

**Chaminade University of Honolulu**  
**COM 101-04-1: Introduction to Communication**  
**Fall 2020, August 24 to November 25, 2020**

**Professor:**

Daniel Skaf, M.F.A. Film & Television Production  
B.A. International Cultural Studies, Communication Emphasis

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**Class Schedule:**

Hybrid, Tuesday & Thursday  
9:40 to 11:10am  
Clarence T.C. Ching Hall, Room 253

**Book:**

COMM5  
Verderber/Sellnow/Verderber  
isbn:9781337406703

**Course Description:**

This course is an introduction to major forms of communication for college students. You'll learn practical ways to improve your interpersonal and public speaking skills. The course emphasis includes exploring the meaning of communication, assessing how communication changes the world, and using our deeper understanding as a way to more effectively communicate with those around us.

**Student Learning Outcomes:**

At the end of the term students should be able to:

- Identify communication breakdowns caused by perspective and perception differences and to be able to resolve communication conflicts.
- Listen attentively, respond appropriately, and give constructive and proactive feedback in their conversations.

- When speaking to a group or giving a speech, understand the audience, establish clear speaking goals, and appeal to the audience with logical, meaningful information, and verbal and visual aesthetic.

### **Late Assignments:**

- If you are late, 20% of your assignment grade will be deducted.
- If you are late for 1 week or more, 30% of your assignment grade will be deducted.
- When you are late, you'll automatically receive a "0" for the assignment. Once the project is submitted, the "0" grade will be updated with the new deducted grade.
- All late work is accepted until the last day of the semester.

### **Speeches:**

There are two speeches to be presented: informational and persuasive.

- Presentation to be done via webcam
- All speech outlines must be handed on time.
- Both speeches must be accompanied by appropriate visual aids.

### **Reading**

You are required to read approximately 30 pages weekly.

### **Class Exercises:**

You are required to complete a variety of class exercises that will evaluate your understanding on the reading materials.

### **Cell phones, tablets, and laptops**

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

### **Plagiarism:**

All assignments should be original work done by the student for this class. Use of work that is not credited to the original source, or use of someone else's speech or written material is a serious academic offence and will not be tolerated. Communication Department policy requires

that, on first offence, plagiarized assignments will be given a grade of zero and one full letter will reduce the student's final course grade. A second offence will result in automatic failure of the class. Refer to the Chained Student Handbook (p.91) for the complete university policy regarding plagiarism and academic honesty.

### **Disability Access:**

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from the Counseling Center by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kokua Ike Coordinator at (808) 739-8305 for further information ([ada@chaminade.edu](mailto:ada@chaminade.edu)).

### **Title IX Compliance:**

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

### **Attendance Policy**

The following attendance policy is from the 2019-2020 Academic Catalog (p. 54-55). Faculty members should also check with their divisions for division-specific guidelines.

Students are expected to attend regularly all courses for which they are registered. Student should notify their instructors when illness or other extenuating circumstances prevents them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu ADA Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

### **Academic Conduct Policy:**

*From the 2019-2020 Undergraduate Academic Catalog (p. 39):*

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, [please refer to the Student Handbook \(Links to an external site.\)](#).

### **Marianist and Pacific Hawaiian Values:**

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education

3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

### **Native Hawaiian Values**

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the ‘Olelo No’eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua (‘Olelo No’eau 364) May I live by God
2. Provide an Integral, Quality Education (Na’auao) Lawe i ka ma’alea a kū’ono’ono (‘Olelo No’eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit (‘Ohana) ‘Ike aku, ‘ike mai, kōkua aku kōkua mai; pela iho la ka nohana ‘ohana (‘Olelo No’eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no’eau (‘Olelo No’eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) ‘A’ohe pau ka ‘ike i ka hālau ho’okahi (‘Olelo No’eau 203) All knowledge is not taught in the same school

### **Technical Assistance for Canvas Users:**

- Search for help on specific topics or get tips in [Canvas Students](#)
- [Live chat with Canvas Support for students](#)
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this [video to get you started](#)
- [Online tutorials](#): click on “Students” role to access tutorials
- Contact the Chaminade IT Helpdesk for technical issues: [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu) or call (808) 735-4855

### **Tutoring and Writing Services**

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua ‘Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua ‘Ike’s website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via Smarthinking. Smarthinking

can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – Smarthinking. For more information, please contact Kōkua 'Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.

