



**Chaminade**  
**University**  
OF HONOLULU

**Course Syllabus**

[Chaminade University Honolulu](https://www.chaminade.edu)

3140 Waialae Avenue - Honolulu, HI 96816

**Class Sessions:** COM 101 Mondays, Wednesdays, and Fridays; 1:30PM to 2:20PM HST

**Professor:** Dr. Eduard Merc, Assistant Professor of Business Management, Analytics, and Supply Chain Management

**Contact:** Kieffer Hall Office #27 : (808) 739-8594  
Email: [Eduard.merc@chaminade.edu](mailto:Eduard.merc@chaminade.edu)  
Note: Emails will be responded to within 1 to 2 days.)

**Office Hours:** MWF: 4:00PM to 5:00 pm, or by appointment

**Required Text:** Verderber, Verderber, Sellnow. *COMM 6 Student Edition*

**Course Number:** COM 101

**Course Title:** Basic Communication Skills

**Department Name:** Communication Department

**College/School/Division Name:** School of Humanities and Art Design

**Term:** Fall 2023

**Course Credits:** 3

**Class Meeting Days:** Mondays, Wednesdays, and Fridays 1:30PM to 2:20PM HST

**Class Meeting Hours:** 45 hours

**Class Location:** Eiben 202

## **Course Overview**

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 Learning Outcomes**

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

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

1. Research, organize and outline an effective speech
2. Deliver a well-planned presentation of ideas through effective oral delivery
3. Use the tools and concepts covered in the textbook and lecture to create effective communication in group settings
4. Use at least three different oral communication strategies in one-on-one, group and class communication settings.

## **Course Policies:**

### **Class Attendance**

This is an active-learning-oriented class; therefore, attendance is essential. Participation in class is graded. Attendance is tracked, but ultimately it is the student's responsibility to be present for our scheduled class sessions.

### **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 arrangements 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.

## **Student Conduct Policy**

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.

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 under Student Life.

For further information, [please refer to the Chaminade Catalogue](#).

## Speeches

Attendance during speeches, even if you are not the speaker, **is tracked and awarded with points.** a) Dress appropriately for class on the day of your speech presentation. b) No gum chewing or wearing of hats during presentations. c) All outlines must be uploaded to CANVAS/emailed or handed on time.

## Assignments and Grading

Your homework is located in our weekly Canvas Modules. Read ahead of the week assignment. Some of the work you need to do include online CANVAS submissions, outlines and research you turn in on assigned dates. Homework will include online discussions, library work and outline preps. All submissions should be type-written.

## Late Work Policy.

Late homework will receive 30% deductions. When absences are excused (with medical certificates or official school function documentation handed with appropriate signatures), the student should schedule exams or make up for late work with the instructor. All make-up work should be completed within the week following the excused absence only. There is no make-up for unexcused absence for any in-class hands on activities and presentations.

All written assignments must be typed with attention to spelling and grammar. Adhere to standards set by acceptable Reference and Citation Format (i.e. MLA, Chicago, and APA).

## Reading your Textbook.

You are required to read assigned materials and take notes so you are prepared to contribute to class discussion. Guides to your reading are also exam guides. Reading in advance will allow everyone to share ideas and ask questions regarding the material. Please access CANVAS on the web and log into our COM 101 class.

## Participation.

This is based on your attendance and contribution to ***building a positive classroom*** climate and community. No full attendance/participation points can be achieved if you do not participate in class, even if you are always present in class. You will be evaluated on your disposition of openness and active participation in dialogues and discussions. Aim to elevate critical inquiry into the topics discussed in class. This does not mean that you have to agree with the instructor or your classmates, but you conduct yourself in a manner that is positive and constructive rather than negative, demeaning or confrontational. Developing full paragraph recitations and basing information on research are goals to aim for in speaking discussions. Listening is another form of classroom participation. Positive Mental Attitude and a cooperative spirit will be observed as part of your class participation. This includes dressing up professional for your audience on the day of your speech.

## 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 schools.

## Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3
Marianist Values	3,4	4,5	1, 2 & 4
Program Learning Outcomes	1,3	1,2	1, 2 & 3
Gen Ed Learning Outcomes (if applicable)	Oral Com	Written Com	Oral Com

## **SCHEDULE OF CLASS WORK**

### **WEEK 1: Introduction and Chapter 1**

- A. Introduction**
- B. What Did I learn from Chapter 1 shared Google slide submission**

### **WEEK 2: Perception and Short Oral Reports (Chapter 2)**

- A. Chapter 2 Oral Reports – follow guidelines for short speeches (1) meaning from text, 2) your own interpretation of the meaning and 3) a concrete communicative example).**

### **WEEK 3: Chapter 3-4 Non Verbal Communication**

- A. Storytelling, Meaning of Signs and Movements**

### **WEEK 4: Chapter 7 Interpersonal Communication**

- A. Acquaintances, Friendships and Intimate Relationships**
- B. Concepts and concrete examples using dialogues**

### **WEEK 5: Chapter 8 Self Disclosure in Interpersonal Relationships**

- A. Writing the Roles and Concepts**
- B. Performance**

### **WEEK 6: Chapter 9 and 10**

- A. How groups form and fall apart**
- B. Different Group Memberships**
- C. Six Steps to Problem Solving in Groups**
- D. Roles we play when talking in groups**

