**UNIVERSITY OF HAWAII COMMUNITY COLLEGES**

**PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE**

CCCM #6100
(July 26, 1979)

**TYPE OF ACTION** (circle appropriate)

A. Addition
- 1. Regular
- 2. Experimental
- 3. Other

B. Deletion

C. Modification
- 1. in credits
- 2. in title
- 3. in number or alpha
- 4. in prerequisites
- 5. Other

**NEW ALPHA, NUMBER AND TITLE**

SP151 PERSONAL AND PUBLIC SPEECH

**OLD ALPHA, NUMBER AND TITLE**


**NEW DESCRIPTION**

INTRODUCTION TO MAJOR ELEMENTS OF SPEECH ACTIVITIES FOR STUDENTS TO acquire competence in two-person, small group and public situations. Models and concepts to explain the speech act.

**PREREQUISITES OR RECOMMENDED PREPARATION**

NONE

**STUDENT CONTACT HOURS PER WEEK**

- Lecture
- Lab
- Other (specify)

**PROPOSED DATE OF FIRST OFFERING**

FALL 1980

**CREDITS**

- 3

**THIS COURSE IS** (REQUIRED) (ELECTIVE) FOR THE PROGRAM

**THIS COURSE (INCREASES) (DECREASES) (MAKES NO CHANGE) IN THE NUMBER OF CREDITS REQUIRED FOR THE PROGRAM.**

**SIMILAR COURSES OFFERED ELSEWHERE**

College(s):

Hawaii CC, KCC, AEC, LCC, MEC

**Alpha, Number, Title:**

SP151 PERSONAL AND PUBLIC SPEECH

**THIS COURSE IS** (ALREADY ARTICULATED) (APPROPRIATE FOR ARTICULATION)

(Not appropriate for articulation)

**PROVIDE DETAILS OF EXISTING OR DESIRED ARTICULATION** (Date, college(s), purposes, pre-major or major, etc.):

**REASON FOR INITIATING, MODIFYING OR DELETING COURSE OR OTHER PERTINENT COMMENT:**

CORE REQUIREMENT FOR UIH COLLEGE OF BUS ADMIN.

**REQUESTED BY**

COMMUN. DEPT.: MARJORIE WILSON

Department/Division: Chairperson: Date

**APPROVED BY**

Dean of Curriculum Committee: Date

CURRICULUM COMMITTEE

Dean of Instruction: Date

Provost: Date

(Other required campus signature)
GENERAL OUTLINE FOR PROPOSED COURSE

Course: PERSONAL AND PUBLIC SPEECH
Transfer: Nontransfer
Submitted by: MARTIN W. NELSON
Date:__

1. COURSE DESCRIPTION:
   See "A" attached

2. HOURS PER WEEK: LEC __ LAB ___ OTHER ___ TOTAL ___

3. PREREQUISITES: NONE
   COREQUISITES: NONE
   RECOMMENDED PREPARATION: NONE

4. SPECIFIC COURSE OBJECTIVES:
   See "D" attached

5. TEXTBOOK AND MATERIALS:
   See "F" attached

6. REFERENCE MATERIAL SAMPLES:
   See attached list of bookroom

7. AUXILIARY MATERIALS: NONE
GENERAL OUTLINE FOR PROPOSED COURSE

Course 3P/15

7. AUXILIARY MATERIALS:

8. METHODS OF INSTRUCTION:
   See "J" attached

9. EVALUATION:
   See "I" attached

10. OTHER

11. SYLLABUS: CONTENT AND TIME SCHEDULE:
   See "E" attached
TRANSFER COURSE CRITERIA

CourseѧSp 151

New / Modified _____

Submitted by ___________________________ Date __________

1. RATE OF STUDENT PROGRESS:

University level work required. See outline.

