



CO 210 Fundamentals of Communication
Course Syllabus and Calendar

FAÑOMNĀKAN 2025

Section Information

Section CO-210-02
Monday-Wednesday 8:00am-9:20am
EC 211

Instructor Information

Eulogio S. "Shawn" Gumataotao
Email: shawngumataotao@triton.uog.edu
Office Hours – By Appointment
Office Phone Number 735-2700 [REDACTED]

I. Course Description

1. 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.

2. 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.

II. Student Learning Outcomes

CO 210 Course Learning Outcomes	Gen Edu Tier 1 CF: <i>Oral Communication</i> 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	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.

small group communication.			<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 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>

III. Course Requirements

1) Required Texts

Turner, Lynn H. and Richard West. *An Introduction to Communication*. New York, NY: Cambridge University Press, 2019. Print.

2) Final Grades

A: 100-90

B: 89-80

C: 79-70

D: 69-60 Students whose final grade is “D” will earn credit for the course, but will not fulfil the course prerequisite for CO 210. Students who earn a “D” will need to retake CO 210 until a final grade of “C” or better is earned.

- F:** 59-Below
- 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 the required documents.
- W:** Withdrawal assigned by Registrar—Student stopped attending classes and submits/files required documents.

3) Description Course Assignments and Calculation of Assignment Scores

Students earn points by attending class, participating during lecture-discussion classes, completing and submitting all assignments, completing assessments, and producing a course portfolio. In the section below the number of points for each course activity are described.

1. Participation/Attendance	5%
2. Homework	10%
3. Pre-Instruction Assessment Common Assignment Speech 1	5%
4. Exam 1	15%
5. Exam 2	17%
6. Exam 3	18%
7. Speech 2	15%
8. Speech 3	15%
TOTAL	100%

Assignments

1. **Pre-Instruction Assessment Common Assignment Speech 1 (Day Two Assessment)**

Assignment Description: The Common Assignment is a program-wide requirement. All students enrolled in CO 210 must give a short *untutored* speech. Your performance on this speech will be reported to the Dean as evidence of the program-wide assessment of student learning outcomes. On the day of the speech, you will present a 2–3-minute speech in response to the Common Assignment prompt.

Assignment Components/Points Earned for each: 100

2. ***Speech 2***

Target Learning Outcomes: Using organization and language to effectively present material to an audience. Identifying, evaluating, and applying different styles and modes of presentation in public speaking and listening.

Assignment Description: Speech#2- Persuasive Speech-Persuasion is an attempt to get someone to do a specific action

Assignment Components/Points Earned for each: 100

3. ***Speech 3***

Target Learning Outcomes: Using organization and language to effectively present material to an audience. Demonstrating appropriate ethical standards and properly citing sources while researching and presenting materials.

Assignment Description: Speech#3 Informative Speech- Provide information on some topic to a greater depth and breadth of understanding than what is known by your listeners

Assignment Components/Points Earned for each: 100

4. **Group Activities**

5. **Homework/Participation**

At the end of each Chapter in the Turner and West Textbook are Questions for Understanding. Please answer each of those questions on a document with your name and Chapter number clearly denoted at the top of the document. You are asked to turn in these homework documents electronically ahead of each lecture via Moodle under the respective Assignment banner per each Chapter. All homework documents will be reviewed and all grades will be logged after each class. Late submissions of homework documents will be penalized a full letter grade. Add two questions from your respective reading of the Chapter just below your homework submission.

IV. Course and Program Policies

1. **Assignment Submission Policy**

All homework and attendance documents will be collected and logged after each respective class (via Moodle). All late submissions of homework will be penalized a full letter grade. Attendance documents are used as part of each lecture-failure to submit at the start of each class will result in a zero grade for that respective lecture.

All exam (via Moodle) and speech grades are final-no exceptions. Discussion on your respective grades must be in person-no email or text messages. Please make arrangements for grading inquiries in advance.

2. **Attendance Policy**

Attendance for all lectures, speeches and exams are mandatory. Every absence on an exam day is a full-letter-grade penalty. Every absence on a speech day is a full-letter-grade penalty. As for other class sessions, understand that a percentage of the grade is awarded for class participation and key information is provided for exams and speech presentations.

3. **No Recording Policy**

Recording of online components of the class meetings is not allowed. Not only is the delivery of course content the intellectual property of the instructor, but students enrolled in the course have privacy rights. Unauthorized recording and distribution of online courses may violate federal law.

4. **Make-Up Assignments Policy**

When a student is absent or anticipates a future absence, the student must inform the instructor immediately. Students should inform the instructor via email about their absence and its cause.

When a student is absent for lecture-discussion sessions, students should retrieve lesson and assignment information from peers. Seek the instructor for assistance to clarify information from peers.

5. **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.

V. University Policies and Student Services

1. DSS Accommodation Services

The University is committed to providing an inclusive and welcoming environment for all members of our community free of all forms of discrimination and harassment in all programs, activities and employment practices as required by Title VII and Title IX and other applicable statutes and policies. If you experience harassment or discrimination, report it immediately to the Director of EEO/ADA & TITLE IX Office at 671-735-2244, 671-735-2971, 671-735-2244 (TTY) or eeo-ada@triton.uog.edu. For immediate assistance in an emergency call 911.

