

Communication 210: Fundamentals of Communication

Asynchronous Online Course Syllabus and Calendar

FAÑOMNĀKAN 2025
January 22 – May 22, 2025

Section Information

Sections **CO-210-01**

Asynchronous

Enrollment Keys:

Instructor Information

Name: Dr. Merissa Bunton

(most call me Dr. B.)

Email:

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Office Hours: Online by
appointment

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Course Description

Catalog Description: This course introduces students to public speaking and person-to-person communication, as well as to group and intercultural communication. Students learn about basic speech preparation and delivery, as well as effective communication skills suited to the people with whom they interact in a variety of everyday contexts. Oral presentations may include demonstrative, informative, and/or persuasive speeches of 6-8 minutes in length. CO 210 must be completed with a grade of "C" or better. Grades are A, B, C, D, F, I, or NC. Prerequisite: Completion of EN 110 or test out.

Course Content: This course is a survey of Speech Communication theories, concepts, and skills existing in interpersonal, intercultural, small group, and organizational interaction, as well as in oral public presentations. This course offers a combination of humanistic and pragmatic approaches to understanding and evaluating communication. An emphasis is placed on developing skills in public communication, including speech preparation and listening.

Student Learning Outcomes

CO 210 Course Learning Outcomes	Gen Edu Tier 1 CF Oral Communication GE OC LO	Communication Program PLO	Institutional ILO
By the end of the course, students will demonstrate the ability to:	UOG students will be able to communicate ideas, perspectives, and values clearly and persuasively in oral form by:	Upon successful completion of the communication program, the student should be able to demonstrate the ability to successfully:	Some of the expected fundamental knowledge, skills, and values that the University of Guam student will have demonstrated upon completion of any degree are:
SLO 1. Explain the basic parts of the communication process; understand effective communication interactions in interpersonal, intercultural, organizational, perception, verbal, nonverbal, listening, and small group communication.	GE OC LO 2. Using organization and language to effectively present material to an audience. GE OC LO 3. Considering contexts and cultures when crafting and delivering messages for different audiences.	CLO 1. Articulate the theories of perception, interaction, and the creation of shared meaning in individual, group, intercultural, mass and digital communication settings. CLO 2. Analyze the effects of media messages and form on the individual and society. CLO 3. Apply basic logic, reasoning, ethics, and interpretation in producing and consuming messages.	ILO 1. Mastery of critical thinking. ILO 3. Effective oral and written communication. ILO 4. Understanding and appreciation of culturally diverse people, ideas and values in a democratic context. ILO 5. Responsible use of knowledge, natural resources, and technology. ILO 7. An interest in personal development and lifelong learning.

SLO 2. Demonstrate the ability to apply the communication principles in interpersonal, intercultural, organizational, mass media, listening, and small group contexts.	<p>GE OC LO 2. Using organization and language to effectively present material to an audience.</p> <p>GE OC LO 3. Considering contexts and cultures when crafting and delivering messages for different audiences.</p>	<p>CLO 1. Articulate the theories of perception, interaction, and the creation of shared meaning in individual, group, intercultural, mass and digital communication settings.</p> <p>CLO 2. Analyze the effects of media messages and form on the individual and society.</p> <p>CLO 3. Apply basic logic, reasoning, ethics, and interpretation in producing and consuming messages.</p>	<p>ILO 1. Mastery of critical thinking.</p> <p>ILO 3. Effective oral and written communication.</p> <p>ILO 4. Understanding and appreciation of culturally diverse people, ideas and values in a democratic context.</p> <p>ILO 5. Responsible use of knowledge, natural resources, and technology.</p> <p>ILO 7. An interest in personal development and lifelong learning.</p>
SLO 3. Demonstrate knowledge of speech preparation in research, organization, audience analysis, visual aids, outlining, critiquing and effective presentation skills used in a variety of public speaking contexts to increase speaker credibility.	<p>GE OC LO 1. Developing and presenting material around a central theme.</p> <p>GE OC LO 2. Using organization and language to effectively present material to an audience.</p> <p>GE OC LO 3. Considering contexts and cultures when crafting and delivering messages for different audiences.</p> <p>GE OC LO 4. Identifying, evaluating, and applying different styles and modes of presentation in public speaking and listening.</p> <p>GE OC LO 5. Demonstrating appropriate ethical standards and properly citing sources while researching and presenting materials.</p>	<p>CLO 3. Apply basic logic, reasoning, ethics, and interpretation in producing and consuming messages.</p> <p>CLO 4. Construct and express a cohesive idea, across multiple platforms, drawn from multiple sources of information that arrives at a rational conclusion expressing a defensible point of view.</p> <p>CLO 5. Utilize contemporary and understand developing communication technologies.</p>	<p>ILO 1. Mastery of critical thinking.</p> <p>ILO 3. Effective oral and written communication.</p> <p>ILO 4. Understanding and appreciation of culturally diverse people, ideas and values in a democratic context.</p> <p>ILO 5. Responsible use of knowledge, natural resources, and technology.</p> <p>ILO 7. An interest in personal development and lifelong learning.</p>