## **Credit Hour Policy**

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 37.5 hours of engagement. For example, in a one credit hour traditional face to face course, students spend 50 minutes in class per week for 15 weeks, resulting in a minimum of 12.5 instructional hours for the semester. Students are expected to engage in reading and other assignments outside of class for at least 2 additional hours per week, which equals an additional 25 hours. These two sums result in total student engagement time of 37.5 hours for the course, the total engagement time expected for each one credit course at Chaminade.

The minimum 37.5 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

## **Grading Scale:**

Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student's daily work, class participation, quizzes, tests, term papers, reports and the final examination. They are interpreted as follows:

- A, 90% to 100%
  - Outstanding scholarship and an unusual degree of intellectual initiative
- B, 80% to 89%
  - Superior work done in a consistent and intellectual manner
- C, 70% to 79%
  - Average grade indicating a competent grasp of subject matter
- D, 60% to 69%
  - Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work
- F, 0 to 59%
  - Failed to grasp the minimum subject matter; no credit given

## **Projects**

Class Exercises

Quizzes

Informative & Persuasive Speeches

Midterm

Final

## **Schedule:**

### **WEEK 1**

**Tuesday, 8/25/2020**

- Introduction
- Writing Goal Statement Exercise

**Thursday, 8/27/2020**

- Read Ch. 1
- Communication Process Exercise

### **WEEK 2**

**Tuesday, 9/1/2020**

- Read Ch. 2
- Personal Perception Exercise
- Quiz 1, Ch. 1 & 2

**Thursday, 9/3/2020**

- Read Ch. 4
- Change & Language Exercise
- Clarity Exercise

### **WEEK 3**

**Tuesday, 9/8/2020**

- Read Ch. 5
- Paralanguage Exercise
- Quiz 2, Ch. 4 & 5

**Thursday, 9/10/2020**

- Read Ch. 16
- Exercise To Be Announced (Check Canvas)

### **WEEK 4**

**Tuesday, 9/15/2020**

- Read Ch. 11
- Informative Speech Topic

**Thursday, 9/17/2020**

- Read Ch. 12
- Speech Introduction Exercise
- Thesis Statement Exercise
- Quiz 3, Ch. 11, 12 & 16

### **WEEK 5**

**Tuesday, 9/22/2020**

- Read Ch. 13
- Informative Speech Outline

**Thursday, 9/24/2020**

- Read Ch. 14 & 15
- Audience Adaptation Exercise
- Quiz 4, Ch. 13, 14 & 15

### **WEEK 6**

**Tuesday, 9/29/2020**

- Informative Speech Presentations

**Thursday, 10/1/2020**

- Informative Speech Presentations



## **WEEK 7**

**Tuesday, 10/6/2020**

- Informative Speech Presentations

**Thursday, 10/8/2020**

- Midterm

## **WEEK 8**

**Tuesday, 10/13/2020**

- Read Ch. 3
- Race & Ethnicity Exercise

**Thursday, 10/15/2020**

- Read Ch. 6
- Listening Self-Analysis Exercise
- Quiz 5, Ch. 3 & 6

## **WEEK 9**

**Tuesday, 10/20/2020**

- Read Ch. 7
- Video Conversation Exercise

**Thursday, 10/22/2020**

- Read Ch. 8
- Video Conversation Exercise
- Quiz 6, Ch. 7 & 8

## **WEEK 10**

**Tuesday, 10/27/2020**

- Read Ch. 9
- Group Problem-Solving Exercise
- Electronic Relationships Exercise

**Thursday, 10/29/2020**

- Read Ch. 10
- Group Cohesiveness Exercise
- Quiz 8, Ch. 9 & 10

**WEEK 11**

**Tuesday, 11/3/2020**

- Read Ch. 17
- Persuasive Speech Topic Assignment
- Quiz 7, Ch. 17

**Thursday, 11/5/2020**

- Persuasive Speech "Main Points" Assignment
- Persuasive Speech Organizational Pattern Assignment

**WEEK 12**

**Tuesday, 11/10/2020**

- Persuasive Speech Outline Assignment

**Thursday, 11/12/2020**

- Persuasive Speech Presentation

**WEEK 13**

**Tuesday, 11/17/2020**

- Persuasive Speech Outline Assignment

**Thursday, 11/19/2020**

- Persuasive Speech Presentation

**WEEK 14**

**Tuesday, 11/24/2020**

- Final Exam