



School of Business and Communication (SBC)
Communications Department

COM 101-09-1 Course

Mondays, Wednesdays, and Fridays: 2:30PM to 3:20PM HST
Eiben Hall 202 Classroom

Credits: 3 Credits Section: 09 Term: Fall 2024 Semester (DUG)

Instructor Information



Instructor: Eduard O. MERC, Ph.D., MBA, PMP, Assistant Professor of Business Administration; MBA Director/Advisor, School of Business and Communication

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Phone: (808) 739-8594

Office Location: Kieffer Hall, Office #16

Office Hours: Mondays, 4:30PM to 5:30PM HST

Virtual Office: <https://hawaii.zoom.us/j/2994435836>

Virtual Office Hours: By Appointment Only

Communication

Canvas message is the preferred way of communication for this class between the instructor and the students. E-mail messaging is also acceptable communication method. I will respond to any class-related inquiry within 24-48 hours.

School & Department Information

School of Business and Communication

We believe innovation is possible in every sector, excellence is a state of mind, and that entrepreneurs aren't born—they're made. That's why we're proud to be home to world-class programs that not only tackle societal issues but help find solutions.

Office Location: Kieffer Hall, Room 12, (808) 739-8369

If you have questions regarding the communications department, please reach out to your instructor or the communication department's chair, Dr. Cliff Bieberly at

cbieberl@chaminade.edu

Course Description & Materials

Catalog Course Description

COM 101 Introduction to Communication (3)

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

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)

Required Materials

COM 6 by Verderber and Verderber

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

Recommended Items

Additional in-class content and activities, such as handouts, videos, and practice speech sessions.

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

Our class content and homework is located in Canvas LMS here:

<https://chaminade.instructure.com/courses/35406>

It contains modules with specific chapter content and assigned homework as well as Canvas messaging to contact the instructor, if needed.

Learning Outcomes

Program Learning Outcomes (PLOs)

Upon completion of the B.A. undergraduate program in Communication, students will be able to:

- Communicate effectively, persuasively and ethically using oral, written, and technological platforms in interpersonal, small group, public, intercultural, and technological settings.
- Apply the principles and laws of freedom of speech and press, including the right to monitor and criticize power, in order to promote service, justice and peace.
- Actualize professional ethical principles in the pursuit of truth, accuracy, and diversity.
- Locate, evaluate, incorporate, and properly cite multiple resources in visual and oral performances, papers, and communication campaigns.

Course Learning Outcomes (CLOs)

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

- Organize and present an effective speech at an elevated comfort level.
- Utilize the tools and concepts covered by the textbook and lecture to create a more complete perspective on the significance of effective communication patterns.
- Enhance ability to participate effectively in interpersonal and group settings by engaging students' ability to become more involved listeners.
- Demonstrate the ability to plan oral delivery of ideas through content organization, outlining and effective oral delivery.
- Demonstrate the ability to use different oral communication strategies in one-on-one, group and public 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.

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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

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

Course Activities

Discussions

There are weekly in-class and homework discussions in each module to be completed.

Homework

Weekly homework generally has 3 components:

1. Chapter Quiz
2. Chapter Assignment (if applicable)
3. Chapter-related discussion forum with 1 article summary at least 2 classmate responses
- 4.

Quizzes

Quizzes are taken from each weekly chapter content/summary discussed during our class sessions.

Exams

There is midterm and final exam in this class.

Team Projects

Small peer-to-peer speech projects are part of this class.

Individual Projects

Each student will deliver a public speech in front of the class at the end of the semester, combined with practice sessions throughout the semester.

Final Project

Final project consists of final exam and personal reflection section in the exam regarding the learned content in this class.

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 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 or 808-739-8305.

Course Policies

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 regularly attend 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 Catalog.

Late Work

Late work is allowed for partial credit only. Late homework will receive 30% deductions. When absences are excused (with medical certificates or official school function documentation handed in 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).

Extra Credit

Extra credit is only approved by the instructor once student meets with the instructor to discuss the need for extra credit assignment.

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.

Grades of Incomplete

[Description of your policies and expectations of how a student can obtain an I-grade (incomplete)]

Final Grades

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

A = 90% and above

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% and below

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

GRADED REQUIREMENTS	Percentage	Possible points	Your scores
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	
TOTAL	100%	1,000	

Instructor and Student Communication

Questions for this course can be emailed to the instructor at 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.

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 Kokua 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.

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.

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

Additional Student Notes: