Week 7 Feb 25-Mar 1</b>	<b>Informative Speech Presentations Mid-Term Examination</b>	
<b>Week 8 Mar 4-8</b>	<b>Interpersonal Communication</b>	<b>Chapters 2, 4, 5</b>
<b>Week 9 Mar 11-15</b>	<b>Interpersonal Communication</b>	<b>Chapters 6, 7, 8</b>
<b>Week 10 Mar 18-22</b>	<b>Interpersonal Communication</b>	
<b>Week 11 Mar 25-29</b>	<b>SPRING BREAK</b>	
<b>Week 12 Apr 1-5</b>	<b>Persuasive Speaking</b>	<b>Chapter 18</b>
<b>Week 13 Apr 8-12</b>	<b>Interviewing Techniques</b>	<b>Chapter 9</b>
<b>Week 14 Apr 15-19</b>	<b>Group Discussion</b>	<b>Chapters 10, 11</b>
<b>Week 15 Apr 22-26</b>	<b>Persuasive Speech Presentations</b>	
<b>Week 16 Apr 29-May 3</b>	<b>Persuasive Speech Presentations Course Wrap-up</b>	
<b>Week 17 May 6-10</b>	<b>Final Exam Week</b>	

## COMMUNICATION 140 ASSIGNMENTS

REQUIRED ACTIVITIES	DUE DATE	% OF GRADE
<b>ORAL PRESENTATIONS</b>		
Introduction Speech	January 19	5%
Informative Speech	Feb 20, 22 25, 27	15%
Persuasive Speech	April 24, 26, 29, May 1	15%
Impromptu <b>Speech</b>	TBA	5%
<b>WRITTEN ASSIGNMENTS</b>		
<b>Informative Outline</b>	February 11	10%
Persuasive Outline	April 15	<b>10%</b>
<b>EXAMINATIONS</b>		
Mid-Term	March 1	15%
<b>Final</b>	TBA	15%
<b>SUPPLEMENTARY EXERCISES</b>		
Speech <b>critiques</b> , evaluations, <b>participation</b>		10%
<b>TOPIC SELECTIONS</b>		
Informative S h	February 6	
<b>Persuasive Speech</b>	April 10	