

Com101-Introduction to Communication

Tuesday/Thursday, 1:00 - 2:20pm

Instructor Information

Instructor: Danielle Lum

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Phone: 808-469-5442

Office Hours: 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.

Required Materials

There is no required text for this class.

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

This course will have Canvas integration with online discussions and grading.

Learning Outcomes

Program Learning Outcomes (PLOs)

Upon completion of this course, the student will be able to:

1. Understand the human dimension of interpersonal communication: personification vs. objectification.
2. Assess personal communication styles and develop effective verbal and nonverbal interpersonal communication skills.
3. Understand and appreciate culture differences in communication.
4. Organize informative and persuasive speeches which include the key elements of an effective speech: attention-getting opening, well-developed body, strong conclusion, clear transitions, and appropriate research data.
5. Deliver speeches using an emphatic voice, a conversational style, meaningful eye contact, and appropriate facial and body gestures.
6. Develop and effectively incorporate into a speech appropriate visual aids, including powerpoint.

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 'Ōlelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ōlelo 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 ('Ōlelo 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 ('Ōlelo 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 ('Ōlelo 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 ('Ōlelo No'eau 203) All knowledge is not taught in the same school

Course Summary

Date	Details	Due
	Assignment First Speech - 50 points	due by 11:59pm
	Discussion Topic Informational Speech Topic Choice - 25 points	due by 5pm
	Discussion Topic Informational Speech Topic Choice - 25 points	to do: 12:30pm
	Assignment Informative Speech: 5-6 minutes - 100 points	due by 11:59pm
	Discussion Topic Informative Speech Peer Review - 25 points	due by 2:30pm
	Assignment Informative Speech Revision: 5-6 minutes - 200 points	due by 11:59pm
	Discussion Topic Persuasive Speech Topic Choice - 25 points	due by 1pm
	Assignment Persuasive Speech: 6-8 minutes - 100 points	due by 11:59pm
	Discussion Topic Persuasive Speech Peer Review - 25 points	due by 2:30pm
	Assignment Persuasive Speech Revision: 6-8 minutes - 200 points	due by 11:59pm
	Assignment Powerpoint Presentation: 10-12 minutes - 300 points	due by 11:59pm

Course Policies

1. Attendance and promptness at all class sessions are expected. Three consecutive class absences without a valid excuse can result in a failing grade.
2. If you are unable to attend class, you are still responsible for all information presented during that session.
3. There will be three speeches, two of which will be given twice. A written outline is required for each speech and will be turned in prior to the speech. Failure to turn in an outline will result in a one grade deduction in overall grade for the speech.
4. Students will evaluate each others' speeches based on the skills learned in class. These peer evaluations will be graded.
5. The professor retains the right to produce pop quizzes to determine student grasp of any part of the lesson.
6. All assignments submitted should be your own work. Other sources should be properly attributed. Plagiarism will not be tolerated. Communication department policy requires that, on first offense, plagiarized assignments will be given a grade of zero and the student's final grade will be reduced by one letter grade. A second offense mandates automatic failure. DO NOT USE CHATGPT or any other AI generation.
7. You may make up a speech only with verification that circumstances were beyond your control. In such cases, please notify me before class, if possible. (A doctor's appointment, doing an errand, meeting with a professor or advisor, or not being ready for an assignment are not considered legitimate excuses.)
8. Turn OFF cell phones. If it makes noise (including buzzing) during class it will result in a two-point penalty off the overall grade. Similarly, if the professor's cell phone rings or buzzes during class every student present for the event will be awarded two bonus points toward their overall grade.

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

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.