

COMMUNICATION 101-06: INTRODUCTION TO COMMUNICATION

Chaminade University | Fall 2022
Tuesdays, Thursdays 1 p.m.-2:20 p.m.
Henry Hall 104

Instructor: Kim Baxter

E-mail: kimberlee.baxter@chaminade.edu. You can expect an initial response within 24 hours.

Office Hours: Mondays and Fridays, 3:30-6 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:

**Research, organize and outline an effective speech

**Deliver a well-planned presentation of ideas through effective oral delivery

**Use the tools and concepts covered in the textbook and lecture to create effective communication in group settings

**Use at least three different oral communication strategies in one-on-one, group and class communication settings.

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)

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 Tuesday** (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.

GRADING

Class participation/attendance		50 points
Current Events Quizzes	10 X 10 points each	100 points
Reading quizzes	7 X 10 points each	70 points
Canvas discussions		50 points
Speeches		
**Introductory speech		10 points
**Impromptu speeches	4 X 20 points each	80 points
**Informative speech		120 points
Outline	10 points	
Critiques of classmates	10 points	
Speech	100 points	
**Persuasive speech		290 points
Outline	20 points	
Critiques of classmates	20 points	
Speech	250 points	
Exams		
**Mid-term		50 points
**Final		50 points

TOTAL: 870 points

BREAKDOWN:

All grades will be determined using the following points scale:

783 – 870 points : **A** : Outstanding scholarship and an unusual degree of intellectual initiative

696 – 782 : **B** : Superior work done in a consistent and intellectual manner

609 – 695 points : **C** : Average grade indicating a competent grasp of the subject

522 – 608 points : **D** : Inferior work of the lowest passing grade, not satisfactory for the fulfillment of

prerequisite course work

Less than 522 points : **F** : Failed to grasp the minimum subject matter; no credit given

What's a "Grade?"

"A" students do not miss classes during the semester. They read and critically engage all the assigned readings before class on their own, and with classmates and the instructor. All assignments are not only complete but go beyond more than just the minimum requirements. Their oral presentations are delivered on time, exhibit proper style, grammar, and format, are well-organized, integrate strategic planning and targeting, and are outlined precisely and concisely. They take advantage of all rewrite and extra credit opportunities. These students always keep up with current news events, both locally and globally.

"B" students miss a few classes during the semester. They usually read the assigned readings before class. Their speeches exhibit proper style, grammar, and format, are well-organized, integrate strategic planning and targeting, and are written precisely and concisely. They take advantage of all rewrite and extra credit opportunities. These students usually keep up with current events.

"C" students miss several classes during the semester. They complete the assigned readings before exams. Written assignments and exams usually exhibit proper style and formatting, but do not always integrate strategic planning and targeting, and are not always well organized or written precisely and concisely. All speeches are presented on time, and most rewrite opportunities are used. These students sometimes keep up with current events.

"D" students miss four or more classes during the semester and skim assigned readings. Assignments and exams usually exhibit proper style and formatting, but they often lack integrated strategic planning and targeting, and are often not well-organized, or written precisely and concisely. Speeches are not always presented on time and only some rewrite opportunities are used. They don't keep up with current events.

"F" students fail to attend class consistently, miss exams and speeches, written assignments; don't use rewrite opportunities.

Grades of "Incomplete"

Incomplete grades are reserved for cases of illnesses and other emergencies that cause a student to be unable to complete the course by the due date. In such cases, the instructor has the option of issuing an "incomplete" grade at the end of the semester. Requests for an "incomplete" must be accompanied by substantive documentation.

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

WEEK 1

Tuesday, Aug. 23 : Introductions, review the syllabus

****Assignment:** Write an introduction (200-400 words) about yourself on Canvas. Include a photo so that we can get to know you. **DUE:** By the start of class on Thursday, Aug. 25

Thursday, Aug. 25 : Communication Process. Start working toward Introductory Speech.

