SP 151 PERSONAL & PUBLIC SPEECH
3 Credits
M/W 5:30 – 6:55 PM (62283)
Starts 9/7 – 12/18

INSTRUCTOR: Dr. Mary Jane Lewis (Dr. MJ)
LOCATION: Palanakila 122
OFFICE: Hale Na`auao 139
OFFICE HOURS: MW 5:00 – 5:30 PM or by appointment
TELEPHONE: 239– (voice mail)
EMAIL: lewisml@hawaii.edu
EFFECTIVE DATE: Fall 2009

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION

Introduction to major elements of speech. Enables students to acquire competence in two person, small group, and public situations. Models and concepts are used to explain the speech act.

Activities Required at Scheduled Times Other Than Class Times

None

STUDENT LEARNING OUTCOMES

1. Choose and narrow a topic appropriately for the audience and occasion.
2. Communicate the thesis/specific purpose in a manner appropriate for audience and occasion.
3. Provide appropriate supporting material based on the audience and occasion.
4. Use an organizational pattern appropriate to topic, audience, occasion, and purpose.
5. Use language that is appropriate to the audience, occasion, and purpose.
6. Use vocal variety in rate, pitch, and intensity to heighten and maintain interest.
7. Use pronunciation, grammar, and articulation appropriate to the designated audience.
8. Use physical behaviors that support the verbal message.
COURSE CONTENT

**Concepts or Topics** (List the terms, topics, or concepts students should know or understand)

- Communication models
- Selecting topics
- Audience analysis
- Listening
- Supporting with evidence
- Methods of organization
- Introducing and concluding
- Visual aids
- Delivery
- Methods of persuasion
- Special occasion speaking
- Impromptu speaking

**Skills or Competencies** (List what students should be able to do in order to complete the student learning outcomes)

See Class Schedule and Class Handouts

COURSE TASKS

1. Complete all assigned readings from the text.
2. Complete all assigned speech outlines and presentations.
3. Complete the Midterm & Final Exams.
4. Complete in-class activities.
5. Participate in class discussion.
6. Attend all classes.

ASSESSMENT TASKS AND GRADING

<table>
<thead>
<tr>
<th>CLASS ACTIVITIES</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>PRESENTATIONS</td>
<td></td>
</tr>
<tr>
<td>Self-introduction</td>
<td>50</td>
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<tr>
<td>Impromptu</td>
<td>50</td>
</tr>
<tr>
<td>Demonstration</td>
<td>100</td>
</tr>
<tr>
<td>Informative</td>
<td>150</td>
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<tr>
<td>Persuasive (Interview = 50, Presentation = 150)</td>
<td>200</td>
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<tr>
<td>Group Discussion (Group = 50, Individual Presentation = 100)</td>
<td>150</td>
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<tr>
<td>EXAMS</td>
<td></td>
</tr>
<tr>
<td>Midterm</td>
<td>150</td>
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<tr>
<td>Final</td>
<td>150</td>
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Total: 1000

GRADING

1000 – 900 = A
899 – 800 = B
799 – 700 = C
699 – 600 = D
599 - = F

LEARNING RESOURCES

Hanna, Stine, and Gibson. PUBLIC SPEAKING FOR PERSONAL SUCCESS, 7TH EDITION.

DISABILITIES ACCOMMODATION STATEMENT

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale 'Akoakoa 213 for more information.

Revised August 2008

COURSE POLICIES

ATTENDANCE

Attendance is required every class. There will be a 7-point deduction for each unexcused absence. You need to bring an official document in order for the absence to be considered “excused.” After four unexcused absences, the grade will be dropped by one letter grade.

LATE WORK

If you do not come on the day of a speech or exam, there is no late work accepted, unless the absence is considered “excused.” Not giving a speech or taking an exam is a serious matter. In order to earn credit in the class all speeches and exams have to be completed.

UNIVERSITY OF HAWAII NON-DISCRIMINATION POLICY

Any discriminatory acts or language on the basis of race, religion, age, gender, national origin, ancestry, disabilities, or sexual orientation will not be tolerated.
COURSE SCHEDULE (Subject to Change)

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<thead>
<tr>
<th>WEEK</th>
<th>ACTIVITIES</th>
<th>READING</th>
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<tr>
<td>Week 1</td>
<td>Introduction</td>
<td>Chapter 1</td>
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<tr>
<td>Week 2</td>
<td>SELF INTRODUCTION</td>
<td>Chapter 2</td>
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<td>Week 3</td>
<td>Listening IMPROMPTU</td>
<td>Chapter 3</td>
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<td>Week 4</td>
<td>DEMONSTRATION</td>
<td>Chapter 4, 5</td>
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<td>Week 5</td>
<td>DEMONSTRATION</td>
<td>Chapter 7, 8</td>
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<tr>
<td>Week 6</td>
<td>DEMONSTRATION</td>
<td>Chapter 9, 10, 12</td>
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<tr>
<td>Week 7</td>
<td>Review for the Midterm (Chapters 1 – 5, 7 – 10, 12)</td>
<td>MIDTERM</td>
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<tr>
<td>Week 8</td>
<td>INFORMATIVE</td>
<td>Chapter 13, 6,11</td>
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<tr>
<td>Week 9</td>
<td>INFORMATIVE</td>
<td></td>
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<td>Week 10</td>
<td>PERSUASIVE</td>
<td>Chapter 14, 15</td>
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<td>Week 11</td>
<td>PERSUASIVE</td>
<td></td>
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<td>Week 12</td>
<td>PERSUASIVE</td>
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<td></td>
<td>Group Presentation Preparation</td>
<td>Chapter 16, 17</td>
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<td>Week 13</td>
<td>Review for the Final (Chapters 6, 11, 13, 14 – 17)</td>
<td>FINAL</td>
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<td>FINAL WEEK</td>
<td>GROUP PRESENTATION (Wed. 12/16, 5:30 – 7:20)</td>
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