2. BASIC SKILLS NEEDED:

10th grade reading, writing & analytical ability

3. AMOUNT OF SKILLS AND INDEPENDENT WORK REQUIRED:

Reading: Average of 1st. year class around
Preparation of 3 individual reports/presentations
12th grade reading skills relevant to work required

4. REASONING REQUIRED:

Logic and reasoning skills very necessary to
facilitate report and presentation and analysis work

5. CONCEPTUAL COURSE LEVEL:

Emphasis on building speaking skills
based on understanding of core of communications principles

6. BACKGROUND KNOWLEDGE PREREQUISITE:

7. MASTERY LEVEL EXPECTED:

The ability to interview, engage in problem-
solution, present information to a mass audience, and to develop
and present persuasive materials applied in other classes

8. COUNTERPART IN 4 YEAR CAMPUS:

Sp 151

9. COURSE USE IN MAINLAND ACCREDITED SYSTEMS:

Many offer speech in undergraduate universities.
1. COURSE DESCRIPTION:

[Content not legible due to handwriting]

2. RATIONALE:

[Content not legible due to handwriting]

3. COURSE GOALS OR GENERAL OBJECTIVES:

[Content not legible due to handwriting]

4. AN OUTLINE ATTACHED: YES __ NO __

5. OTHER INFORMATION ATTACHED: YES __ NO __

6. OTHER: ________________________

[Content not legible due to handwriting]

DIVISION/AREA/DEPARTMENT/DISCIPLINE ___________________________ Date __________
CURRICULUM ___________________________ Date __________
DEAN ___________________________ Date __________
WINDWARD COMMUNITY COLLEGE

OUTLINE OF COURSE OBJECTIVES

COURSE NAME: Personal and Public Speech

COURSE NUMBER: SP 151

CREDIT HOURS: 03

CATALOG DESCRIPTION: Introduction to major elements of speech activities for students to acquire competence in two person, small group and public situations. Models and concepts to explain the speech act.

REQUIREMENTS COURSE SATISFIES:

AT WCC:

AT UH MANOA:

PREREQUISITES: None

RECOMMENDED SPECIAL PREPARATION:

RECOMMENDED BASIC SKILLS LEVELS:

READING LEVEL OF TEXT(S):

ACTIVITIES REQUIRED AT OTHER THAN REGULARLY SCHEDULED CLASS TIMES:

INSTRUCTORS:

OFFICE:

PHONE:

EFFECTIVE DATE: FALL 80
A. Proposed Course Description

Introduction to major elements of speech. Activities for student to acquire competence in two person, small group and public situations. Models and concepts to explain the speech act.

B. Hours per week: 3 lecture

C. Prerequisites or required preparation: None

D. Specific Course Objectives:

1. To build speaking skills setting to setting, mode to mode, emphasizing the common core of communication principles and the need for growing confidence as the student moves from the didactic and relatively informal setting, to the group and more structured setting, to the public and relatively formal setting.

2. To contrast the opportunities and problems inherent in each setting and mode.

3. To diagnose for each student his or her skills and problems when functioning in each setting.

E. Course Content

1. An Overview of Communication
   
   Lecture: The Communication Process
   Reading: Chapter 1
   Activity: Complete inventories
   Class Sessions: 2

2. Intrapersonal and Interpersonal Communication Theory
   
   Lecture: Interpersonal Communication: How to Conduct a Get-To-Know Interview
   Reading: Chapter 2-6
   Activity: Get-To-Know Interview
   Quiz: Chapter 1-6
   Class Sessions: 4

3. Interpersonal Communication/Interviewing
   
   Lecture: The Interviewing Process; How To Get and Give Information
   Reading: Chapter 7-8
   Activity: Get and Give Information Interview
   Quiz: Chapter 7-8
   Class Sessions: 7
4. Interpersonal Communication/Group Conferences
   Lecture: Small Group Communication; How To Conduct A Learning Group Discussion; How To Conduct Problem-Solving Discussion
   Reading: Chapter 9
   Activity: Learning Group Discussion; Problem-Solving Discussion
   Quiz: Chapter 9
   Class Sessions: 3

5. Public Communication/Report Presentation
   Lecture: Public Presentation; How To Prepare And Deliver A Report
   Reading: Chapter 10-13
   Activity: Report to Inform
   Class Sessions: 8

6. Public Communication/Persuasive Presentation
   Lecture: How To Prepare And Deliver A Persuasive Speech
   Reading: Chapter 14
   Activity: Persuasive Presentation, Complete Inventories
   Quiz: Chapter 10-14
   Class Sessions: 8

F. Text and Materials
   William Brooks, Speech Communication

G. See attached list of books on reserve

H. Evaluation
   Chapter Quizzes
   Instructor and student evaluation of presentations

I. Methods of Instruction
   Lecture
   Group discussion
   Individual projects
Additional Reading Material (On Reserve at Windward Community College Library)

1. **Audience Analysis, A Programmed Approach to Receiver Behavior**, Gibson and Hanna
   PN4121
   C453
   1976

   Good source for additional guidance in self and audience analysis.

