

Chaminade University
COM101-10-1 | 3 Credits | Fall 2026
HHOA102 TTH 1:00PM - 2:20PM | IN-PERSON

Instructor: Kelsey Joy Sablan

Email: kelseyjoy.sablan@chaminade.edu

Office Hours: Tuesday & Wednesday - 10:00am - 4:30pm (excluding our class time)

Access Canvas Dashboard: <https://chaminade.instructure.com>

Instructor & Student Communication

Email is the primary method of communication outside of class. Students can expect a response to emails within **24–48 hours on weekdays**. Emails received on weekends or university holidays will typically receive a response on the next business day.

Students are expected to communicate respectfully and professionally during class discussions, peer reviews, group activities, and any Canvas communication. Be courteous, use appropriate language, provide constructive feedback, respect differing perspectives, and contribute positively to a supportive learning environment.

School & Department Information

College of Humanities, Arts and Design

Office Location: Henry Hall, Room 206

Phone: (808) 739-4633

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 is a three-credit-hour course requiring at least 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are expected to spend about:

In-Class Instruction: 43 hours

Weekly Reading Assignments: 12 hours

Class Assignments (6): 6 hours

Informative Speech Research, Outline, Drafting, Practice & Delivery: 27 hours

Persuasive Speech Research, Outline, Drafting, Practice & Delivery: 27 hours

Group Communication Activity & Collaboration: 6 hours

Midterm Exam Preparation & Exam: 2 hours

Final Exam Preparation & Exam: 2 hours

Participation Preparation (peer evaluations, workshops, discussions, impromptu speaking): 10 hours

Total: 135 hours

Required Materials

COMM6 by Sellnow, Verderber, Verderber (the 6th edition is not the most recent edition, but it is cheaper than the 7th edition and is still readily available)

Recommended Items

As you progress through the course, additional readings may be required. Please review all course modules thoroughly to avoid missing any additional readings.

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

This course is supported by Canvas and is paired with regularly scheduled in-person class meetings. While lectures, discussions, and speeches will take place in the classroom, Canvas will serve as the primary online platform for accessing course materials and completing course requirements.

Students will use Canvas to access the syllabus, weekly modules, announcements, course resources, and grades, as well as to submit assignments, participate in discussions, complete quizzes, and track upcoming deadlines. Students are expected to check Canvas regularly and complete all online components by the posted due dates.

Learning Outcomes

Course Learning Outcomes (CLOs)

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.

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.

Students embody the value of “educate for adaptation and change,” through speeches, discussions, peer feedback, and reflection. Students learn to adapt their communication to different audiences, situations, and perspectives. The course encourages flexibility, critical thinking, and continuous improvement as students become more effective communicators.

Assessment	CLO(s)	Marianist Value(s)
Informative Speech	1, 2, 4	2, 3, 5
Persuasive Speech	1, 2, 4	2, 3, 4, 5
Class Assignments/Discussions/Impromptus	1, 2, 3, 4	2, 3, 5
Participation & Attendance	1, 2, 3, 4	2, 3
Midterm Exam	1, 2, 3, 4	2

Final Exam	1, 2, 3, 4	2
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Attendance & Class Policies

Students are expected to be in the classroom with their computers open to the course-related websites and prepared to discuss that day's lesson at the start of class. Most assignments are due by the start of class, so please ensure your work has been submitted. Walking in late is disruptive and disrespectful to the professor and your fellow classmates and will be documented and penalized accordingly.

During class, students are expected to actively participate in discussions. Students should honor diverse perspectives, though disagreements are allowed (and expected) as long as they are handled respectfully.

Your final grade will be severely hurt if you miss class. In-class assignments and quizzes cannot be made up if missed for a non-excused reason. Class participation and attendance are 10% of your final grade. You are strongly encouraged to attend every class.

Students who need to leave before the scheduled end of class time need to communicate with the instructor. If an emergency arises, students must email the instructor as soon as possible.

Quick Reference — Absence Thresholds:

Excused Absence	Missing class with a doctor's note (for prolonged sicknesses), for a mandatory university-related event, or for a family/medical emergency
Unexcused Absence	Absence not discussed prior to the day(s) missed
Warning Threshold	Two unexcused absences
Grade Penalty	4-5 unexcused absences will result in a one-grade letter step down
Course Failure	6+ unexcused absences
Late Arrival	10 minutes after the start of class is tardy; 3 tardies = 1 unexcused absence
Early Departure	Several early class departures without reasonable explanations will affect attendance grade

