

**Chaminade University of Honolulu**  
**SPRING PACE 2016**  
April 4 – June 11, 2016  
Pearl Harbor

**COURSE:** COM 101 Introduction to Communications

**CREDITS:** 3 Credits

**DATE/TIME:** Tuesday, 5:30 p.m. - 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.  
(2015) *COMM 3* Cengage Learning. (3<sup>rd</sup> 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%	
<hr/> 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!**

<b>WEEK</b>	<b>DATE</b>	<b>ACTIVITY</b>	<b>READING ASSIGNMENT</b>
1	4/5/2016	Course Overview/Introductions Communication Perspectives Perception of Self and Others	Chapter 1 Chapter 2
2	4/12/2016	<b>Introductory Speech Presentation</b> Intercultural Communication Verbal Messages	<b>2 minutes</b> Chapter 3 Chapter 4
3	4/19/2016	<b>My Hometown Speech Presentation</b> Nonverbal Messages Listening	<b>3 minutes</b> Chapter 5 Chapter 6
4	4/26/2016	<b>My Job Speech Presentation</b> Topic Selection and Development Organizing Your Speech	<b>3 minutes</b> Chapter 11 Chapter 12
5	5/3/2016	<b>Midterm Test</b> Informative Speaking	<b>Chapters 1-6, 11-12</b> Chapter 16
6	5/10/2016	<b>My Heritage Speech</b> Informative Speaking (Cont) Presentational Aids	<b>3 minutes</b> Chapter 16 Chapter 13
7	5/17/2016	<b>Speech of Tribute Presentation</b> Language Delivery	<b>4 minutes</b> Chapter 14 Chapter 15
8	5/24/2016	<b>Informative Speech Presentations</b> Persuasive Speaking	<b>6-8 minutes</b> Chapter 17
9	5/31/2016	Persuasive Speaking (Cont) Interpersonal Relationships Interpersonal Communication Communicating in Groups Group Leadership and Problem Solving	Chapter 17 Chapter 7 Chapter 8 Chapter 9 Chapter 10
10	6/7/2016	<b>Persuasive Speech Presentations</b> <b>Final Test</b> <b>Final date for make-ups</b>	<b>6-8 minutes</b> <b>Chapters 7-10, 13-17</b>