



## COM 101 Course Syllabus

3140 Waiālae Avenue - Honolulu, HI 96816

[www.chaminade.edu](http://www.chaminade.edu)

**Course Number:** COM 101

**Course Title:** Introduction to Communication

**School/Division:** School of Business and Communication

**Term:** Fall 2020

**Credits:** 3

**Instructor Name:** Dr. Hans Chun

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**Phone:** 808.440.4264

**Office Hours:** M.W.F 12:30 – 1:30 pm / T.Th 1:00 – 2:00 pm and by appointment

### Course Description

This course is intended to introduce you to major forms of communication including one-on-one, small group, and public speaking. You will experience class discussions, public speaking presentations and examination to explore and apply basic principles of message development.

### Marianist Values

1. Educate 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

\*Highlighted are Marianist Values covered in this course.

### Course Learning Outcomes

1. Distinguish the communication process of both verbal and non-verbal.
2. Illustrate the ability to plan oral delivery of ideas through content organization, outlining and effective oral delivery.
3. Showcase a variety of oral communication and presentation skills.
4. Interpret the use of interpersonal communication techniques.
5. Develop an elevated comfort level with presenting publicly.

### Learning Materials

- Sellnow, D.D., Verderber, K.S. & Verderber, R.F. (2017). COMM (5th ed.). ISBN-13: 978-1337585583
- Other learning materials will be provided.

### Assessment

Assignments	Max Points	Your Points
Reflections (2 x 5 points)	10	/
Informative Speech Outline	8	
Informative Speech	12	
Persuasive Speech Outline	8	
Persuasive Speech	12	
Midterm Exam	10	
Final Exam	10	
Participation/Active Learning Activities	30	
<b>Total</b>	<b>100</b>	<b>/100</b>

May be subject to change based on the dynamics of current events. Late assignments submitted one-day late will receive a 10% deduction and two-days late with a 25% deduction. No late assignments will be accepted after. If there is an emergency, make sure to contact me before the due date of an assignment. No work will be accepted after the last day of the course.

**Grading scale**

100-90%	A
89-80%	B
79-70%	C
69-60%	D
59-0%	F

**Schedule**

<b>Week</b>	<b>Topic</b>	<b>Tasks</b>
8/24 – 8/30	<b>Foundations of Communication</b>	*Reflection #1
8/31 – 9/6	<b>Foundations of Communication</b>	*Review Chapters 1-3 *Reflection #2
9/7 – 9/13 9/7 – No Class Labor Day	<b>Foundations of Communication</b>	*Review Chapters 4-6
9/14 – 9/20	<b>Interpersonal Communication</b>	*Review Chapters 7 & 8
9/21 – 9/27	<b>Group Communication</b>	*Review Chapters 9 & 10
9/28 – 10/4	<b>Public Speaking</b>	*Review Chapters 11 & 12 *Midterm
10/5 – 10/11	<b>Public Speaking</b>	*Review Chapters 13 & 14
10/12 – 10/18 10/12 – No Class Discoverer’s Day	<b>Public Speaking</b>	*Review Chapters 15 & 16
10/19 – 10/25	<b>Public Speaking</b>	*Review Chapters 16 & 17 *Informative Speech Outline
10/26 – 11/1	<b>Informative Speech</b>	

<b>Week</b>	<b>Topic</b>	<b>Tasks</b>
11/2 – 11/8	<b>Informative Speech</b>	*Persuasive Speech Outline
11/9– 11/15 11/11 – No Class Veteran’s Day	<b>Persuasive Speech</b>	
11/16 – 11/22	<b>Persuasive Speech</b>	
11/23 – 11/25		*Final Exam

May be subject to change based on the dynamics of current events.

### **Student Responsibilities**

- It is important for you to bring the textbook to each class and to keep up with the assigned readings/course material.
- Professional behavior is expected in and beyond our class environment.
- Appropriate, meaningful technology such as tablets and laptops may be used through my facilitation during class. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and please respect my time and your classmates. Cellphones/Smartphones should be placed on silent and please answer messages after class. Continued inappropriate usage of electronic devices will result in deduction of participation points.
- Late assignments will not be accepted unless approved by the instructor and will include a deduction in grade.

