<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Schedule</th>
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<tr>
<td>SP 151</td>
<td>PERSONAL &amp; PUBLIC SPEECH</td>
<td>3</td>
<td>MW 5:30 pm – 6:55 pm (63150)</td>
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<td>TH 3:00 pm – 4:25 pm (63151)</td>
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**INSTRUCTOR:** Dr. Mary Jane Lewis (Dr. MJ)

**OFFICE:** Hale Na’auao 139

**OFFICE HOURS:** MW 5:00 pm – 5:30 pm (Palanakila 122) or by appointment

**TELEPHONE:** (808) 236 – 9239 (voice mail) lewisml@hawaii.edu

**EFFECTIVE DATE:** Spring 2010

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**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. Prerequisite – placement in English 21 or higher.

**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 (This section is optional for now).

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.

ASSESSMENT TASKS AND GRADING

CLASS ACTIVITIES POINTS

PRESENTATIONS

Self-introduction 50
Impromptu 50
Demonstration 100
Informative 150
Persuasive (Interview = 50, Presentation = 150) 200
Group Discussion (Group = 50, Individual Presentation = 100) 150

EXAMS

Midterm 150
Final 150

Total: 1000
GRADING

1000 – 900 = A
899 – 800 = B
799 – 700 = C
699 – 600 = D
599 – 500 = 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.

COURSE POLICIES

ATTENDANCE & LATE WORK

Attendance is required every class. There will be a 5-point deduction for each class missed without a confirmation from a physician, court appearance document or death in the immediate family. Late assignments are not accepted without previous consent of the instructor. Make an appointment to explain why you should be allowed to make up the assignment. Not giving a speech on the day assigned to speak or not taking an exam is a very serious matter. The only excuse considered will be as above (confirmation from a physician, court appearance document, or death in the immediate family). It is the student's responsibility to be aware of what is missed when absent and to notify the instructor. Students are responsible for all materials covered and all assignments made during any absence. Contact a classmate or the instructor and return to class prepared.

TECHNOLOGY

Please do not use your laptop in class, unless it is approved by the instructor for a specific assignment. Do not check emails, text messages or cell phone during class.
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<td>IMPROMPTU</td>
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<td>Week 4</td>
<td>DEMONSTRATION</td>
<td>Chapter 7, 8</td>
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<td>Week 5</td>
<td>DEMONSTRATION</td>
<td>Chapter 9, 10, 12</td>
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<td>Week 6</td>
<td>Review for the Midterm (Chapters 1 – 5, 7 – 10, 12)</td>
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<td>MIDTERM</td>
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<td>Review for the Final (Chapters 6, 11, 13, 14 – 17)</td>
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