



Department of Humanities, Arts and Design
Communication

COM-101 Introduction to Communication

Online

Credits: 3

Section: COM-101-92-1

Term: Fall 2026

Aloha and Welcome!

Aloha and welcome to COM 101: Introduction to Communication!

Communication is part of nearly everything we do. It shapes how we understand ourselves, build relationships, work with others, navigate differences, share ideas, resolve conflict, and influence the world around us. And yet, communicating effectively is often much more complicated than simply saying what we mean.

Throughout this course, we'll explore how communication works in everyday life—from perception, language, listening, and nonverbal communication to relationships, groups, persuasion, public speaking, culture, media, and technology. Along the way, you'll have opportunities to apply what you're learning through real-world examples, discussions, reflection, and hands-on communication experiences.

This course isn't about becoming a “perfect” communicator. It's about becoming a more aware, intentional, adaptable, and effective one.

I look forward to learning alongside you this semester.

Instructor Information



Instructor: Dr. Lisa Charles

Email: lisa.charles@chaminade.edu

Phone: 808-388-0736

Office Location: Online, Hawai'i

Office Hours: Varies, as needed

Virtual Office: Varies, as needed

Virtual Office Hours: Varies, as needed

Communication

The best way to contact me is by email. This can be through Canvas or through my university email address. I generally respond to messages within 24–48 hours Monday–Friday.

Teaching Philosophy

I believe learning is most meaningful when students actively engage with ideas, ask thoughtful questions, and respectfully consider perspectives different from their own. Communication is not simply something we study—it is something we practice every day. My goal is to create a learning environment where curiosity, empathy, critical thinking, and active participation are encouraged, and where students feel comfortable experimenting, making mistakes, and developing their own communication skills.

Throughout this course, I encourage you to connect what we learn to your own experiences, relationships, communities, and future goals. You do not need to begin this course as a confident communicator; you simply need to be willing to learn, participate, reflect, and grow.

School & Department Information

School of Humanities, Arts and Design

Office Location: Henry Hall, Room 206

Phone: (808) 739-4633

If you have questions regarding this course, reach out to your Instructor or the School of Humanities, Arts and Design.

Course Description & Materials

Introduction to Communication 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.

Course Overview

This course explores communication as an essential part of everyday life. We will examine how people create and interpret meaning, develop relationships, communicate across differences, work in groups, persuade others, present ideas, and navigate communication in an increasingly digital world.

Throughout the semester, we will explore communication in a variety of contexts, including interpersonal, intercultural, small-group, public, and mediated communication. Topics will include perception and identity, verbal and nonverbal communication, listening, conflict, group

dynamics, persuasion and rhetorical appeals, public speaking, media literacy, and communication technologies.

Rather than simply memorizing communication concepts, you will have opportunities to observe, analyze, practice, and reflect on communication in real-world situations. The goal is to help you become a more aware, intentional, adaptable, and effective communicator in your academic, professional, and personal life.

Time Allocation

This is a three-credit-hour course requiring approximately 135 clock hours of student engagement, consistent with the official Chaminade University Credit Hour Policy. Students should expect to spend approximately 8 hours per week, on average, engaged in course activities.

Course engagement may include reviewing instructional materials and videos, completing assigned readings, participating in discussions and activities, completing knowledge checks, researching and preparing assignments, practicing communication skills, preparing presentations or other applied learning activities, and reflecting on course concepts and experiences.

The amount of time required each week may vary depending on the topic and assignments. Students are encouraged to review each weekly module in advance and plan accordingly.

Required Materials

Text: Sellnow, D.D., Verderber, K.S., Verderber, R.F. COMM7. Cengage. Students may use either the 6th or 7th edition. Reading assignments will identify the appropriate chapters or topics for each edition when necessary.

Other: Supplemental readings, instructor-created materials, videos, and other resources will be provided through Canvas as needed.

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

Because this is an asynchronous online course, regular access to a computer and reliable internet connection is essential. Course materials, activities, assignments, discussions, announcements, feedback, and grades will be provided through Canvas.

