Windward Community College  
SPEECH 151 – Michele Van Hessen  
Personal & Public Speaking  
Fall 2011

Lecturer: Michele Van Hessen M.A.  
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Office Phone: -  
Office Hours:  7:00 – 8:00PM Thursday  
by appointment

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.

TEXT & MATERIALS
2. Access to a computer for preparing assignments. You will also need note cards and # 2 pencil and AccuScan for the tests ( available in the bookstore)  
3. You are expected to have plenty of paper and writing implements each day in class.

COURSE DESCRIPTION
This class is an introduction to the basic concepts and principles of personal and public speaking, which includes defining the communication process, exploring the nature of small groups, and preparing and delivering public speeches. You will participate in speaking activities in personal and public situations to become a more effective and confident communicator.

RECOMMENDED PREPARATION
ENG 22 with a grade of C or better or equivalent

STUDENT RESPONSIBILITIES
To be successful and to pass this course, you should:
1. Complete all assignments and turn them in on the due date. Late work is not accepted.  
2. Speak and write clearly in Standard English.  
3. Attend class regularly and on time.  
4. Keep up with the reading assignments.  
5. Provide written critiques and oral feedback to classmates in a constructive positive manner.  
6. Participate in classroom activities and contribution to class discussions.  
7. Abide by the syllabus and notify me as soon as possible if problems arise.  
8. No cell phones, music players, or reading of non-course materials in class while in class.  
9. Listen to your fellow classmates during their presentations. Be polite!
EVALUATION
You will be given individual assignments that will specify the procedures and requirements for the activities. Your performance on graded assignments and tests is translated into course points, 1000 points are possible. All assignments will be evaluated on the quality and completeness of the oral and written products.

<table>
<thead>
<tr>
<th>Speaking/Writing Assignments:</th>
<th>Possible Points</th>
<th>Your Score</th>
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<tbody>
<tr>
<td>Introduction speech 5 minutes</td>
<td>25 Points</td>
<td></td>
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<tr>
<td>Informative Define Speech 5 minutes</td>
<td>25 Points</td>
<td></td>
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<tr>
<td>Informative Demonstration Speech 5 minutes</td>
<td>25 Points</td>
<td></td>
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<tr>
<td>Informative Describe Speech 5 minutes</td>
<td>25 Points</td>
<td></td>
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<tr>
<td>Informative Explain Speech 5 minutes</td>
<td>50 Points</td>
<td></td>
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<tr>
<td>Impromptu Speech 3 minutes</td>
<td>25 Points</td>
<td></td>
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<tr>
<td>Persuasive Speech 7 minutes</td>
<td>100 Points</td>
<td></td>
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<tr>
<td>Acceptance/ Presentation Speeches FINAL EXAM</td>
<td>100 Points</td>
<td></td>
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</tbody>
</table>

Critiques (9 critiques)
- Group Work & Presentations: 50 Points

Others:
- Test #1 Chapters 1, 2, 3 50 questions: 100 Points
- Test #2 Chapters 4, 5, 6, 13 50 questions: 100 Points
- Test #3 Chapters 7, 9, 11 and 12 50 questions: 100 Points
- Test #14 50 questions: 100 Points
- Test #15 and 16 50 questions: 100 Points

TOTAL: 1000 Points

#2 pencil and AccuScan (buy in bookstore) required for all tests.

Grading Scale
- A = 1000 – 900 points
- B = 749 – 899 points
- C = 598 – 898 points
- D = 447 – 597 points
- F = 446 points & below

- Late Registration: For recordkeeping purposes, your attendance will be counted from the day you register. However, all students who register late are 100% responsible for any missed homework and assignments. It is your responsibility to catch-up with the class. By no means are you “excused” from any homework/assignment due to late registration.
- In-Class Activities: These will take place in-class only. You must be present to earn the points. This cannot be made up.
• In-Class Assignments: Attendance on Workshop/Audience Analysis days is mandatory. Again, these will take place in class only. You must be present to earn the points. This cannot be made up.
• Speeches: You must complete the following speeches in order to receive a passing grade:
  1. Informative Speeches (4)
  2. Impromptu Speeches (2)
  3. Persuasive Speech
  4. Acceptance/ Presentation Speeches
     o Failure to complete any of the above required speeches will result in grade drop (example – A to B; or B to C; or C to D

ATTENDANCE POLICY/EVALUATION
Because learning and morale are enhanced when everyone attends class regularly:
• One absence – no effect on your course grade
• Each absence after the allotted one – 10 course points deducted from your course grade.
• NOTE: Two (3) tardies constitute one absence
• Attending a class means being present for at least 95% of the class session, therefore, if you are more than 7 minutes late, you will counted as absent for the day.
• Absences on a day when you are listening to speeches, or taking an exam will affect your grade.
• Roll is taken at every class session. If you arrive after roll is taken and within the first seven minutes, let the instructor know.
• A written note from your doctor or health clinic verifying your absence constitutes a valid excuse and must be submitted the day you return from your absence. Having no transportation, work, or children are not a valid reasons to miss class.
  The instructor reserves the right to accept or reject any written excuse.
• Absences for travel or other activities undertaken by your choice are not excused.
• If you miss more than three sessions, you should drop the course.