2. **An Introduction to Rhetorical Communication**, McCroskey
   PN4121
   M24
   1972

   Attitude - Persuasion: see ch. 3, 4, 5
   Message Development: see ch. 7, 8, 9, 10, 11, 12
   Message Delivery: see ch. 13
   Ethics: see ch. 14

3. **The Human Dialogue; Perspectives on Communication**, ed. by Matson & Montagu
   P87
   M3
   1967

   "The Theory of Love" p. 158
   Intrapersonal: "Isomorphic Interrelationships Between Knower & Known" p. 195
   "Psychological Models for Guidance" p. 214

4. **Communication Involvement: Personal Perspectives**, Wilmot & Wenberg
   P87
   W5
   1974

   Intrapersonal/Perception: "Vertical & Lateral Thinking" p. 24
   Intrapersonal: "The Need to Be silent" p. 41
   "Acceptance of Self & Others", p. 53
   "How To Be Yourself", p. 57, 95
   "The Secret Life of Walter Mitty" p. 76
   Nonverbal: "How We Handle Space" p. 44
   "The Nonverbal Expression of Feelings" p. 126
   "Nonverbal Communication" p. 129
   Effect of Intrapersonal on Interpersonal: "Types of Interpersonal Behavior" p. 102
   Interpersonal/Perception: "Interaction & Interexperience in Dyads" p. 112
   Reducing Barriers - Love & Relationships:
   "Self Disclosure & Feedback" p. 146
   "Self Disclosure & The Mystery of the Other Man" p. 167
   "On Love - Sought & Offered" p. 175
   "Is Your Marriage a Fighting Affair" p. 187
   "People: The Modular Man" p. 194
   Group Communication & Leadership: "Style of Leadership" p. 224
   Speeches: "Nervous About That Speech?" p. 315
   Audience Analysis: "The Audience as Individuals" p. 322, 398
   Persuasion: "The Art of Persuasion" p. 350
Ahne, Marlene. SOS: A COMMUNICATION WITH A MESSAGE. P90 A37 1973
Blake, Reed H. A TAXONOMY OF CONCEPTS IN COMMUNICATION. P90 B52 1975
Dance, Frank. THE FUNCTIONS OF HUMAN COMMUNICATION: A THEORETICAL APPROACH. P90 D27
Dittman, Allen T. INTERPERSONAL MESSAGES OF EMOTION. BF637 C45 D58 1972
Elgin, Suzette. POURING DOWN WORDS. PE1421 E4
Harms, Leroy. HUMAN COMMUNICATION: THE NEW FUNDAMENTALS. P90 H33
Hopper, Robert. HUMAN MESSAGE SYSTEMS. P90 H67
Huseman, Richard C. INTERPERSONAL COMMUNICATION IN ORGANIZATIONS. P90 H87
Maddox, Brenda. BEYOND BABEL: NEW DIRECTIONS IN COMMUNICATIONS. P90 M2645 1972b
Mortensen C. David. COMMUNICATION: THE STUDY OF HUMAN INTERACTION. P90 M65
Nierenberg, Gerald. META-TALK; GUIDE TO HIDDEN MEANINGS IN CONVERSATIONS. P91 N5 1974
Sathre, Freda. LET'S TALK; AN INTRODUCTION TO INTERPERSONAL COMMUNICATION.
BF637 C45S27

Active Listening and Reflection (cassette tape) AT 169
Active Listening and Reflection Workshop (cassette tape)
AT 170
The Art of Using Questions (cassette tape) AT 171
Body Talk (game) KL 7, KL 8
Building Credibility and Rapport (cassette tape) AT 172
Communication is Power: Mass Media and Mass Persuasion (kit)
P90 C734
Communicating On All Levels (cassette tape) AT 168
Communication Skills: Learning to Listen and Express Yourself
(kit) HM258 G734
Cooling Your Anger and Wholesale Criticism (cassette tape) AT 173
Dealing with Stubbornness and Indecision (cassette tape) AT 174
Go or Tell: The Human Connection in 2020 (cassette tape) AT 486
Language, Signs and Symbols: How Man Communicates (kit)
P90 L287
Learning to See and Understand: Developing Visual Literacy
(kit) BF365 L438
Mass Media: Impact on a Nation (kit) P87 M414
Media and Meaning: Human Expression and Technology (kit)
P90 M489
Non-Verbal Communication (cassette tape) AT 84
Personal Communication: Gestures, Expressions and Body
English (kit) BF637 G45 P467
Propaganda to Soft Sell: Persuasive Communication (kit)
HM263 P955
A Word in Your Ear (cassette tape) AT 132