WEEK 2

Tuesday, Aug. 30 : Speech exercises, fake news

****Assignment:** Prepare a 90-second to 2-minute Introductory Speech. **DUE:** In class on Thursday, Sept. 1

Thursday, Sept. 1 : Introductory Speeches.

****Reading:** Chapters 1-2, 15. **Reading quiz.** **DUE:** By the start of class on Tuesday, Sept. 6

****Assignment:** Critique your classmates' Introductory Speeches in Canvas. **DUE:** Monday, Sept. 5, by 11:59 p.m.

WEEK 3

Tuesday, Sept. 6 : Debrief of Introductory Speeches. Informative Speeches (to be delivered Oct. 11 and Oct. 13).

****Assignment:** Send proposals for your top Informative Speech topics. **DUE:** By the start of class on Thursday, Sept. 8

****Reading:** Chapters 11-12, 16. **Reading quiz.** **DUE:** By the start of class on Thursday, Sept. 8

Thursday, Sept. 8 : Informative Speeches

****Assignment:** Informative Speech outline. **DUE:** In Canvas on Thursday, Sept. 22 by the start of class

****Assignment:** Prepare a literary passage or reading from a book to present to class on Tuesday, Sept. 13. 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.

WEEK 4

Tuesday, Sept. 13 : Impromptu speech #1 (Delivery)

****Reading:** Chapters 3-6. **Reading quiz.** **DUE:** By the start of class on Tuesday, Sept. 20

Thursday, Sept. 15 : Research and work on Informative Speeches. Speech exercises.

****Assignment:** Informative Speech outline. **DUE:** In Canvas on Thursday, Sept. 22 by the start of class

WEEK 5

Tuesday, Sept. 20 : Speech exercises

****Reading:** Chapter 7-8, 14. **Reading quiz.** **DUE:** By the start of class on Tuesday, Sept. 27

****Assignment:** Outline for Informative Speech. **DUE:** In Canvas on Thursday, Sept. 22 by the start of class

Thursday, Sept. 22 : One-on-one sessions with professor to discuss Informative Speech outlines
****Assignment:** Final outline in Canvas. **DUE:** In Canvas on Tuesday, Sept. 27 by the start of class

WEEK 6

Tuesday, Sept. 27 : Review for mid-term exam
****Assignment:** Mid-term exam on Tuesday, Oct. 4

Thursday, Sept. 29 : Working on attention getters and transitions. Impromptu Speech #2

WEEK 7

Tuesday, Oct. 4 : Mid-term exam on the reading material (closed book)

Thursday, Oct. 6 : Visual aids, presentations. Learning how to critique and what to critique. Speech exercises

****Assignment:** Tentatively, you want to be done with creating your speech by Thursday, Oct. 6

****Assignment:** Practice the finished speech -- start to finish -- 10 times before you give your speech

WEEK 8

Tuesday, Oct. 11 : Informative Speeches

****Assignment:** Critique your classmates' Introductory Speeches. **DUE:** In Canvas by the start of class on Tuesday, Oct. 18

Thursday, Oct. 13 : Informative Speeches

****Reading:** Chapters 9-10. **Reading quiz.** **DUE:** By the start of class on Tuesday, Oct. 18

****Assignment:** Critique your classmates' Introductory Speeches. **DUE:** In Canvas by the start of class on Tuesday, Oct. 18

WEEK 9

Tuesday, Oct. 18 : Debrief of Informative Speeches. Group communication.

****Reading:** Chapter 17. **Reading quiz.** **DUE:** By the start of class on Thursday, Oct. 20

Thursday, Oct. 20 : Persuasive Speeches (to be given in class on Nov. 29 and Dec. 1). Come up with topics. Group communication.

