

# COM 101: Introduction to Communication

Fall 2022 Syllabus

School of Business and Communication, Chaminade University of Honolulu



**Instructor:** Kelly Holden, PhD  
**Email:** Kelly.holden@chaminade.edu  
**Class Time & Location:** MWF 11:30-12:20am, Clarence T.C. Ching Hall Room 253  
**Office & Office Hours:** Via Zoom (use my personal meeting room - <https://hawaii.zoom.us/j/9480866001>)  
Please email me to set-up a time, my schedule is flexible.

## Required Books & Resources:

- A personal notebook computer
- An Internet connection
- Chaminade Canvas Learning Management System
- Textbook: Sellnow, D., Verderber, K., & Verderber, R. (2021). *COMM*. 6<sup>th</sup> Edition. Boston: Cengage.  
ISBN-13: 978-0357370278  
ISBN-10: 0357370279

## Course Overview

Catalog Description: Introduction to major forms of communication. Activities for students to learn effective communication skills for two-person, small groups, and public situations. Examinations and application of basic principles of message development for personal and public speech.

## Course Objectives (COs)

Upon completion of this course students should be able to:

1. Summarize the models and process of human communication.
2. Identify the role of verbal and nonverbal communication in the construction of meaning.
3. Describe effective interpersonal communication skills.
4. Construct, arrange, and completely deliver public address.

## Marianist Values

This course fulfills the following Marianist Value Objectives:

- (2) Provide an integral quality education.
- (4) Educate for service, justice, and peace.
- (5) Educate for adaptation and change.

## Methods of Delivery

This is very much a workshop-like class; meaning, in part, that you must be here to work in order to derive any real content. The out-of-class readings will provide you with a foundation, but the application of this knowledge will take place in class, so it is essential that you be here for both your own personal growth and your final grade. Delivery methods may include but are not limited to: lectures, guest speakers, rich media, slide presentations, class discussions, small group discussions, reading assignments, writing assignments, and guided practice, to name just a few.

## Course Expectations

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

- The average student can expect to spend approximately 6-9 hours per week preparing for this class.
- Please do not bring guests/children to class.
- In case of class cancelation, you will be notified via Canvas and your Chaminade email.

I **DO NOT** accept late work. Early assignments, however, are always happily accepted!

## Computer Proficiency Expectations

Students in this course are expected to be proficient in the following technology areas:

- Canvas LMS
- Chaminade email
- Microsoft Word (or other word processing software)

## Course Attendance Policy

Students are expected to attend class and log-in to Canvas daily to check for course announcements, materials, and assignments.

## Behavioral Expectations

You are expected to conduct yourself in a manner compatible with the college's function as an institute of higher learning. To uphold this principle in the face-to-face COMM classroom, no cell phones, or "side conversations" that disrupt the learning process or interfere with the primary activity are allowed. Laptop computers may be used for taking notes or engaging in class activities. Please refrain from surfing the Internet, or using your computer for anything other than classwork. TEXT MESSAGING DURING CLASS IS NOT ALLOWED. Not only is it disruptive to those around you, it is distracting to the instructor and interrupts the learning environment. Students should silence any cell phones before entering class. This is a very serious matter. Each student in this course has paid to receive an education, and inhibiting the learning of those around you via use of cell phone, personal computer, and/or visitation unrelated to coursework is not allowed. In the face-to-face and online classrooms, civil discourse must be adhered to both in synchronous live meetings as well as asynchronous discussion rooms and/or interactions whether they are with the instructor or peers. Students should use proper netiquette at all times online.

Every student has the right to a respectful learning environment. In order to provide this right, students must take individual responsibility to conduct themselves in a mature and appropriate manner and will be held accountable for their behavior. Students who disrupt the class or communicate or behave inappropriately or disrespectfully, as determined by the instructor and/or institution, will be referred for disciplinary action.

## Assessment Methods

Assessment methods include quizzes, exams, written assignments, class discussions, class activities, and group work. Every effort will be made to return all student work within two-weeks of the due date.

## Late Work

All work in this course will be due at 11:59PM HST on the assigned due date, at which point online submission boxes will promptly close. Late work is **NOT** accepted in this course. Assignments which are not submitted on or before their due date will receive an automatic zero. If you find that you are having technical difficulties please contact the Chaminade IT Helpdesk for issues related to Chaminade technology. If you have documentation from the Helpdesk indicating that they have identified a problem with the technology, I will allow you to submit

the assignment once a resolution has been reached at no penalty to you. If students are unsure of their home technology, they should plan ahead to use the computer lab on-campus in order to submit work in a timely manner.

## Grading & Assignments

This class will be difficult at times. Your experience will largely be reflected in the amount of effort you expend. Time management, organization, and avoiding procrastination will help you succeed. If you have grade goals, keep these things in mind and meet with me early in the semester to ensure you stay on track.

### Grading Distribution

Exam #1 (Midterm Exam) = 50 points

Exam #2 (Final Exam) = 60 points

Quizzes = 150 points

Communication Process Paper = 100 points

Journal Reflections = 200 points

Informative Outline/Speech = 145 Points

Persuasive Outline/Speech = 145 Points

Participation = 150 Points

### Final Grade Requirements

A = 900 or more

B = 800 to 899

C = 700 to 799

D = 600 to 699

F = Below 600

**Exams** (Midterm: 50 points + Final: 60 points = 110 points) CO, 1, 2, 3, 4, & 5

Two major exams will cover material from class lectures, class discussion, guest speakers (if any), handouts and assigned readings. Exams may include multiple-choice, short-answer and essay questions. **There are absolutely no make-up exams without proper documentation** for your absence, which must be provided prior to the absence if at all possible. A missed exam will count as a zero.

