

School of Humanities, Arts, and Design
Communication Department

COM 101: Introduction to Communication

MWF 10:30am – 11:20am; Eiben Hall 202

Credits: #3 Section: #COM101-06-1 Term: Fall 2024

Instructor Information



Instructor: Lisa Trumbull

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Phone: 808-739-7424

Office Location: Clarence TC Ching Hall – Office of Admissions

Office Hours: By Appointment

Virtual Office: By Appointment

Course Description & Materials

Catalog Course 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.

Time Allocation

This course encompasses 37.5 hours of in-class activities over 15 weeks, including lectures, discussions, and participation, although holidays recognized in the USA and Hawai'i may slightly reduce this total. Students will also need to allocate significant time outside of class. Each week, approximately 4 hours will be spent planning, preparing, and practicing five speeches, amounting to 60 hours over the semester. Additionally, students should expect to spend 2 hours weekly on reading assignments, which totals 30 hours. The course also requires at least 10 hours for a research and writing task and a minimum of 8 hours for studying and review sessions in preparation for exams. Overall, students are expected to dedicate approximately 135-145 hours to this course throughout the semester.

Required Materials

COMM6 by Sellnow, Verderber, Verderber

Canvas (<https://chaminade.instructure.com>)

Chaminade University uses Canvas as our Learning Management System. For our COM 101 course, Canvas will provide access to course materials, including the syllabus, discussions, readings, and multimedia resources. Assignments will be submitted through Canvas, where you will also receive feedback. Communication will be facilitated via announcements, discussion boards, and messaging. While some quizzes and exams may be taken

online through Canvas, others may be administered in person. You can track your progress using the Canvas gradebook. Canvas helps streamline course management and enhance your learning experience.

Learning Outcomes

Course Learning Outcomes (CLOs)

Upon completion of COM 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

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, and integrity of creation.
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

Attendance

This course places a strong emphasis on oral presentations; therefore, consistent attendance is essential. Missing classes will significantly impact your final grade. In-class assignments and quizzes missed for non-emergency reasons cannot be made up. Participation and attendance together constitute 10% of your final grade, and you are strongly encouraged to attend every session.

The syllabus is subject to change at any time. Any modifications will be announced during class sessions. If you are unable to attend a class, please email the instructor to inquire about any missed content. In the event of an emergency, such as a medical or family issue, please discuss with the instructor the possibility of making up missed quizzes and assignments.

Late Work

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/7 days** 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 email, 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.

Changes to the Syllabus

While the provisions of this syllabus are as accurate and complete as possible, your instructor reserves the right to change any provision herein at any time. Every effort will be made to keep you advised of such changes, and information about such changes will be available from your instructor.

Final Grades

Final grades are submitted to [Self-Service](#):

All grades will be determined using the following points scale:

- **783 – 880 points : A**
 - Outstanding scholarship and an unusual degree of intellectual initiative
- **696 – 782 points : 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 coursework
- **Less than 522 points : F**
 - Failed to grasp the minimum subject matter; no credit given

GRADING

ASSIGNMENT	POINTS	TOTAL POINTS
Class participation & attendance		120
Reading quizzes	8 X 15 points each	120
Canvas discussions		50
<i>Speeches:</i>		
**Introductory		10
**Impromptu	4 X 20 points each	80
**Informative		120
—Outline	10	
—Speech	100	
—Critiques of classmates	10	
**Persuasive		280
—Outline	20	
—Speech	250	
—Critiques of classmates	10	
Exams		
**Exam #1		50
**Exam #2		50
TOTAL:		880

Important Information

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an "F" grade for the work in question, an "F" grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

Title IX and Nondiscrimination Statement

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator.

Nondiscrimination Policy & Notice of Nondiscrimination

Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found at the Chaminade University Title IX

Office Contact Information and Confidential Resources website. On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the Campus Incident Report form. Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

CUH Alert Emergency Notification

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

Assessment for Student Work

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

Student with Disabilities Statement

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors

each semester, as the student is responsible to notify Kōkua Ike via email at ada@chaminade.edu each semester if changes or notifications are needed.

Kōkua 'Ike: Tutoring & Learning 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 on Account > TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Readings, Quizzes, Speeches, Exams

Week of	Theme	Speeches	Quiz/Exam
8/19	Communication Perspectives	Introduce a Classmate	Chapter 1
8/26	Perception/Intercultural	Introductory Speech	Chapters 2, 3
9/2	Introduction to Public Speaking		Chapters 11, 12
9/9	Verbal & Non-Verbal	Impromptu Speech #1	Chapters 4, 5
9/16	Interpersonal/Intrapersonal		Chapters 7, 8
9/23	Group Communication	Impromptu Speech #2	Chapters 9, 10
9/30	Midterm		Exam #1
10/7	Listening	Impromptu Speech #3	Chapter 6
10/14	Presentational Aids		Chapter 13
10/21	Style and Delivery (CH 14 & 15)	Impromptu Speech #4	
10/28	Informative Speaking (CH 16)		
11/4	Informative Speaking	Informative Speech	
11/11	Persuasive Speaking (CH 17)		
11/18	Persuasive Speaking	Persuasive Speech	
11/25	Thanksgiving/Final Prep		
12/2	Final		Exam #2

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 instructor with any questions.