Canvas is the online classroom for this course. Each week, you will access readings, lecture materials, videos, discussions, assignments, quizzes, and grades through Canvas. Course

modules are designed to guide you through the learning experience in a clear, organized sequence.

Students should log into Canvas several times each week, review announcements, complete assigned activities, and monitor upcoming deadlines. Regular engagement with the course will help you stay connected and avoid falling behind.

Each weekly module is organized in a consistent sequence to help you navigate the course:

Overview → Learn → Engage → Apply → Submit

Learning Outcomes

Program Learning Outcomes (PLOs)

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

1. Communicate effectively, persuasively and ethically using oral, written, and technological platforms in interpersonal, small group, public, intercultural, and technological settings.
2. 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.
3. Actualize professional ethical principles in the pursuit of truth, accuracy, and diversity.
4. Locate, evaluate, incorporate, and properly cite multiple resources in visual and oral performances, papers, and communication campaigns.

Students in the Integrated Marketing track will also be able to:

1. Research and create an integrated marketing campaign using appropriate technologies and symbol systems for local, national, and global clients.

Students in the Mass Media track will also be able to:

1. Use contemporary technologies and methodologies to critique, analyze, and produce media for distribution via traditional, current, and emerging communication platforms.

Course Learning Outcomes (CLOs)

After completion of Communication 101, the student will be able to:

CLO 1 — Communication Foundations: Explain foundational communication concepts, processes, and principles and how they shape the creation and interpretation of meaning.

CLO 2 — Communication Analysis: Analyze how perception, identity, culture, language, and nonverbal communication influence communication across different contexts.

CLO 3 — Interpersonal & Group Communication: Apply effective listening, interpersonal, conflict-management, and group communication strategies in real-world situations.

CLO 4 — Persuasion & Message Development: Analyze and construct persuasive messages using audience awareness, credible evidence, ethical reasoning, and rhetorical appeals such as ethos, logos, and pathos.

CLO 5 — Public Communication: Research, organize, and deliver clear and effective oral presentations appropriate to purpose, audience, and context.

CLO 6 — Communication in Contemporary Life: Evaluate communication practices across interpersonal, intercultural, public, media, and digital contexts and reflect on their effectiveness and ethical implications.

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.

COM 101 particularly supports Marianist values #4 and #5 by encouraging students to communicate ethically and responsibly, engage respectfully with diverse perspectives, adapt communication to different audiences and contexts, and consider how communication can contribute to understanding, service, justice, and positive 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

Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5	CLO 6
Marianist Values		✓	✓	✓		✓
PLOs	✓	✓	✓	✓	✓	✓
Native Hawaiian Values	✓	✓	✓	✓		✓
Gen Ed Learning Outcomes (if applicable)						

Course Activities

Discussions

Communication is something we learn not only by studying it, but by engaging with others. Throughout the semester, you'll participate in discussions designed to help you explore course concepts, consider real-world communication situations, share perspectives, and learn from your classmates.

Discussions may ask you to analyze a communication scenario, reflect on your own experiences, respond to a current example, or apply concepts from the week's materials. The goal is not simply to post an answer, but to engage thoughtfully with ideas and with one another.

Because communication often involves different experiences, perspectives, and interpretations, all discussions should be approached with curiosity, professionalism, empathy, and respect.

Weekly Learning Activities

Weekly Learning Activities are designed to reinforce weekly learning and prepare you for discussions, projects, and other course activities. Depending on the week's topic, assignments may include textbook readings, brief writing activities, multimedia resources, knowledge checks, project milestones, or other learning experiences.

Rather than focusing on busy work, each activity is intended to help you apply communication concepts, practice communication skills, and make meaningful connections between what we study and your own experiences.

Knowledge Checks

Short Knowledge Checks are included throughout the semester to help reinforce key concepts from the assigned readings and instructional materials. These low-stakes assessments are designed to help you monitor your understanding as you progress through the course and prepare you for future discussions and assignments.

Knowledge Checks are intended to support learning rather than simply evaluate it. Additional instructions and due dates will be provided within each weekly Canvas module.