### **Writing Standards**

All work submitted by Chaminade University students must meet the following writing standards. Written assignments should:

1. Use correctly the grammar, spelling, punctuation, and sentence structure of Standard Written English.
2. Develop ideas, themes, and main points coherently and concisely.
3. Adopt modes and styles appropriate to their purpose and audience.
4. Be clear, complete, and effective.
5. Carefully analyze and synthesize material and ideas borrowed from sources. In addition, the sources of the borrowed material should be correctly acknowledged to avoid plagiarism (see Plagiarism).

### **Online Course Guidelines**

- Our main online learning management system (LMS) platform utilizes Canvas. Please make sure to review the Student Tutorial located on your course dashboard regarding instructions on accessing and submitting materials and assignments. Also, if you have any questions, please make sure to contact me and I can assist you on navigating the course. We will also utilize Zoom or a similar platform for live online class sessions if the need arises.
- Netiquette Guidelines: Students should communicate with each other using the same common courtesy, politeness, and appropriate online behaviors as we would in a face-to-face environment: a) Respect the opinions of others and their right to disagree; b) Keep replies and comments focused on the relevant topic; d) Post discussions and assignments in a timely fashion so that others can have sufficient time to review and reply.

- Discussion Participation: Class participation is a very important part of the learning process in this course. You will be evaluated on the quality of your contributions and insights. Quality comments possess one or more of the following properties: Offers a different and unique, but relevant, perspective; contributes to moving the discussion and analysis forward; transcends simply stating "I agree," and demonstrates some reflective in-depth thinking.

### **One-on-One Tutoring**

Kōkua 'Ike: Center for Student Learning offers drop-in tutoring for a wide range of classes and no appointment is needed! Tutoring is offered on a first come first serve basis and free to all Chaminade Students.

You can also make an appointment: <https://booknow.appointment-plus.com/1dq2rxkm/10>

Email: [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu)

### **Academic Honesty**

Violations of the Honor Code are serious. They harm other students, your professor, and the integrity of the University. Alleged violations will be referred to the Office of Judicial Affairs. If found guilty of plagiarism, a student might receive a range of penalties, including failure of an assignment, failure of an assignment and withholding of the final course grade until a paper is turned in on the topic of plagiarism, failure of the course, or suspension from the University.

Violations of Academic Integrity: Violations of the principle include, but are not limited to:

- Cheating: Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise.
- Fabrication and Falsification: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of inventing or counterfeiting information for use in any academic exercise.
- Multiple Submissions: The submission of substantial portions of the same academic work for credit (including oral reports) more than once without authorization.
- Plagiarism: Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source).
- Abuse of Academic Materials: Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource materials.
- Complicity in Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism includes, but is not limited to:

- Copying or borrowing liberally from someone else's work without his/her knowledge or permission; or with his/her knowledge or permission and turning it in as your own work.
- Copying of someone else's exam or paper.
- Allowing someone to turn in your work as his or her own.
- Not providing adequate references for cited work.
- Copying and pasting large quotes or passages without properly citing them.

### **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.

### **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.

### **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)).

### **Attendance Policy**

As stated in the Chaminade University Catalog, students are expected to attend all classes for courses in 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. Not meeting the attendance requirements may result in lowering of the grade, withdrawal from the course, or failing the course.

#### **1. Excused Absences.**

Since it is expected that students will participate in all class sessions, excused absences are only granted in exceptional situations where evidence is provided by the student to the instructor. Students should notify their instructors when a situation prevents them from attending class and make arrangements to complete missed assignments. While notification of the instructor by a student that he/she will be absent is courteous, it does not necessarily mean the absence will be excused.

In cases where excused absences constitute a significant portion of a course's meetings (e.g., more than 20% of on-ground course meetings, or a significant portion of online or hybrid courses), the instructor should refer the case to the Dean with a recommendation on how the case should be handled (e.g., withdrawal or incomplete).

#### **2. Unexcused Absences.**

Chaminade University student policy states that in cases where unexcused absences are equivalent to more than a week of classes, the instructor has the option of lowering the grade.

Online courses and online portion of hybrid courses. The instructor will specify and enforce expectations for online participation and receipt of assignments appropriate to the design of the course.