

**SYLLABUS FOR
“INTRODUCTION TO COMMUNICATION”**

COURSE DESCRIPTION: Communication 101 focuses on developing and enhancing interpersonal, group discussion, and public speaking skills. Students will study major communication variables and their impact on the human communication process. Principles of message development and delivery will also be examined, with opportunities for students to present speeches before an audience. Students will work on building their interpersonal and small group discussion skills through role-playing and group interactions.

LEARNING OUTCOMES: Students will demonstrate the ability to

- A. identify key elements that interact to create the communication process;
- B. more accurately perceive self and others;
- C. use language that adapts to the needs and interests of the listener;
- D. identify and give meaning to nonverbal signals;
- E. engage in effective conversations using active listening skills and appropriate self-disclosure;
- F. identify appropriate assertiveness and conflict resolution skills in both interpersonal and group discussion settings;
- G. identify cultural differences in communication;
- H. recognize characteristics of effective work groups, individual roles, and leadership styles;
- I. prepare for an effective group discussion, including problem solving;
- J. research and organize informative, persuasive and impromptu speeches that include the key elements of an effective speech;
- K. construct and incorporate into a speech appropriate visual aids, including PowerPoint;
- L. proficiently deliver a speech using an emphatic voice, a conversational style, meaningful eye contact, and appropriate facial and bodily gestures.

TEXTBOOK: *Communicate!* 11th Edition by Rudolph F. Verderber

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OFFICE HOURS: M, W, F 8am - 9am and M, W 12pm – 1 pm and by appointment

COMMUNICATION 101 POLICIES

1. Attendance and promptness at all class sessions is expected. Three or more unexcused absences will affect your final grade. Three tardies constitute one unexcused absence. In addition, 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. To pass Communication 101 with a minimum "C" grade, you must present three speeches: the Introductory speech, the Informative speech and the Persuasive speech. If you are not present for the Introductory speech without a valid reason, you will be asked to withdraw immediately from the class. You must also take both the mid-term and final examination to receive a passing grade for the course.
4. Assignments must be completed on the specified due date. Work that is one class day late will be assessed a 30% point reduction. Outlines turned in later than one class day will be evaluated but will not receive a grade.
5. All assignments submitted should be the student's 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 will mandate an automatic failure of the class.
6. You may make up a test or a speech with verification that circumstances were beyond your control. In such cases, please notify me before class, if possible. (Nursing a common cold, doing an errand, meeting with a professor or advisor, or not being ready for an assignment are not considered legitimate excuses.)
7. Any assignment or exercise based on in-class activity with other class members cannot be made up if you are not present for the activity.
8. Assignments will be graded on timeliness, completeness, and quality of content. All written assignments must be in hard copy format.

COMMUNICATION 101 ASSIGNMENTS

<u>REQUIRED ACTIVITIES</u>	<u>DUE DATE</u>	<u>% OF GRADE</u>
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ORAL PRESENTATIONS

Introductory Speech	January 26	5%
Informative Speech	February 23, 26, 28, March 2	15%
Persuasive Speech	April 25, 27, 30, May 2	15%
Impromptu Speech	TBA	5%

WRITTEN ASSIGNMENTS

Informative Outline	February 16	10%
Persuasive Outline	April 18	10%

EXAMINATIONS

Mid-Term	March 5	15%
Final	TBA	15%

SUPPLEMENTARY EXERCISES

Quizzes/Reflections	5%
Class participation (including speech evaluations)	5%

TOPIC SELECTIONS

Informative Speech	February 9
Persuasive Speech	April 11

COMMUNICATION 101 CLASS SCHEDULE

DATE		TOPIC	READINGS
Week 1	January 16-19	Course Introduction Personifying vs Objectifying	Ch. 1
Week 2	January 22-26	The Communication Process Introductory Speeches	
Week 3	January 29-February 2	Verbal Communication Public Speaking	Ch. 3 Ch.12, 13
Week 4	February 5-9	Public Speaking The Informative Speech	Ch.14 Ch. 17
Week 5	February 12-16	The Informative Speech Public Speaking Delivery Skills	Ch. 15, 16
Week 6	February 21-23	Public Speaking Delivery Skills Informative Speech Presentations	
Week 7	February 26-March 2	Informative Speech Presentations	
Week 8	March 5-9	Mid-term Examination Interpersonal Communication	Ch. 2, 4
Week 9	March 12-16	Interpersonal Communication	Ch. 5, 6
Week 10	March 19-23	Interpersonal Communication	Ch. 7, 8
	March 26-30	SPRING BREAK	
Week 11	April 2-4	Persuasive Speaking	Ch. 9
Week 12	April 9-13	Persuasive Speaking Group Discussion	Ch.10
Week 13	April 16-20	Group Discussion	Ch.11
Week 14	April 23-27	Group Discussion Persuasive Speech Presentations	
Week 15	April 30-May 4	Persuasive Speech Presentations Course Wrap-up	
Week 16	May 7-11	Final Exam Week	