Oral Communication

Developing confidence and competence in oral communication is an important part of this course. Throughout the semester, you will have opportunities to practice communicating ideas clearly and effectively for different audiences, purposes, and situations.

Oral communication activities may include brief informal speaking exercises as well as more structured presentations. These experiences are designed to help you develop skills in audience awareness, message organization, supporting ideas with credible evidence, verbal and nonverbal delivery, and effective use of presentation aids when appropriate.

The emphasis is not on becoming a “perfect” public speaker. Instead, the goal is to become a more confident, intentional, and adaptable communicator. You will have opportunities to practice, receive feedback, reflect on your performance, and apply what you learn to future communication situations.

Later in the course, you will also explore principles of persuasion and learn how communicators use rhetorical appeals—including ethos, logos, and pathos—to develop messages that are credible, logical, engaging, and appropriate for their audiences.

Applied Learning: Real-World Communication

Throughout the semester, you'll complete four Applied Learning activities designed to help you use communication concepts in realistic, real-world situations. These activities move beyond

memorization by asking you to analyze communication challenges, consider different audiences and perspectives, solve problems, and make intentional communication choices.

Each activity will place you in a specific role and situation with a clear communication goal, audience, and purpose. Depending on the activity, you may be asked to analyze a scenario, develop a communication strategy, create a message, make recommendations, or reflect on the effectiveness of different communication approaches.

Detailed instructions, evaluation criteria, and submission requirements will be provided within Canvas.

Final Reflection

Rather than a traditional final exam, this course concludes with a Final Reflection designed to bring together what you have learned throughout the semester.

This final assessment provides an opportunity to reflect on your growth as a communicator and consider how your understanding of communication has evolved through course concepts, discussions, activities, and real-world applications. You will be asked to make connections across the different areas of communication explored throughout the course and identify the ideas, experiences, and skills that were most meaningful to you.

Rather than focusing on memorization, the Final Reflection asks you to thoughtfully consider your strengths, areas for continued growth, and how you can apply what you have learned to your relationships, education, workplace, community, and everyday life.

Ultimately, the goal is to consider not only what you learned about communication, but what you learned about yourself as a communicator—and where you go from here.

Course Policies

Communication

Successful online learning depends on timely communication. Students are encouraged to contact the instructor whenever questions or concerns arise. Email is the preferred method of communication, and messages will generally receive a response within 48 hours on weekdays. Students are also responsible for regularly monitoring their Chaminade email and Canvas announcements for important course information, updates, and deadlines. Open and timely communication is one of the best ways to ensure a successful semester.

Attendance

Although this is an asynchronous online course and there are no scheduled class meetings, regular participation is essential to your success. Attendance is demonstrated through active engagement in the course, including logging into Canvas regularly, reviewing course materials, participating in discussions, completing learning activities, and submitting assignments by their due dates. Students are expected to engage with the course throughout the semester rather than attempting to complete multiple weeks of work at once. If circumstances arise that may affect your participation, please communicate with the instructor as soon as possible so we can discuss available options.

Late Work

Assignments are due by the dates and times listed in Canvas. Timely submission helps keep you engaged with the course and supports meaningful participation in discussions and collaborative learning activities.

Because unexpected circumstances can arise, students who anticipate missing a deadline should contact the instructor before the assignment is due whenever possible. Reasonable accommodations may be made for documented emergencies or other extenuating circumstances. Unless prior arrangements have been made, late work may be subject to a grade reduction or may not be accepted after feedback or solutions have been released.

Extra Credit

Extra credit opportunities are generally **not offered** in this course. Students are encouraged to focus their efforts on completing required assignments thoughtfully and on time. If an extra credit opportunity is offered, it will be made available to the entire class at the instructor's discretion.

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

A grade of **Incomplete (I)** is intended for students who, because of extraordinary circumstances beyond their control, are unable to complete a small portion of the course after successfully completing the majority of the coursework. An Incomplete is **not** granted to allow additional time for work that could reasonably have been completed during the semester.

Students requesting an Incomplete must contact the instructor before the end of the semester whenever possible. Approval is subject to University policy and requires a written plan for completing the remaining coursework within the timeframe established by the University.