****Assignment:** Submit your top two topics. **DUE:** By 11:59 p.m. on Monday, Oct. 24

WEEK 10

Tuesday, Oct. 25 : Impromptu Speech #3

****Reading:** Chapter 13. **Reading quiz.** **DUE:** By the start of class on Tuesday, Nov. 1

Thursday, Oct. 27 : Group communication

WEEK 11

Tuesday, Nov. 1 : Group communication, Impromptu Speech #4

****Assignment:** Outline for Persuasive Speech. **DUE:** Thursday, Nov. 10

Thursday, Nov. 3 : One-on-one sessions with professor to discuss outlines

WEEK 12

Tuesday, Nov. 8 : Work on outline for Persuasive Speeches.

****Assignment:** Outline for Persuasive Speech in Canvas. **DUE:** Rough draft due Thursday, Nov. 10, by the start of class. Final draft due Tuesday, Nov. 15, by the start of class

Thursday, Nov. 10 : One-on-one with professor to discuss outline

WEEK 13

Tuesday, Nov. 15 : Review for final exam.

****Assignment:** Final exam on all reading material to be given in class on Tuesday, Nov. 22.

Thursday, Nov. 17 : How to create persuasive language in your speech. Impromptu Speech #4.

WEEK 14

Tuesday, Nov. 22 : Final exam on reading material.

****Assignment:** Finish your rough draft of your Persuasive Speech. Ideally, you'd be done with this by Thursday, Nov. 24 so you have time to practice.

Thursday, Nov. 24 : THANKSGIVING -- NO SCHOOL

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

WEEK 15

Tuesday, Nov. 29 : Persuasive Speeches

Thursday, Dec. 1 : Persuasive Speeches. Last day of class.

****Assignment:** Critique your classmates' Introductory Speeches. **DUE:** In Canvas by Tuesday, Dec. 6, by 1 p.m.

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.

Marianist 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 or call (808) 735-4855

Tutoring and Writing Services

Chaminade offers 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 (include, 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 TutorMe.

Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Course Expectations

Your final grade will be based on your performance on exams and quizzes, speech assignments, class participation, professionalism, and attendance.

- The average student can expect to spend approximately 6-9 hours per week preparing for this class.
- Active student participation in all required discussions and weekly assignments is required.
- Honest communication with me personally or via e-mail is expected if any unexpected changes occur in your life.

Note: In case of class cancelation, you will be notified via Canvas and your Chaminade email.

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 Kōkua 'Ike: Center for Student Learning 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 Kōkua '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.

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 arrangement 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 Tutor 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](#)

(<https://chaminade.edu/wp-content/uploads/2019/08/NEW-STUDENT-HANDBOOK-19-20-Final-8.20.19.pdf>)

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 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10-week term, or equivalent amount of work over a different amount of time. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

The minimum 45 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.

General Student Rights (Student Handbook, page 6)

1. Students have the right to pursue educational, recreational, social, cultural, and residential activities within the basic philosophies, goals, and guidelines of Chaminade University.
2. Students have the right not to be discriminated against in employment or educational pursuits based upon the student's religious affiliation, gender, sexual orientation, skin color, ethnic or racial background, national origin, age, physical or mental challenges, marital status, change in marital status, pregnancy, or parenthood.
3. Students have the right to pursue educational endeavors free of harassment of any kind.
4. Students have the right to organize and join associations to promote interests held in common with other students within the limits of university policy and our Catholic, Marianist values.

5. Students have the right to services of the faculty, staff, and administrative officers of Chaminade University.
6. Students have the right to fair and impartial academic evaluations.
7. Students have the right to have the university maintain and protect the confidential status of their education, student conduct, and health records (for exceptions, see Privacy & Confidentiality in the DISCRIMINATION AND HARASSMENT PROCEDURES AND RESOURCE GUIDE)
8. Students have the right to a clean environment, reasonable access to facilities provided by the university, and freedom to read and study without undue interference, unreasonable noise, and other distractions.
9. Campus life is a unique situation requiring the full cooperation of each individual. For many, Chaminade is not only a school, but a home and a place of work as well. That makes it a community environment in which the actions of one student may directly affect other students. Therefore, each person must exercise a high degree of responsibility. Any community must have standards of conduct and rules 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.