Course Requirements and Policies

Textbooks

- [Keys to Communication: An Essential Guide to Communication in the Real World](#)
- [Exploring Public Speaking, 4th Edition](#)

Both are Open Education Resources. Creative Commons Attribution: NonCommercial ShareAlike

Required Materials

1. A laptop/computer with internet access
2. Webcam or video capable device
3. Headphone, Headset, Earphone, or Earbud – Microphone enabled
4. Microsoft Office Software – Each student at UOG gets a free subscription to MS Office 365

software through their gotritons email account

5. Internet speed that can support live video and audio streaming
6. YouTube Account

Grades

Per 2021 to 2022 Undergraduate Catalog & Graduate Bulletin, pages 97 - 99

A+	98-100
A	93 - 97
A-	90-92
B +	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76
D	60-69
F	< 60
NC	Student's work does not evidence competency of the Learning Outcomes. The student must retake CO 210.
UW	Unofficial withdrawal assigned by Registrar—Student stopped attending classes and did not submit/file required documents.
W	Withdrawal assigned by Registrar—Student stopped attending classes and submits/files required documents.

Course Assignment Descriptions

Participation 40%

- Discussions in Forums 20%
 - Students respond to a discussion prompt and to at least one classmate's response
 - 20 – 30 points each (Post a Question in the Questions Forum in Unit 1 = 20 points, DQs 1-5 = 30 points each)
 - Includes an introductory speech that may be used as a program-wide assessment.
- Mini-Quizzes 20%
 - Students complete chapter/section quizzes to measure their learning. Students may retake the quizzes as many times as they wish to achieve their desired grade
 - 10 points each

Major Projects/Speeches/Exams 60%

- Informative Speech 10%
 - Students provide a 6-7-minute presentation about an activity that brings them joy
 - 100 points
- Persuasive Speech 10%
 - Students take their informative presentation, review feedback, and turn it into a persuasive presentation where they convince their audience to participate, some way in the activity that brings the speaker joy
 - 7-8 minutes

- 100 points
- Unit Exams (Units 1-4) Reviewing that unit's reading/lecture material 40%
 - 100 points each (400 points total)

Section Policies

- **Assignments are to be completed and turned in before the time they are due.** There are no make-up opportunities for missed quizzes or other discussion assignments. Students may always work ahead.
- Students are responsible for all information missed due to missed meetings or technical difficulties.
- Multiple drafts of each major speech outline may be uploaded for required workshop, mentoring, and peer review opportunities. Students may be required to seek additional drafting, writing, and editing assistance outside of expected meeting time.
- Students are expected to check the Course Announcements and Questions Forum every 24-hours through the week and 48-hours over the weekend. Everything posted in these places is considered common knowledge upon posting.
- **Students should adhere to the highest standards of Netiquette** is a set of rules for behaving properly online. Something about cyberspace makes it easy for people to forget that they are interacting with other real people. The following bullet points cover some basics to communicating online:
 - Be sensitive to the fact that there will be cultural and linguistic backgrounds, as well as different political and religious beliefs, plus just differences in general.
 - Use good taste when composing your responses in Discussion Forums. Swearing and profanity is also part of being sensitive to your classmates and should be avoided. Also consider that slang can be misunderstood or misinterpreted.
 - Don't use all capital letters when composing your responses as this is considered "shouting" on the Internet and is regarded as impolite or aggressive. It can also be stressful on the eye when trying to read your message.
 - Be respectful of others' views and opinions. Avoid "flaming" (publicly attacking or insulting) them as this can cause hurt feelings and decrease the chances of getting all different types of points of view.
 - Be careful when using acronyms. If you use an acronym, it is best to spell out its meaning first, then put the acronym in parentheses afterward, for example: Frequently Asked Questions (FAQs). After that you can use the acronym freely throughout your message.
 - Use good grammar and spelling and avoid using text messaging shortcuts.
- **Withdrawal Policy:** Students should not expect (or demand) the instructor to sign a withdrawal form.
 - If a student elects to withdraw from the course, the student must do so before the university's voluntary withdrawal deadline (see UOG's undergraduate catalog). If a student electing to withdraw from the course is required by the registrar's office to complete the "Petition to Withdraw" form, then the deadline to withdraw from this course had passed. The course withdrawal deadline is the same deadline as the university's voluntary withdrawal deadline.