For individuals covered under the Americans with Disabilities Act (ADA), if you are a student with a disability requiring academic accommodation(s), please contact the Student Counseling and Advising Service Disability Support Services Office to discuss your confidential request. Please provide an accommodation letter from the Disability Support Services/Student Counseling and Advising Service Accommodation counselor. To register for academic accommodations, please contact or visit the School of Education, Office 110, disabilitysupport@triton.uog.edu or telephone/TDD 671-735-2460.

For applicants or employees with a disability requiring employment or workplace accommodation(s), please contact the Director of EEO/ADA and TITLE IX Office to discuss your specific needs. Please provide documentation concerning your disability and the need for employment or workplace accommodation.

2. 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 University Student Discipline and Appeals Committee for more severe consequences.

3. Student Evaluation of Faculty Information

The student course and faculty evaluations for courses will be administered at the completion of the semester within CollegeNet. Student participation is essential and appreciated. Student responses are anonymous and cannot be traced back to individual students. You will need your Self-Service login credentials to complete the evaluation. If you experience login issues, please refer all inquiries to OIT staff to assist at 671-735-2630/40.

4. Communication Policy – gotritons/triton email accounts, DM, SMS, social media, etc.

University policy states that official communications will be sent using university assigned (@gotriton or @triton) email addresses. University electronic mail and messaging is to be used to enhance and facilitate teaching, learning, scholarly research, support academic experiences, and to facilitate the effective business and administrative processes of the University. (OIT policy manual, 3.10, p. 31)

Course Calendar

<u>Calendar Date</u>	<u>Session</u>	<u>Activities and Assignments</u>	<u>SLO Alignment</u>
WEEK 1			
1/27/25	Course Session 1	Introduction to CO210: Course Syllabus Chapter 1: The Communication Process/Public Speaking	#1, #2
1/29/25	Course Session 2	SPEECH 1-Common Assignment	
WEEK 2			
2/3/25	Course Session 2	NO CLASSES	
2/5/25	Course Session 3	NO CLASSES	
WEEK 3			
2/10/25	Course Session 4	Speech 1 Wrap Up/Chapter 3: Perception, the Self and Communication	#1, #2
2/12/25	Course Session 5	Chapter 5: Listening and Responding	#1, #2
WEEK 4			
2/17/25	Course Session 6	EXAM 1	
2/19/25	Course Session 7	Chapter 4: Verbal and Nonverbal Communication	#1,#2
WEEK 5			
2/24/25	Course Session 8	Chapter 4: Verbal and Nonverbal Communication	#1, #2
2/26/25	Course Session 9	Chapter 6: Interpersonal and Relational Communication	#1, #2
WEEK 6			
3/3/25	Course Session 10	NO CLASSES-Guam History & CHamoru Heritage Day	
3/5/25	Course Session 11	EXAM 2	
WEEK 7			
3/10/25	Course Session 12	Chapter 7: Communication in Small Groups and Organizations	#1, #2
3/12/25	Course Session 13	Chapter 7: Communication in Small Groups and Organizations (continued)	#1, #2
WEEK 8			
3/17/25	Course Session 14	NO CLASSES-SPRING BREAK	
3/19/25	Course Session 15	NO CLASSES-SPRING BREAK	

WEEK 9

3/24/25	Course Session 16	Chapter 2: Culture and Communication	#2
3/26/25	Course Session 17	Chapter 2: Culture and Communication (continued)	#2

WEEK 10

3/31/25	Course Session 18	Chapter 8: Social/Mass Media and Communication	#2
4/2/25	Course Session 19	Chapter 8: Social/Mass Media and Communication (continued)	#2

WEEK 11

4/7/25	Course Session 20	EXAM 3	
4/9/25	Course Session 21	Chapter 9: Preparing and Composing Your Speech	#3

WEEK 12

4/14/25	Course Session 22	"The Persuasive Speech"	#3
4/16/25	Course Session 23	Chapter 10: Audience Analysis and Speech Delivery	#3

WEEK 13

4/21/25	Course Session 24	SPEECH 2	#3
4/23/25	Course Session 25	SPEECH 2	#3

WEEK 14

4/28/25	Course Session 26	SPEECH 2 WRAP UP/SPEECH 3 PREPARATION: "Organizing the Speech"	#3
4/30/25	Course Session 27	Speech 3 PREPARATION: "Creating a Main Idea"	#3

WEEK 15

5/5/25	Course Session 28	Speech #3 "The Informative Speech"	#3
5/7/25	Course Session 29	Speech #3 PREPARATION: "Wording the Speech"	#3

WEEK 16

5/12/25	Course Session 30	SPEECH 3	#3
5/14/25	Course Session 31	SPEECH 3	#3

FINALS WEEK

5/19/24	COURSE FINALS SCHEDULE		
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*During Final Exam Week, the class meets according to the Exam Schedule.