**Quizzes** (15 @ 10 points each = 150 points) CO 1, 2, 3, 4, & 5

Fifteen quizzes will cover material from class lectures, discussions, videos, handouts and assigned readings. Quizzes may include multiple-choice, short-answer, or essay questions. **There are absolutely no make-up quizzes without proper documentation**, which must be provided prior to the missed quiz if at all possible. Any missed quiz will count as a zero.

**Communication Process Paper** (100 points) CO 1 & 5

Students should prepare a 4-5-page paper [APA Style, Times New Roman, Double Spaced, 12 point font, plus a minimum of 3 academic references] on the role of communication in the college setting. Begin by addressing how the competent model of communication is different from the early linear and interaction models of communication. Next, explain how the context (situational, relational, and cultural) of the collegiate environment can affect communication choices. Then, describe the role of perception in the communication process in the college environment. Think about why perception matters when you communicate at school (in places like classrooms or even outside of classrooms with peers). Next, summarize the role that social and psychological factors play in influencing how people communicate in the academic environment. (Think about how the social and psychological background of each communicator might contribute to the way each person communicates with peers and instructors in an academic context). Finally, provide, explain, and relate at least two communication theories we have covered that you think are interesting and apply to the topic of competent communication in the academic environment. Papers will be graded on content, length, grammar, spelling, writing mechanics, and APA formatting.

### Journal Reflections (15 @ ~13.5 points each = 200 points) CO 1, 2, 3, 4, & 5

Throughout the semester, students will be given journal prompts in class or via Canvas that they will thoughtfully reflect on. In general, journal entries should be approximately 2-3 typed paragraphs, (approximately 400-600 words), well written and thorough reflections that show evidence of critical thinking and practical application of the concepts being examined in class. Please submit a separate document for each journal submission in Canvas.

### Informative Speech (Outline & Speech) (Outline = 45 points + Delivery = 100 points = 145 points total) CO 4

Students will compose a well-organized informative speech outline. Outlines are typically 2-3-pages long, and show an appropriate structure for the goal of informing an audience. Students will practice their informative speech and deliver their speech in-class. Specific details will be provided in class and via Canvas.

### Persuasive Speech (Outline & Speech) (Outline = 45 points + Delivery = 100 points = 145 points total) CO 4

Students will compose a well-organized persuasive speech outline. Outlines are typically 2-3-pages long, and show an appropriate structure for the goal of persuading an audience. Students will practice their persuasive speech and deliver their speech in-class. Specific details will be provided in class and via Canvas.

### Class Activities, Discussion, and Participation (150 points) CO 1, 2, 3, 4, & 5

Contributions to class discussions, activities, and practicing professionalism, are essential to this class. At the end of the term, your participation will be rated based on the following:

- Evidence of reading and understanding reading assignments, including accurately citing sources, and using case studies, current news examples and personal experiences relevant to class discussions.
- Relevance of comments and questions to course topics and materials.
- Resourcefulness and quality of comments/reactions.
- Use of professional writing and communication etiquette in your emails and other communications to the instructor and classmates.
- Collegiality and respect for the instructor's and other students' time and opinions, including in emails, other communications and class discussion.

### Grading Standards

"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 assignments are turned in on time or early, 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 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 assignments 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 assignments are turned in 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. Assignments are not always turned in 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, written assignments; don't use rewrite opportunities.

### Suggestions for Success

Manage your time wisely and stay organized! Learn how to use the required technology. Come to class prepared. Engage in the learning, discussions, and activities that take place in the classroom. Don't be distracted or distract others. Always do your best! ☺

### Challenging a Grade on an Individual Assignment

Should a student find at any point during the semester that they wish to challenge a grade they have received on an assignment, they are welcome to do so! The following are grade challenging guidelines:

- Students must wait 48 hours after receipt of their assignment before challenging the grade
- Grade challenges must be submitted in writing via email, in respectful and professional prose
- Students must articulate, based on the merits of their work (not on circumstances) and the guidelines of the assignment/rubric, why they feel their grade should be amended
- Students have up to 2 weeks prior to receipt of their assignment grade to challenge. Attempts to challenge a grade after 2 weeks from receiving an assignment back will be automatically forfeited.

Students also retain the right to academic grievance for final course grades through standard Chaminade processes should they feel this step is necessary.

### 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](mailto:ada@chaminade.edu)).

### Academic Honesty

All work submitted by a student must represent their own original ideas, concepts, and current understanding. All sources of information collected during research and utilized in an assignment must be correctly documented to avoid plagiarism. Cheating or plagiarism in any form (intentional or unintentional—including sharing quiz access codes to students not present in class) violate the course academic integrity policy. Violations will be penalized pursuant to the university's academic honesty policy and may also result in disciplinary action.

Violations of the Academic Honesty 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 dishonesty or plagiarism, a student is subject to 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 dishonesty or plagiarism, failure of the course, and/or suspension from the University.

## Violations of Academic Honesty and Integrity

Violations of Academic Honesty and Integrity includes but is not limited to:

- 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.
- Unauthorized Multiple Submissions: The submission of substantial portions of the same academic work for credit (including oral reports) more than once without authorization.
- Plagiarism: Intentionally, knowingly, or unknowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source).
- Abuse of Academic Materials: Intentionally, knowingly, or unknowingly destroying, stealing, or making inaccessible library or other academic resource materials.
- Complicity in Academic Dishonesty: Intentionally, knowingly or unknowingly 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 their 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 Policy

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.