

## **SYLLABUS FOR “INTRODUCTION TO COMMUNICATION”**

**COURSE DESCRIPTION:** Students will translate basic communication theory into practical methods for developing effective communication skills. Major communication variables and their impact on the human communication process will be studied. Principles of message development and delivery will also be examined with opportunities for students to present speeches before an audience. Students will work on enhancing their interpersonal skills through role-playing and group discussions.

### **OBJECTIVES:**

1. To understand the human dimension of interpersonal communication: personification vs objectification.
2. To assess personal communication styles and to develop effective verbal and nonverbal interpersonal communication skills.
3. To apply active listening and response behaviors in interpersonal communication and group discussion.
4. To use appropriate assertiveness and conflict resolution skills in both interpersonal and group discussion settings.
5. To understand the dynamics of group discussion and to develop effective individual and leadership roles for small group interactions.
6. To understand and appreciate cultural differences in communication.
7. To organize informative, persuasive and impromptu speeches which include the key elements of an effective speech: attention-getting opening, well-developed body, strong conclusion, clear transitions and appropriate research data.
8. To deliver speeches using an emphatic voice, a conversational style, meaningful eye contact, and appropriate facial and body gestures.
9. To develop and effectively incorporate into a speech appropriate visual aids, including power point.

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

**OFFICE:** Eiben 129C

**PHONE:** 440-4214

**E-MAIL:** ckuriyam@chaminade.edu

**OFFICE HOURS:** Monday ,Wednesday and Friday 12 pm - 1pm and by appointment

# COMMUNICATION 101 CLASS SCHEDULE

<u>DATE</u>		<u>TOPIC</u>	<u>READINGS</u>
Week 1	August 27-31	Course Introduction The Communication Process	Ch. 1
Week 2	September 5-7	Introductory Speeches Personifying Communication	
Week 3	September 10-14	Verbal Communication Public Speaking	Ch. 3 Ch. 12, 13
Week 4	September 17-21	Public Speaking The Informative Speech	Ch. 14 Ch. 17
Week 5	September 24-28	The Informative Speech	
Week 6	October 1-5	Public Speaking Delivery Skills	Ch. 15, 16
Week 7	October 10-12	Informative Speech Presentations	Ch. 2, 4
Week 8	October 15-19	Informative Speech Presentations Mid Term-Examination	
Week 9	October 22-26	Interpersonal Communication	Ch. 5, 6
Week 10	October 29-Nov 2	Interpersonal Communication	Ch. 7, 8
Week 11	November 5-9	Persuasive Speaking	Ch. 9
Week 12	November 14-16	Persuasive Speaking Group Discussion	Ch. 10
Week 13	November 19-21	Group Discussion	Ch. 11
Week 14	November 26-30	Persuasive Speech Presentations	
Week 15	December 3-7	Persuasive Speech Presentations Course Wrap-up	
Week 16	December 10-14	Final Exam Week	

# COMMUNICATION 101 ASSIGNMENTS

<u>REQUIRED ACTIVITIES</u>	<u>DUE DATE</u>	<u>% OF GRADE</u>
----------------------------	-----------------	-------------------

## ORAL PRESENTATIONS

Introductory Speech	September 5	5%
Informative Speech	Oct 10, 12, 15, 17	15%
Persuasive Speech	Nov 28 and 30, Dec 3 and 5	15%
Impromptu Speech	TBA	5%

## WRITTEN ASSIGNMENTS

Informative Outline	October 1	10%
Persuasive Outline	November 19	10%

## EXAMINATIONS

Mid-Term	October 19	15%
Final	TBA	15%

## SUPPLEMENTARY EXERCISES

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

## TOPIC SELECTIONS

Informative Speech	September 26
Persuasive Speech	November 14

# 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.