Assessment and Grading

Assignment feedback will typically be returned within one week of the due date.

Assignment	Quantity	Points Each	Total
Discussions	5	25	125
Knowledge Checks	5	15	75
Oral Communication: Communication Snapshot	1	25	25
Oral Communication: Extemporaneous Communication	1	50	50
Oral Communication: Informative Presentation	1	100	100
Oral Communication: Persuasive Presentation	1	125	125
Applied Learning: Real-World Communication	4	50	200
Final Reflection	1	100	100
TOTAL			800

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.

Artificial Intelligence (AI)

Artificial intelligence (AI) tools, such as ChatGPT, Gemini, Microsoft Copilot, and similar technologies, may be useful for brainstorming ideas, organizing thoughts, clarifying concepts, or improving grammar and writing mechanics. Students are welcome to use these tools as learning resources when doing so supports their own learning.

However, all submitted work must ultimately represent the student's own thinking, analysis, and understanding of the course material. AI-generated content should not replace original work or be submitted as the student's own. Students are responsible for verifying the accuracy of any information generated by AI tools and ensuring that all course assignments comply with the University's Academic Honesty Policy.

If AI tools are used in completing an assignment, students may be asked to describe how they used the technology as part of their learning process.

Because this course emphasizes critical thinking, communication skill development, and personal growth, assignments should reflect your own experiences, perspectives, and analysis. AI can assist your learning, but it cannot replace your voice.

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.

Semester Roadmap

Week	Theme	Big Question	Read	Primary Activity/Assessment	Work Due
Start Here	Welcome to Communication !	What should I expect from this course?	-	Welcome; Syllabus; Canvas Orientation; Introductions; Technology check	23 Aug
1	Communication is Everywhere	Why do good people misunderstand each other?	Ch 1	Oral #1: Communication Snapshot	23 Aug
2	Seeing is Believing...Or Is it?	Why do people see the same world so differently?	Ch 2	Discussion #1	30 Aug
3	Culture and Communication	How does culture shape the way we communicate and understand others?	Ch 3	Knowledge Check #1	6 Sep
4	The Power of Words	How can two people speak the same language and still misunderstand each other?	Ch 4	Applied Learning #1	13 Sep
5	The Messages We never Speak	What do we communicate without saying a word?	Ch 5	Discussion #2	20 Sep
6	Are You Really Listening?	What's the difference between hearing someone and understanding them?	Ch 6	Knowledge Check #2	27 Sep
7	Communication and Relationships	Why do some relationships grow while others fall apart?	Ch 7	Applied Learning #2	4 Oct

8	When Communication Gets Difficult	How can we communicate effectively when we disagree?	Ch 8	Discussion #3; Oral #2: Extemporaneous Communication	11 Oct
9	Working With Others	Why do some groups thrive while others struggle?	Ch 9	Knowledge Check #3	18 Oct
10	Leadership and Problem Solving	What makes someone an effective leader and communicator?	Ch 10	Applied Learning #3	25 Oct
11	The Art of Persuasion	Why do some messages change our minds?	Ch 17	Discussion #4	1 Nov
12	Building a Message That Matters	How do we turn an idea into a message people can understand?	Ch 11, 12, 16	Knowledge Check #4; Begin Preparing for Oral #3: Informative Presentation	8 Nov
13	Bringing Your Message to Life	How does the way we deliver a message change its impact?	Ch 13-15	Oral #3: Informative Presentation	15 Nov
14	Communication In A Digital World	How is technology changing the way we communicate—and the way we understand what is true?	-	Discussion #5; Knowledge Check #5; Applied Learning #4	22 Nov
15	Communication For Life	What kind of communicator do I want to become?	-	Oral #4: Persuasive Presentation	30 Nov (Extra day)
Finals Week	Final Reflection: Becoming a More Effective Communicator	How have I grown as a communicator, and where do I go from here?	-	Final Reflection Due (No Traditional Exam)	9 Dec

Syllabus subject to change. Current as of 30 August 2026