### **WEEK 7: Zoom/Online Group Discussion**

- A. Group Discussion using social media chats and online platforms**
- B. Reflection on Virtual and Face to Face**

### **WEEK 8: Reflection**

- A. Submission and Reflection**
- B. What other roles were played by other members**
- C. What did you learn from problem solving in groups?**

### **WEEK 9: MIDTERM**

- A. Review**
- B. Midterm**

**WEEK 10: The Public Speech (Informative and Persuasive (Chapter 16/17))**

- A. Characteristics of a good Informative/Persuasive Speech**
- B. Discussion of Rubric for Grading a Speech**
- C. Research, Content and Delivery**

**WEEK 11: Visual and Creative Additions (Initial Slides)**

- A. Voice, Body and Tone**
- B. Transitions, Visuals and Slides**

**WEEK 12: Practice and Research**

- A. Small Group Rehearsals**
- B. Individual Rehearsals**

**WEEK 13: Speech Performances**

**WEEK 14: Class Review**

- A. Post Assessment**
- B. Finals Review**

**WEEK 15: Finals**

*Note: Changes to dates and times depending on length of performances and practices and minor content may occur during the course of the semester.*

**Make-up work for Excused Absences: Guide to Reading Notes:**

Must be typewritten.

**1. Read the assigned Chapter that you missed and submit your reading notes in the form of paragraphs. Submit assigned number of concepts from each chapter. Write and label your paragraphs according to the following:**

**a) Write the name of the element/concept and book definition**

**b) Explain our own understanding/definition of the element/concept and**

**c) A sample from a communicative event: participants and messages are sent, received and responded to from your own experiences. You can also find examples from other readings outside of your textbook.**

## Required Learning Materials

COM 6 by Verderber and Verderber

(<https://www.cengage.com/c/comm-6e-sellnow-verderber-verderber/9780357370278/>)

## Course Website:

<https://chaminade.instructure.com/courses/28413>

## 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](mailto:helpdesk@chaminade.edu) or call (808) 735-4855

## Tutoring and Writing Services

Chaminade is proud to offer 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 (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check [Kōkua ‘Ike’s website](#) 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](mailto:tutoring@chaminade.edu) or 808-739-8305.

## Assessment

Provide a listing of assessments and their weighting. In addition to (or even in lieu of) tests, you may wish to consider creating “authentic” assessments, which are aligned to experiences that students will encounter in their careers. You also may wish to include service learning assignments and connect with the CUH [Service Learning Center](#).

## Grading Scale

Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student’s daily work, class participation, quizzes, tests, term papers, reports and the final examination. They are interpreted as follows:

- A Outstanding scholarship and an unusual degree of intellectual initiative
- B Superior work done in a consistent and intellectual manner
- C Average grade indicating a competent grasp of subject matter
- D Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work
- F Failed to grasp the minimum subject matter; no credit given

## Graded Requirements



<b>GRADED REQUIREMENTS</b>	<b>Percentage</b>	<b>Possible points</b>	<b>Your scores</b>
Weekly Individual Homework in Canvas (Journal, Quizzes, Discussions, etc.)	30%	300	
Group Communication Project	10%	100	
Informative Speech	10%	100	
Persuasive Speech	10%	100	
Midterm Exam	15%	150	
Final Exam	15%	150	
Class Attendance and Participation	10%	100	
<b>TOTAL</b>	<b>100%</b>	<b>1,000</b>	

### **Instructor and Student Communication**

Questions for this course can be emailed to the instructor at [Eduard.merc@chaminade.edu](mailto:Eduard.merc@chaminade.edu). Online, in-person and phone conferences can be arranged. Response time will take place up to 1 to 2 days.

### **Cell phones, tablets, and laptops**

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

### **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)).

### **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.

## **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 a minimum of 45 hours of engagement, regardless of varying credits, duration, modality, or degree level. 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. Terms that have alternative lengths, such as 10 week terms, should have an equivalent amount of faculty instruction and out-of-class student work to meet each credit hour. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit. The number of engagement hours may be higher, as needed to meet specific learning outcomes.

### *Specific Credit Situations*

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.

### *How This Course Meets the Credit Hour Policy*

1. Seat time: 75 minutes TR= 150 minutes weekly X 15 weeks = 2,250 minutes or 37.5 hours
2. **Time Spent on Key Assessments**
  - Group Communication Project= 8 hours viewing, studying, researching + 5 hours practicing and performing and shared analysis= 13 hours
  - Journals, Quizzes, and Discussions = 5 hours establishing synergy, studying, researching and writing agenda + 10 hours performing, zoom meetings and individual reflection= 15 hours
  - Speech Assignments (2) = 10 hours viewing, studying, researching and conferencing on outlines + 12.5 hours rehearsal, performing and group and individual reflections= 22.5 hours
  - Midterm and Finals = 8 hours studying and 2 hours during finals + 8 hours studying = 18 hoursTOTAL: 106 hours with 29 hours remaining for #3 to complete 135 hours
3. Homework (Reading, Experimenting Non-Verbal Messages, Studying and Home Rehearsals: 29 hours  
About 2 additional hours each week

**Aloha from Professor Eddie Merc, Ph.D., MBA/CAPM**

**Additional Student Notes:**