

COMMUNICATION 101-05: INTRODUCTION TO COMMUNICATION

Chaminade University

Spring 2022

Henry Hall 223

Mondays, Wednesdays, Fridays 9:30 a.m. - 10:20 a.m.

Instructor: Kim Baxter

E-mail: kimberlee.baxter@chaminade.edu. You can expect an initial response within 48 hours. Please email me here rather than in Canvas.

Office Hours: Mondays and Fridays, 2:30-3:30 p.m., Eiben 127A

Course description

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 and group communication skills through role-playing and group discussions.

Learning outcomes

After completion of Communication 101, the student will be able to:

1. practice the human dimension of interpersonal communication: personification vs. objectification
2. assess personal communication styles and employ effective verbal and nonverbal interpersonal communication skills
3. apply active listening and response behaviors in interpersonal communication and group settings; listen attentively, respond appropriately, and give constructive and proactive feedback in their conversations
4. use appropriate assertiveness and conflict resolution skills in both interpersonal and group discussion settings
5. assess the dynamics of group discussion and utilize effective individual and leadership roles for small group interactions
6. examine and respect cultural differences in communication
7. construct informative, persuasive and impromptu speeches that include the key elements of an effective speech: attention-getting opening, well-developed body, strong conclusion, clear transitions and appropriate research data
8. deliver speeches using an empathetic voice, a conversational style, meaningful eye contact, and appropriate facial and body gestures
9. while 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
10. incorporate into a speech appropriate visual aids

Text

**COMM5 by Sellnow, Verderber, Verderber (the 5th edition is not the most recent edition, but it is cheaper than the 6th edition and is still readily available). Students use Chegg, Vital Source or Cengage as an alternative to get textbooks as well.

Attendance

While attendance for this class is not mandatory, your final grade will be severely hurt if you miss class. In-class assignments and quizzes cannot be made up if missed for a non-emergency reason. Class participation and attendance are 10% of your final grade. You are strongly encouraged to attend every class.

The syllabus is subject to change at any time, and changes will be announced in class. If you cannot attend a class, please e-mail the instructor about anything you might have missed. If you miss a class due to an emergency (medical or family), speak with the instructor about making up the quiz and/or assignments.

Deadlines

Deadlines are critical. Barring an emergency, your grade will suffer for late quizzes, papers and assignments. The first missed deadline will result in one letter grade lower on that assignment than what you would have received if you had turned it in on time. (For example, if your paper would have received a 45/50 if it was turned in on time, the late paper will receive a 40/50.) The second missed deadline will result in two letter grades lower. The third missed deadline will result in a 0.

You will have **ONE WEEK** after the original deadline to turn in a late assignment. After that, the assignment – regardless of whether it is a first missed deadline or the second missed deadline – will result in a 0. If an assignment is due at the start of class, coming to class late – even by just one minute – is a missed deadline. For assignments to be turned in by e-mail, one minute late is a missed deadline.

If you are going to miss a deadline, contact me *before* the deadline.

Barring an emergency or excused absence, in-class speeches, quizzes and exams cannot be made up if missed.

Quizzes

There will be a current events quiz **every Monday** (unless otherwise noted) to the major news of the week. Since this is a mass communications course, you will be expected to consume the news and other media and know what is going on locally, nationally and internationally on a daily basis. The news quizzes will be posted in Canvas.

There will be a reading quiz that will cover the assigned readings. These quizzes will be open book, although there will be a time limit. The reading quizzes will be posted in Canvas.

Academic integrity

Fabrication, plagiarism and cheating will not be tolerated. 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 offense and will not be tolerated. Communication Department policy requires that, on the first offense, plagiarized assignments will be given an automatic 0 and the student's final grade will be reduced by one letter grade. A second offense will result in an automatic failure of the class.

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).

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.

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](#).

Marianist values

Chaminade University was founded by the Marianists who harbored core principles in education, including educating in faith; family spirit; for service, justice and peace; and for adaptation and change.

Zoom

Because of the increasing number of Covid cases in Hawaii, Chaminade has elected to push the first three weeks of the Spring 2022 semester to online/virtual learning. We will be synchronously (at the same time .. 9:30 a.m. HST) on Zoom during our regularly scheduled class time until Wednesday, Feb. 2, when we will (hopefully) be able to return to the classroom.

