

Chaminade University of Honolulu
School of Humanities, Arts & Design

COM 101 Introduction to Communication

Online M-F

Credits: 3 Section: #91-01 Term: Spring, 2026

Instructor Information

Instructor: Mario Macagba, MBA, BS

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Phone: 513-593-9030

Office Location: Virtually

Office Hours: By appointment only

Virtual Office: By appointment only

Virtual Office Hours: By appointment only

Communication

I can be reached via email outside of class meeting times and will try to reply to your email within 24 to 48 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: [\(808\) 735 - 4827](tel:8087354827). 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.

- 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:

- Educate for Formation in Faith (Mana) E ola au i ke akua (‘Olelo No’eau 364) May I live by God.
- 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.
- 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.
- 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.
- 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	CLO 4	CLO 5
Marianist Values	2 & 5		2 & 3		
Native Hawaiian Values	2 & 5		2 & 3		

Course Activities

Discussions

We may have discussions in class or on Canvas. Participation in class or Canvas discussions are required to share knowledge with each other.

Speeches

Introduction Speech

For this assignment, you'll deliver an Introduction Speech designed to help your classmates and me to get to know you. Your speech should introduce yourself

How To Speech

This assignment requires you to deliver a 'How To' speech that provides clear, step-by-step instructions on how to complete a specific task or process. You are encouraged to utilize visual aids to enhance your explanation. Remember to **practice your speech thoroughly** and deliver it extemporaneously, **without reading from your note cards**.

Informative Speech

This assignment requires you to deliver a speech designed to educate your classmates on a topic of your choice. You'll conduct research, structure your presentation logically, and deliver it extemporaneously with a professional demeanor. This speech emphasizes the development of core public speaking skills.

Persuasive Speech

This assignment requires you to deliver a speech aimed at convincing your audience to adopt your position on a debatable issue or to take a specific action. You'll conduct thorough research, develop compelling arguments, and present your case effectively through well-structured and professionally delivered content. This speech is designed to enhance your ability to influence and advocate.

Google Slides

As an **extra credit opportunity**, students may contribute to a **collaborative Google Slides presentation**. This presentation will synthesize information from assigned readings and class lectures. While participation is not mandatory, this assignment provides a valuable chance to **augment one's final grade**, particularly for individuals aiming to mitigate the impact of lower scores on quizzes or speeches.

Homework

You will be responsible for reading the chapters each week out side of class.

Quizzes

You will be given quizzes based on the chapters you are reading. The quizzes will be due on Canvas on Sunday at 23:59.

Major Quizzes

You will have a Midterm Quiz and a Final Quiz that will be completed on Canvas

Course Policies

Attendance

This course places a strong emphasis on oral presentations; therefore, consistent attendance is essential. Missing assignments will significantly impact your final grade. 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 and/or on Canvas. 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	
Assignments - Google Slides (Extra Credit)	60*
Speeches - Introduction, How To Speech, Informative Speech	125
Discussion Boards 15 points each	75
Quizzes	80
Midterm Quiz	50
Final Quiz	50
TOTAL	440*

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, or 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 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 & Due Dates Lecture

Wk of	Theme	READING
WK 1	Welcome & Introduction A) Introduction, Syllabus, Human BINGO (M) B) Introduce yourself Speech (W) C) Lecture (W/F) - CH 1 D) Do your Part of the Google Shared Slides E) Quiz on Canvas due Sunday 23:59	CH 1
WK 2	Perception of Self and Others A) Lecture B) Do your Part of the Google Shared Slides C) Quiz on Canvas due Sunday 23:59	CH 2
WK 3	Listening A) Lecture B) Do your Part of the Google Shared Slides C) Quiz on Canvas due Sunday 23:59	CH 6
WK 4	Topic Selection A) Lecture B) Do your Part of the Google Shared Slides C) Quiz on Canvas due Sunday 23:59	CH 11
WK 5	Organizing your speech CH 12 A) Lecture B) Do your Part of the Google Shared Slides C) Quiz on Canvas due Sunday 23:59	CH 12
WK 6	Interpersonal Relationships A) Lecture B) Do your Part of the Google Shared Slides C) Quiz on Canvas due Sunday 23:59	CH 7
WK 7	Presentational aids A) Lecture B) Do your Part of the Google Shared Slides C) Quiz on Canvas due Sunday 23:59	CH 13
WK 8	Informative Speaking A) Lecture B) Do your Part of the Google Shared Slides C) MIDTERM Quiz on Canvas due Sunday 23:59 (CH 16)	CH 16
WK 9	Persuasive Speaking A) Lecture B) Do your Part of the Google Shared Slides C) Quiz on Canvas due Sunday 23:59	CH 17

WK 10	Speech Week Perform a 3-5 minute speech. You will give the audience instructions on how to perform a task. You should be using note cards and NOT USE YOUR PHONE , some form of visual aid, introduction, body & conclusion. You will need to submit an outline via Canvas	
WK11	Communicating in Groups A) Lecture B) Do your Part of the Google Shared Slides C) Quiz on Canvas due Sunday 23:59	CH 9
WK 12	Group Leadership A) Lecture B) Do your Part of the Google Shared Slides C) Quiz on Canvas due Sunday 23:59	CH 10
WK13	Language and Oral Style A) Lecture B) Do your Part of the Google Shared Slides C) Quiz on Canvas due Sunday 23:59	CH 14
WK 14	Speech Week Perform a 3-5 minute speech. You will give the audience instructions on how to perform a task. You should be using note cards and NOT USE YOUR PHONE , some form of visual aid, introduction, body & conclusion. You will need to submit an outline via Canvas	
WK 15	FINAL Quiz on Canvas due 05/02/25 23:59 (CH 16)	

***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.*