University Policies and Student Services

ADA Policy and Commitment to Student Learning:

The University of Guam (UOG) is committed to achieving equal opportunity and full participation of persons with disabilities by providing non-discriminatory access to its services and facilities through the ADA Office. The Mission of the ADA Office is to ensure non-discriminatory access to

all benefits, privileges, opportunities and obligations to faculty, staff and community members with disabilities and to ensure a process for full compliance by UOG with the ADA of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, taking into account the economic climate and multi-cultural diversity of the institution.

The ADA Office can be contacted at telephone number (671) 735-2244 or Telephone Device for the Deaf (TDD) number (671) 735-2243.

The Enrollment Management & Student Success office provides reasonable accommodations for students in accordance with the UOG Policy and Procedure for student applicants with a disability. The ADA policy can be found on [this website](#).

Plagiarism Policy:

The University of Guam defines plagiarism in the Student Code of Conduct as follows: “The term ‘plagiarism’ includes, but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” Plagiarism is a serious academic offense. As such, any student found to have committed an act of plagiarism in an CO 210 course will, at the very least, fail the assignment. Multiple offenses, if discovered, may be referred to the Student Discipline and Appeals Committee for more severe consequences.

Course Calendar

Unit 1: January 22 – February 14

Part 1	Review the Syllabus and Moodle Classroom. Post a Required Question in the Questions Forum Complete Introductory Speech / Common Assignment using Video option in Moodle. Post transcript.
Part 2	Respond to Discussion Question # 1 (Introductions) Complete Moodle Book 1 and Moodle Book 1 Quiz
Part 3	Respond Substantively to at least two classmates' introductions in DQ # 1 Complete Moodle Book 2 and Moodle Book 2 Quiz Complete Moodle Book 3 and Moodle Book 3 Quiz
Part 4	Complete Moodle Book 4 and Moodle Book 4 Quiz Remember to post questions in the Questions Forum! Complete Unit 1 Exam

Unit 2: February 17 – March 14

Part 5	Complete Moodle Book 5 and Moodle Book 5 Quiz Complete Moodle Book 6 and Moodle Book 6 Quiz Remember to post questions in the Questions Forum!
Part 6	Respond to Discussion Question # 2 Complete Moodle Book 7 and Moodle Book 7 Quiz Complete Moodle Book 8 and Moodle Book 8 Quiz
Part 7	Respond Substantively to at least two classmates' DQ # 2 posts Respond to Discussion Question # 3
Part 8	Respond substantively to at least two classmates' DQ # 3 posts Complete Unit 2 Exam

Unit 3: March 24 – April 17 (Spring Recess March 17 - 21)

Part 9	Review the Informative Speech Assignment Handout, including all accompanying documents Create an Unlisted YouTube Channel .
Part 10	Complete Moodle Book 9 and Moodle Book 9 Quiz Answer Discussion Question # 4 Remember to post questions in the Questions Forum!
Part 11	Respond substantively to at least two classmates' DQ # 4 posts Complete Moodle Book 10 and Moodle Book 10 Quiz Complete Moodle Book 11 and Moodle Book 11 Quiz Record Informative Speech, watch, and complete self-assessment
Part 12	Complete Unit 3 Exam Reflect on self-assessment and re-record informative speech Post Speech Outline and YouTube link to Informative Speech

Unit 4: April 20 – May 16 (Final Exams May 19 – 22)

Part 13	Review the Persuasive Speech Assignment Handout, including all accompanying documents Complete Moodle Book 12 and Moodle Book 12 Quiz Remember to post questions in the Questions Forum!
Part 14	Review feedback from Unit 3 and revisit previous instruction Watch classmates' informative speeches
Part 15	Respond to Discussion Question # 5 Complete Moodle Book 13 and Moodle Book 13 Quiz Remember to post questions in the Questions Forum!
Part 16	Review feedback from peers in Discussion Question # 5 Refine Persuasive Outline and Presentation for posting Complete Unit 4 Exam
Final Exam*	By the end of the first day of finals week students must post their persuasive presentation Students are encouraged to work ahead.

Note: Students pace themselves each week. All week's deliverables due by 11:55 pm on Friday (or other instructor selected day) of that week. For eight-week sessions, weeks combine, with all due at 11:55 pm on Friday evening. For shorter sessions, the instructor will assign specific due dates for each deliverable.