<https://chaminade.zoom.us/j/95833994573>

Meeting ID: 958 3399 4573

If you cannot get online, please email me with any questions.

GRADING:

Class participation/attendance		50 points
Current Events Quizzes	10 X 10 points each	100 points
Reading quizzes	8 X 5 points each	40 points
Canvas discussions		50 points
Speeches		
**Introductory speech		10 points
**Impromptu speeches	4 X 15 points each	60 points
**Informative speech		120 points
Outline	10 points	
Critiques of classmates	10 points	
Speech	100 points	
**Persuasive speech		290 points
Outline	10 points	
Critiques of classmates	30 points	
Speech	250 points	
Exams (from the reading material and lectures)		
**Exam #1		50 points
**Exam #2		50 points

TOTAL: 820 points

BREAKDOWN:

All grades will be determined using the following points scale:

738 – 820 points : **A** : Outstanding scholarship and an unusual degree of intellectual initiative

656 – 737 : **B** : Superior work done in a consistent and intellectual manner

574 – 655 points : **C** : Average grade indicating a competent grasp of the subject

492 – 573 points : **D** : Inferior work of the lowest passing grade, not satisfactory for the fulfillment of prerequisite course work

Less than 492 points : **F** : Failed to grasp the minimum subject matter; no credit given

Please note: This syllabus is not set in stone and is subject to change. It is imperative you attend class as changes will often be announced in class. Please contact the professor with any questions.

SCHEDULE OF ACTIVITIES

Synchronous = Classes occur at a set time and for a set timeframe. Both the students and instructors will be online or in the classroom at the same time to participate in lectures and discussions. All students must be online at that exact time. Even though a class day is labeled as Synchronous, we may not be online together the entire class time. That simply means I want you online at the start of class, just like we would be in a classroom. Sometimes we will have synchronous lectures, exercises and assignments that take the entire class time; sometimes we will meet synchronously for the first half of class and then you'll be working asynchronously the rest of the week. I understand that this may be confusing, so do not hesitate to reach out with questions.

Asynchronous = Students complete their work on their own time by a specific deadline.

WEEK 1

Monday, Jan. 10 : Introductions, review the syllabus

****Assignment:** Write an introduction (300-500 words) about yourself on Canvas. Include a photo so that we can get to know you. **DUE:** By the start of class on Wednesday, Jan. 12

Wednesday, Jan. 12 : What is news?

Friday, Jan. 14 : Start working toward Introductory Speech. Communication Process.

****Reading for next class:** Chapters 4-5, 15. **Reading quiz.** **DUE:** By the start of class on Wednesday, Jan. 19

****Assignment:** Prepare a 90-second to 2-minute Introductory Speech. **DUE:** In class on Friday, Jan. 21

WEEK 2

Monday, Jan. 17 : NO CLASS – Martin Luther King Jr. Day

Wednesday, Jan. 19 : Speech exercises

****Assignment:** Prepare a 90-second to 2-minute Introductory Speech. **DUE:** In class on Friday, Jan. 21

Friday, Jan. 21 : Introductory Speeches.

****Reading for next class:** Chapters 11-12, 16. **Reading quiz.** **DUE:** By the start of class on Monday, Jan. 24

****Assignment:** Critique 2 classmates' Introductory Speeches. **DUE:** By the start of class on Monday, Jan. 24

WEEK 3

Monday, Jan. 24 : Debrief of Introductory Speeches. Communication process.

Wednesday, Jan. 26 : Informative Speeches

****Assignment:** Send proposals for your top Informative Speech topics. **DUE:** By the start of class on Friday, Jan. 28

Friday, Jan. 28 : Informative Speeches

****Assignment:** Pay attention to the noise in your daily life and conversations. In a

****Reading for next class:** Chapters 1-3. **Reading quiz.** **DUE:** By the start of class on Monday, Jan. 31

WEEK 4

Monday, Jan. 31 : **IN-PERSON CLASS** : Speech exercises

****Reading for this week:** Chapters 7-8, 14. **Reading quiz.** **DUE:** By the start of class on Monday, Feb. 7

Wednesday, Feb. 2 : Research and start working on Informative Speeches.

****Assignment:** Prepare a literary passage or reading from a book to present to class on Friday. 2-3 minutes. The goal is to focus on your delivery. Practice it several ways, but note how your speech can change based on your delivery. You DO NOT need to memorize the speech. But be familiar with it so the focus can be on your delivery and not reading. Submit your passage in Canvas before the start of class.

