

Course Title: COM 101, Introduction to Communication

Schedule: T/Th 1:00pm-2:20pm

Room Assignment: Henry Hall Room 203

Instructor:

David Ulrich

david.ulrich@chaminade.edu

pacimage@maui.net (For a timely response, use this email)

www.creativeguide.com

808-721-2862

Course Description

Students translate basic communication theory into practical methods for developing effective communication skills, focusing on three forms of communication: intrapersonal, interpersonal, and public/professional speaking. Students work on enhancing their interpersonal and group communication skills and capacity for engaged listening through role-playing and group discussions. Principles of message development and delivery are also examined with opportunities for students to present short speeches before an audience.

Textbook: *COMM 6: Speech Communication* by Verderber

Course Learning Outcomes:

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

1. Understand the basics of communication theory and the human dimensions of interpersonal communication.
2. Examine and assess internal scripts and personal communication styles and develop effective verbal and nonverbal interpersonal communication skills.
3. Apply active listening and response behaviors in interpersonal communication and group discussion.
4. Research, organize and outline an effective speech.
5. Deliver a well-planned presentation of ideas through effective oral delivery.
6. Use the tools and concepts covered in the textbook and lecture to create effective communication in group situations.
7. Use at least three different oral communication strategies in one-on-one, group and class communication settings.
8. Understand and appreciate cultural differences in communication.
9. Develop and effectively incorporate into a speech appropriate visual aids, including presentation software such as PowerPoint or Keynote.

Class Meetings

Some assignments can be fulfilled asynchronously but all presentations and class discussions take place person to person or with Zoom.

Weekly class material and handouts can be found on the class Canvas page.

Class Requirements and Grading

This is a presentation-oriented class. Attendance is essential and will be taken at the beginning of every class. Except for days when we use electronic devices in class, they are strictly prohibited in the classroom and inhibit both presenters and listeners. Visible or audible cell phones or tablets in the classrooms will result in an unexcused absence. If you have an open laptop in class, please sit in the first two rows.

There are NO MAKE-UP EXAMS OR SPEECHES unless absences are excused and prior arrangements have been made with the Professor.

If there is an emergency and you cannot take an exam or deliver a speech, it is standard policy that you MUST: 1.) email BEFOREHAND to let the instructor know about the emergency, and 2.) provide valid documentation. A slight cold, picking up someone at the airport or not being ready for an assignment do not constitute an emergency.

Final grades will be based on:

Group participation	20%
Midterm	20%
Informative Speech	20%
Persuasive Speech	20%
Final Exam	20%

Speeches

Names will be chosen randomly to determine the order of speech presentations, then the reversed order will be used the second time. Students who volunteer to speak will be given additional points.

Dress appropriately for class on the day of your speech presentation.

No gum chewing or wearing of hats during group activities or presentations.

All outlines must be handed in on time on the specified date.

Class Policies

1. Attendance and promptness at all class sessions are expected. Three or more unexcused absences will affect your final grade. Three tardies constitute one unexcused absence. In addition, three consecutive class absences without a valid excuse can result in a failing grade.
2. If you are unable to attend class, you are still responsible for all information presented during that session. Please check with a classmate first about information presented in class.

3. To pass Communication 101 with a minimum grade, you must participate in group dynamics and make two formal presentations: the Informative speech and the Persuasive speech. You must also take both the mid-term and final examinations to receive a passing grade. Everything in the textbook can be on the test regardless if it was covered in class. Everything covered in class may be on the test regardless if it was in the textbook. Bottom line: read the book AND come to class and you'll be fine.
4. Assignments must be completed on the specified due date and turned in at the start of class. A written outline is required for each speech and will be turned in on the date listed or one week prior to the speech. Late outlines will be evaluated but will result in a one grade deduction in the overall grade for the speech.
5. All assignments submitted should be your own work. Other sources should be properly attributed. Plagiarism will not be tolerated. Communication department policy requires that on first offense, plagiarized assignments will be given a grade of zero and the student's final grade will be reduced by one letter grade. A second offense will mandate an automatic failure of the class.
6. You may make up a test or a speech with verification that circumstances were beyond your control. In such cases, please notify me before class, if possible. (Nursing a common cold, doing an errand, meeting with a professor or advisor, or not being ready for an assignment are not considered legitimate excuses.)
7. Any assignment or exercise based on in-class activity with other class members cannot be made up if you are not present for the activity.
8. Assignments will be graded on timeliness, completeness, and quality of content. All written assignments must be in hard copy format or Word or PDF files emailed to the professor. Please do not turn in assignments on Google Drive or Cloud services (Dropbox).

WEEK	DATE	TOPIC	READINGS/DUE
Week 1	August 24	Fundamentals of Communication	Chapters 1-3. COMM
Week 2	August 31	Intrapersonal Communication and Group Dynamics	Chapters 4-6. COMM
Week 3	Sept 7	Roles and Leadership in Group Dynamics	Chapters 9-10. COMM

Week 4	Sept 14	Introduction to Public Speaking	Chapters 11, 16. COMM
Week 5	Sept 21	Public Speaking II	Chapter 12-15
Week 6	Sept 28	Public Speaking III Delivery and Visual Aids, Software. Review for midterm	Outlines Due for Informative Speeches
Week 7	Oct 5	Midterm	
Week 8	Oct 12	Informative Speeches	<i>Reclaiming Conversation: The Power of Talk in a Digital Age</i> by Sherry Turkle. Handouts.
Week 9	Oct 19	Informative Speeches	Chapter 17. COMM
Week 10	Oct 26	Interpersonal Communication	<i>Dialogue and the Art of Thinking Together</i> by William Isaacs. Handout.
Week 11	Nov 2	Interpersonal Communication	Chapters 7-8. COMM. Outlines due for persuasive speech
Week 12	Nov 9	Persuasive Speech presentations	
Week 13	Nov 16	Persuasive Speech presentations and	
Week 14	Nov 23	Review for Final Exam	
Week 15	Nov 26	Thanksgiving.	
Week 16	Review and final exam		

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

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)