

Chaminade University of Honolulu  
Department of Business & Communication  
**COM 101 Introduction to Communication**

Eiben 202 11:30a - 12:50

**Credits:** 3    **Section:** #02-01 **Term:** Fall, 2024

### Instructor Information

**Instructor:** Mario Macagba, MBA, BS

**Email:** Mario.Macagba@chaminade.edu

**Phone:** 513-593-9030

**Office Location:** Eiben 124

**Office Hours:** By appointment only

**Virtual Office:** TBD

**Virtual Office Hours:** By appointment only

### Communication

I can be reached via email out side of class meeting times and will try to reply to your email within 24 hours of you sending the email. If you call my office number, please leave a message and state your name, the class you are in (day & time), a brief message about the nature of the call and how I can reach you.

### School & Department Information

Chaminade University of Honolulu

Office Location: [Building name and number can be found on each [Academic Schools' website](#).]

Phone: (808) ### - #### [Academic School's phone number can be found on School's website.]

If you have questions regarding the Department of Business and Communications, reach out to your Instructor or the School of Communications.

### 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
5. Deliver short impromptu speeches with confidence and clarity

## **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'ohē pau ka 'ike i ka hālau ho'okahi ('Olelo No'eau 203) All knowledge is not taught in the same school

## Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5
<b>Marianist Values</b>	2 & 5		2 & 3		
<b>Native Hawaiian Values</b>	2 & 5		2 & 3		

## Course Activities

### Discussions

We may have discussing in class or on Canvas.

### Homework

You will be responsible for reaching the chapters each week.

### Quizzes

You will be given quizzes based on the chapters you are reading in class.

### Exams

You will have a Midterm and a Final that will be done in class.

### Group Projects

You will be working in a small group presentation and present to the class on a topic of the group's decision.

## Course Policies

### 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:**

- **900 – 1,000 points : A**
  - Outstanding scholarship and an unusual degree of intellectual initiative
- **800 – 899 points : B**
  - Superior work done in a consistent and intellectual manner
- **700 – 799 points : C**
  - Average grade indicating a competent grasp of the subject
- **600 – 699 points : D**
  - Inferior work of the lowest passing grade, not satisfactory for the fulfillment of prerequisite coursework
- **Less than 599 points : F**
  - Failed to grasp the minimum subject matter; no credit given

Grading	
Speeches	200
Quizzes	100
Group Speech	200
Midterm / Final	250 &
<b>TOTAL</b>	<b>1,000</b>

## 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**

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, Roxana Jimenez at (808) 739-8530, [titleix@chaminade.edu](mailto:titleix@chaminade.edu), or [compliance@chaminade.edu](mailto:compliance@chaminade.edu). 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.

### **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 Kokua Ike via email at [ada@chaminade.edu](mailto: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](mailto:tutoring@chaminade.edu) or 808-739-8305.



## Readings & Due Dates

<b>Wk of</b>	<b>Theme</b>	<b>READING</b>
<b>WK 1</b> <b>08/20</b> <b>08/22</b>	Welcome & Introduction A) Introduction Read Ch1 Do your Part of the Google Shared Slides B) What did I learn from Chapter 1 shared Google slide submission	CH 1
<b>WK 2</b> <b>08/27</b> <b>08/28</b>	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).	CH 2
<b>WK 3</b> <b>08/27</b> <b>08/29</b>	Chapter 4 Non Verbal Communication A. Storytelling, Meaning of Signs and Movements B. Non-Verbal Elements Experiment (upload to shared google slide) C. Introduce Week 4 Content	CH 4
<b>WK 4</b> <b>09/03</b> <b>09/05</b>	Chapter 7 & 8 Interpersonal Communication A. Acquaintances, Friendships and Intimate Relationships B. Concepts and concrete examples using dialogues	CH 7 & 8
<b>WK 5</b> <b>09/10</b> <b>09/12</b>	Chapter 9 and 10 A. Six Steps to Problem Solving in Groups B. Roles we play when talking in groups	CH 9 & 10
<b>WK 6</b> <b>09/17</b> <b>09/19</b>	Group Discussion (TOPIC?)	TBA
<b>WK 7</b> <b>09/24</b> <b>09/26</b>	Reflection A. Submission and Reflection B. What other roles were played by other members C. What did you learn from problem solving in groups?	TBA
<b>WK 8</b> <b>10/01</b> <b>10/03</b>		TBA
<b>WK 9</b> <b>10/08</b> <b>10/10</b>	MIDTERM	TBA

<b>WK 10 10/15 10/17</b>	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	TBA
<b>WK11 10/22 10/24</b>	Research, Practice and Draft Review A. Voice, Body and Tone B. Transitions, Visuals and Slides	TBA
<b>WK 12 10/29 10/31</b>	Speech Outlines check and Practice A. Small Group Rehearsals B. Individual Rehearsals	TBA
<b>WK13 11/05 11/07</b>	Speech Performances	TBA
<b>WK 14 11/12 11/14</b>	Speech Performance A. Post Assessment B. Finals Review	TBA
<b>WK 15 11/19 11/21</b>	Final	TBA

***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.