LANGUAGE AND LANGUAGES

Ayer, Alfred. LANGUAGE, TRUTH, AND LOGIC. B53 A9 1952
Bolinger, Dwight. ASPECTS OF LANGUAGE. P106 B59 1968
Fodor, Jerry. THE STRUCTURE OF LANGUAGE; READINGS IN THE PHILOSOPHY OF
LANGUAGE. P121 F6 1964
Fromkin, Victoria. AN INTRODUCTION TO LANGUAGE. P121 F75
Langacker, Ronald. LANGUAGE AND ITS STRUCTURE; SOME FUNDAMENTAL
LINGUISTIC CONCEPTS. P121 L38 1973
Miller, George. COMMUNICATION, LANGUAGE, AND MEANING; PSYCHOLOGICAL
PERSPECTIVES. P90 M48 1973
Swadesh, Morris. THE ORIGIN AND DIVERSIFICATION OF LANGUAGE. P106 S9 1971
Thomson, David. LANGUAGE. P106 T49

Trager, George Leonard. LANGUAGE AND LANGUAGES. P121 T67 1972
Whorf, Benjamin. LANGUAGE, THOUGHT, AND REALITY; SELECTED WRITINGS. P27 W53 1956
LISTENING
Banville, Thomas G. HOW TO LISTEN--HOW TO BE HEARD. BF323 L5 B3 1978

NONVERBAL COMMUNICATION
Ashcraft, Norman. PEOPLE SPACE: THE MAKING AND BREAKING OF HUMAN BOUNDARIES. HM291 A84 1976
Fast, Julius. BODY LANGUAGE. BF637 C45 F35
Guthrie, Russell. BODY HOT SPOTS: THE ANATOMY OF HUMAN SOCIAL ORGANS AND BEHAVIOR. GT495 G88 1976
Mehrabian, Albert. NONVERBAL COMMUNICATION. BF637 C45 M43 1972
Montagu, Ashley. TOUCHING: THE HUMAN SIGNIFICANCE OF THE SKIN. BF698 M63 1972
Rosenfeld, Lawrence. WITH WORDS UNspoken: THE NONVERBAL EXPERIENCE. BF637 C45 R65
Thomson, David. LANGUAGE. P106 T49
Weitz, Shirley. NONVERBAL COMMUNICATION; READINGS WITH COMMENTARY: BF637 C45 W38

PERCEPTION
Bruner, Jerome. BEYOND THE INFORMATION GIVEN: STUDIES IN THE PSYCHOLOGY OF KNOWING. BF311 B77 1973
Gibson, Eleanor. PRINCIPLES OF PERCEPTUAL LEARNING AND DEVELOPMENT. BF311 G48
Mackie, John. PROBLEMS FROM LOCKE. B1294 M18 1976
PERCEPTION: ESSAYS IN HONOR OF JAMES J. GIBSON. BF311 P353 1974
Held, Richard. PERCEPTION: MECHANISMS AND MODELS; READINGS FROM SCIENTIFIC AMERICAN. QP441 H44
Rock, Irvin. AN INTRODUCTION TO PERCEPTION. BF311 R553 1975
Vernon, Magdalen D. THE PSYCHOLOGY OF PERCEPTION. BF311 V46 1971