Course Outline

Week #	Tuesday	Thursday
1	8/18 — Introduction & Syllabus Ch. 1 Lecture	8/20 — Ch. 1 Lecture HW: Ch. 16 & 11
2	8/25 — Ch. 16 & 11 Lecture <u>DUE</u> : 3 informative speech topics	8/27 — Ch. 16 & Gathering Evidence Review Week 3
3	No In-Person; Follow modules 9/1 - 9/3 — Ch. 12; Course Modules; Speech Outline; HW: Ch. 14	
4	9/8 — Ch. 14 Lecture HW Reading: Ch. 15	9/10 — Ch. 15 Lecture; <u>DUE</u> : Informative Outline Draft

		HW: Ch. 7 & 8
5	9/15 — Ch. 7 & 8 Lecture Informative Speech Workshop	9/17 — Informative Speech Workshop Providing Constructive Feedback Practice Speech
6	9/22 — Informative Speech Delivery <u>DUE</u> : Final Outline	9/24 — Informative Speech Delivery <u>DUE</u> : Final Outline; HW: Ch. 17
7	9/29 — Ch. 17 Lecture	10/1 — Ch. 17 Lecture
8	10/6: Midterm Prep; Impromptu Speech <u>DUE</u> : 3 persuasive topics	10/8 — Midterm Exam
9	10/13 - 10/15 — Wellness Week: TBD	
10	10/20 — Begin Persuasive Outline; HW: Ch. 9 & 10	10/22 — Ch. 9 & 10 Lecture
11	10/27 — Ch. 9 & 10 Lecture	10/29 — Group Communication Activity
12	11/3	11/5 — <u>DUE</u> : Persuasive Outline Draft
13	11/10 — Persuasive Speech Workshop Practice Speech	11/12 — Persuasive Speech Workshop Practice Speech
14	11/17 — Persuasive Speech Delivery; <u>DUE</u> : Final Outline	11/19 — Persuasive Speech Delivery; <u>DUE</u> : Final Outline
15	11/26 — Real-World Lecture	11/26 — Thanksgiving: No Classes
16	12/1 — Real-World Activity	12/3 — Final Exam Review
17	Final Exam	

Course outline is subject to change throughout the course of the semester. Students will be notified if the course outline has any significant changes.

Grades

Final grades are submitted to Self-Service. Here is the grade breakdown:

A (500 - 450 points) B (449 - 400 points) C (399 - 350 points) D (349 - 300 points) F (299 - 0 points)	Informative & Persuasive Speeches - 120 pts each Midterm Exam - 50 pts Final Exam - 50 pts Assignments - 10 pts each (100) Participation & Attendance - 50 pts TOTAL: 500 pts	50% 20% 20% 10% TOTAL: 100%
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Course Policies

Deadlines

Assignments are considered late when submitted after the posted deadline. The first missed deadline will result in a warning. The next missed deadline, and any late submission after, will result in a one-letter grade deduction (Example: If you scored a B, but submitted late, your final grade on the assignment will be a C).

Students have five (5) days to submit the assignment after the deadline. No submission will result in an automatic zero (0) for the assignment. If a student expects to miss a deadline, the student must contact me *before* the assignment's deadline.

Extra Credit & Make-Up Assignments

Extra credit opportunities are not guaranteed. Any extra credit offered to the class will be available to all students. Individual requests for extra credit may be considered on a case-by-case basis at the instructor's discretion.

Make-up assignments are given if a student has an excused absence. Students are expected to reach out to the instructor for make-up assignments within 7 days after assignment, exam, and/or quiz(s) original deadline. If the student fails to contact the instructor within the 7 days, the student will receive a zero (0) for the assignment, exam, and/or quiz(s).

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.

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.

AI (Artificial Intelligence) Statement

Chaminade University recognizes the increasing role of artificial intelligence (AI) technologies in academic and professional environments. AI encompasses, but is not limited to, generative AI platforms, automated writing or content generation software, coding assistants, and similar tools. Students must ensure all submitted work genuinely reflects their knowledge and effort. Using AI to produce or significantly complete graded assignments, exams or other academic tasks – defined as use that substitutes for or substantially replaces a student's own

analysis, reasoning or written expression – without explicit instructor approval is considered academic misconduct and will be dealt with according to the University's Academic Honesty Policy.

If an instructor has reasonable grounds to question whether submitted work genuinely reflects a student's own knowledge, authorship, or mastery of course material — or whether it meets the course's expectations for AI use — the instructor may require the student to provide additional or alternative evidence of authorship and content mastery. Such evidence may include drafts, notes, revision history, source materials, process explanations, oral discussion, in class work, or completion of an alternative assessment. A student's refusal or inability to provide such evidence may be considered, along with other available information, in evaluating whether the work meets course requirements and stated learning outcomes. Instructors will not rely solely on AI detection software or other automated tools in making grading or academic integrity determinations. Such determinations will be based on the totality of the available information and handled in accordance with applicable University policies and procedures. See the catalog section Student Use of Artificial Intelligence in Academic Work for further information.

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.