Friday, Feb. 4 : Impromptu speech #1 (Delivery)

WEEK 5

Monday, Feb. 7 : One-on-one sessions with professor to discuss Informative Speech

Wednesday, Feb. 9 : One-on-one sessions with professor to discuss Informative Speech

****Assignment:** Informative Speech outline. **DUE:** Rough draft due in Canvas Sunday, Feb. 13 by 11:59 p.m. Final draft due in Canvas Thursday, Feb. 17 by 11:59 p.m.

Friday, Feb. 11 : Impromptu Speech #2

WEEK 6

Monday, Feb. 14 : Discussion of rough outlines and how to improve

Wednesday, Feb. 16 : Working on attention getters and transitions.

Friday, Feb. 18 : Review for Exam #1

WEEK 7

Monday, Feb. 21 : NO SCHOOL – Presidents Day

Wednesday, Feb. 23 : Exam #1 on the reading material (closed book)

Friday, Feb. 25 : Debrief of Exam #1

****Assignment:** Tentatively, you want to be done with creating your speech by Wednesday, March 2

****Reading for next class:** Chapters 9-10. **Reading quiz. DUE:** By the start of class on Monday, Feb. 28

WEEK 8

Monday, Feb. 28 : Group communication

Wednesday, March 2 : Speech exercises

****Assignment:** Practice, practice, practice your speech. You should practice it at least 10 times all the way through before you deliver it next week.

Friday, March 4 : Impromptu Speech #3

WEEK 9

Monday, March 7 : Review for Informative Speeches Debrief of Informative Speeches. Group communication.

Wednesday, March 9 : Deliver Informative Speeches

****Assignment:** Critique your classmates' Introductory Speeches. **DUE:** In Canvas by the start of class on Monday, March 14

Friday, March 11 : Deliver Informative Speeches

****Reading:** Chapter 17. **Reading quiz.** **DUE:** By the start of class on Monday, March 14

WEEK 10

Monday, March 14 : Debrief of Informative Speeches

Wednesday, March 16 : Persuasive Speeches

Friday, March 18 : Persuasive Speeches

****Reading:** Chapter 13. **Reading quiz.** **DUE:** By the start of class on Monday, March 28

WEEK 11 – NO SCHOOL : SPRING BREAK

Monday, March 21

Wednesday, March 23

Friday, March 25

WEEK 12

Monday, March 28 : Work on visual aids for speech

Wednesday, March 30 : Impromptu Speech #4

Friday, April 1 : Group communication

****Assignment:** Outline for Persuasive Speech in Canvas. **DUE:** Rough draft due Sunday, March 4, by 11:59 p.m. Final draft due Sunday, April 10, by 11:59 p.m.

WEEK 13

Monday, April 4 : One-on-one sessions with professor to discuss Persuasive Speech

Wednesday, April 6 : One-on-one sessions with professor to discuss Persuasive Speech

Friday, April 8 : Work on Persuasive Speeches

****Assignment:** Outline for Persuasive Speech in Canvas. **DUE:** Final draft due Sunday, April 10, by 11:59 p.m.

WEEK 14

Monday, April 11 : Meet to discuss Persuasive Speeches

****Assignment:** Write your Persuasive Speech speech. Tentatively due Wednesday, April 20.

Wednesday, April 13 : Review for Exam #2

Friday, April 15 : NO SCHOOL – Good Friday

WEEK 15

Monday, April 18 : Exam #2 on reading material (closed book) and lectures

Wednesday, April 20 : Debrief of Exam #2

****Assignment:** Practice your Persuasive Speech at least 10 times before next week's speech.

Friday, April 22 : Impromptu Speech #4

WEEK 16

Monday, April 25 : Review for Persuasive Speeches

Wednesday, April 27 : Deliver Persuasive Speeches

Friday, April 29 : Deliver Persuasive Speeches. Last day of class.

****Assignment:** Critique your classmates' Persuasive Speeches. **DUE:** In Canvas by Wednesday, May 4, by 11:59 p.m.

KEY DATES

Friday, Jan. 21 – Introductory Speech

Wednesday, Feb. 23 – Exam #1

Wednesday, March 9 and Friday, March 11 – Informative Speech

Monday, April 18 – Exam #2

Wednesday, April 27 and Friday, April 29 – Persuasive Speech

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