ROLE PLAYING
Birenbaum, Arnold. PEOPLE IN PLACES; THE SOCIOLOGY OF THE FAMILIAR. HM291 B48 1973
Glasser, William. THE IDENTITY SOCIETY. HM101 G55 1975
Janeway, Elizabeth. MAN'S WORLD, WOMEN'S PLACE: A STUDY IN SOCIAL MYTHOLOGY. HQ1154J3 1971
Bernard, Jessie. WOMEN, WIVES, MOTHERS: VALUES AND OPTIONS. HQ1420 B47 1975
Chafe, William. WOMEN AND EQUALITY: CHANGING PATTERNS IN AMERICAN CULTURE. HQ1426 C453 1977
Filene, Peter Gabriel. HIM/HER/SELF: SEX ROLES IN MODERN AMERICA. HQ1426 F54
Hammond, Dorothy. WOMEN, THEIR FAMILIAL ROLES IN TRADITIONAL SOCIETIES. GN294 H35
Martin, M. Kay. FEMALE OF THE SPECIES. GN294 M37 1975
Money, John. SEXUAL SIGNATURES: ON BEING A MAN OR A WOMAN. BF692 M582 1975
Pleck, Joseph. MEN AND MASCULINITY. HQ1067 P6
Scanzoni, John H. SEX ROLES, LIFE STYLES, AND CHILDBEARING: CHANGING PATTERNS IN MARRIAGE AND THE FAMILY. HQ536 S34 1975
WOMEN AND MEN: TRADITION AND TRENDS. HQ1075 W66
WOMAN, DEPENDENT OR INDEPENDENT VARIABLE? HQ1206 W854
SEX ROLES: REDEFINING THE DIFFERENCES. (audiovisual kit) HQ1420 S578
SELF-ACTUALIZATION

Brennecke, John H. THE STRUGGLE FOR SIGNIFICANCE. BF637 S4873 1975
Bruno, Frank. HUMAN ADJUSTMENT AND PERSONAL GROWTH: SEVEN PATHWAYS. BF335 B74
Cardozo, Arlene. WOMAN AT HOME. HQ759 C287 1976
Dyer, Wayne. YOUR ERRONEOUS ZONES. BF637 S4D9
Lande, Nathaniel. MINDSTYLES, LIFESTYLES: A COMPREHENSIVE OVERVIEW OF TODAY'S LIFE-CHANGING PHILOSOPHIES. BF637 S4 L33 1976
McCary, James. FREEDOM AND GROWTH IN MARRIAGE. HQ734 M16 1975
Mitchell, Joyce. OTHER CHOICES FOR BECOMING A WOMAN. HQ1206 M55
Van Kaam, Adrian. ENVY AND ORIGINALITY.

SELF-PERCEPTION

Feldenkaris, Moshe. AWARENESS THROUGH MOVEMENT; HEALTH EXERCISES FOR PERSONAL GROWTH. RA781 F44 1972
McNassor, Donald. STRANGERS IN THEIR OWN LAND: SELF-DISPARAGEMENT IN ETHNIC HAWAIIAN YOUTH ON THE ISLAND OF HAWAII. HAWN LB1131 M27
Murphy, Gardner. OUTGROWING SELF-DECEPTION. BF697 M85 1975
Powell, John. WHY AM I AFRAID TO TELL YOU WHO I AM? (INSIGHTS ON SELF-AWARENESS, PERSONAL GROWTH AND INTERPERSONAL COMMUNICATION. HM132 P66
MASKS: HOW WE HIDE OUR EMOTIONS. (audiovisual kit) BF591 M397

SELF-REALIZATION

Lewis, Howard R. GROWTH GAMES; HOW TO TUNE INTO YOURSELF, YOUR FAMILY, YOUR FRIENDS. BF637 S8L46
Masters, Robert E. MIND GAMES. BF637 S4 M37
Stringer, Lorene A. THE SENSE OF SELF: A GUIDE TO HOW WE MATURE. BF710 S86
AM I WORTHWHILE? IDENTITY AND SELF-IMAGE. (audiovisual kit) BF697 A516

SYMBOLISM

Cirlot, Juan Eduarco. A DICTIONARY OF SYMBOLS. REF BF1623 S9 C513
Fabun, Don. COMMUNICATIONS: THE TRANSFER OF MEANING. P91 F3 1968
Firth, Raymond W. SYMBOLS: PUBLIC AND PRIVATE. BL600 F35 1973
May, Rollo. SYMBOLISM IN RELIGION AND LITERATURE. BL600 M35
MAN A SYMBOL MAKER: CREATING NEW MEANINGS. (audiovisual kit) PN56 S9 M266

Compiled by Nancy Pang