DUE DATES
Late work will not be accepted without explanation and lateness will result in an automatic grade reduction of 10% per day late. All speeches must be submitted in writing to the instructor at the beginning of the class session prior to your presentation of the speech.
• Speech outlines are due at the beginning of class on the day you speak and are not accepted after you speak.
• Speeches. Time will be reserved for you in each speech round. That time is guaranteed for you. If you are not prepared to speak when you are scheduled, you should be ready to speak by the next class session in case an opening appears then. However, you are not guaranteed time in class to present a late speech. Late speeches are penalized 10% per day late. If you are ill on your speech-date, bring a doctor’s note and be ready to speak on the day you return. If an opening occurs, you can fill it.
FORMAT OF WORK SUBMITTED FOR GRADING OR CREDIT
All written work that is to be submitted for grading must be printed or typed. Hand-written is not accepted with the exception of in-class critiques. Spelling and grammar must be correct and work must be neat. Materials that read like finished products receive higher scores. Unless you are given advanced permission to send your written work via e-mail attachment, all written work must be submitted in hard-copy on the specified due date in class. As this is not an online course, the instructor is not responsible for any student assignment sent via e-mail.

WRITTEN WORK
Written work must be in correct Standard English, with very little or no errors in grammar and spelling. If English is not your first language, or if your writing skills are not strong, have a writing tutor read your outlines and papers before they are due. Materials that read like finished products receive higher scores. Likewise, poorly written work will receive lower scores. The rules of APA Style, detailed in the Publication Manual of the American Psychological Association, offer sound guidance for writing with simplicity, power, and concision. APA Style has been adapted by many disciplines and is used by writers around the world. (the library should have the APA manual)

MAKE-UP OF ASSIGNMENTS
Speaking assignments and exams can only be made up with a written medical excuse. It is your responsibility to notify the instructor immediately of your situation (voicemail or e-mail) and to arrange for a make-up. Otherwise, you will not be allowed to make-up the assignment.

DISAPPEARS OR DROPS
Contact the instructor if you run into a situation that keeps you out of class for a few days. If you stop coming to class without letting the instructor know, it will be assumed that you have dropped. If you drop the class, contact the administration office and complete appropriate papers with the college immediately. The policies of the college require that your course-grade be an “F” if you disappear without officially dropping.

THE LEARNING RESOURCE CENTER (LRC)
The Learning Resource Center offers many free services for students. LRC writing consultants can help with writing and reading assignments for any class, with scholarship essays, and with study skills including time management, organization, and note taking. Content tutors can help with course concepts and study strategies for many subjects. The LRC also offers workshops and handouts to help you succeed in college. Student mentors are there to help students create outlines, practice, offer critique, and help with visual aids and Powerpoint. All students are welcome. Located in Hale Pālanakila 122. Hours
Monday: 10:30-1:30; Tuesday: 12:30-1:30; Wednesday: 10:30-1:30; Thursday: 12:30-1:30
Friday: 10:30-12:30; Saturday and Sunday: Closed. The website also includes information about other LRC services and links to many online resources.
http://windward.hawaii.edu/About_WCC/Speech_Lab/index.php
SERVICES FOR STUDENTS WITH DISABILITIES

Contact

Ann Lemke, Windward CC Disabilities Counselor
Hale ‘Akoakoa 213
phone: 235-7448
email: lemke@hawaii.edu
for appointments, call 235-7413

The program provides support services to students with documented disabilities.

PLAGIARISM AND CHEATING

Academic dishonesty cannot be condoned by any University. Such dishonesty includes cheating and plagiarism (examples of which are given below) which violate the Student Conduct Code and may result in expulsion from the University. Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements. Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual’s work without identifying that individual; failing to identify as a quotation a documented idea that has not been assimilated into the student’s language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

CLASS PROCEDURES

• Everyone has the right to express ideas in the class without being laughed at or ridiculed. Everyone’s opinion’s (including the instructor’s) are always subject to courteous disagreement and argument.

• Use of profanity or swearing is prohibited. You will be dismissed from class and marked absent for the day.

• Difficulties with Course: If you are having difficulties with any part of the course, please let me know. Please see me before or after class to make an appointment with me. Do not wait until the assignment’s due date. I am happy to look at drafts, give feedback, and more direction if needed.

• The classroom is not a study hall. Please do not read or do work for other courses while attending this class. Courtesy should always guide our interactions in the classroom. Do not surf the Internet in class and/or when other students are delivering their speeches.
• **Side-talk:** Defined as carrying on a conversation with a classmate while the instructor is talking or someone is delivering a speech. If you must have a conversation with a classmate, please have it on your own time. Any student who disregards this rule will be asked to leave the classroom and will be marked absent for the day.

• **Cell phones, Pagers, MP3 Players & ipods:** Please turn off all cell phones, pagers, MP3 players, and iPods during class. You may not put your phone on vibrate and check for messages during class. You may not leave the classroom to take or return a phone call or page. No listening devices will be worn while class is in session. This includes hands-free phones, headsets, or ear buds. If you disregard this rule by playing with your phone, keeping it on your desk, or leaving it on “ring,” you will be asked to bring your phone, etc. up to my desk and leave it there until class is over. If your phone rings while someone is giving a speech, you will automatically forfeit 10 points from your own speech points. Continuous disregard for this rule may result in asking you to leave the classroom and you will be marked absent for the day.

• **Windward CC Student Conduct Code:**

As a student at Windward Community College, you are expected to conduct yourself appropriately on-campus. You may not engage in behavior that violates the rights of others or disrupts the activities of the college. The Student Conduct Code delineates various categories of impermissible behavior and explains the sanctions that may be applied to students who violate one of the rules of the Code.

The categories of impermissible behavior include:
- Demonstrations
- Interference with campus operations
- Furnishing false or fraudulent information
- Personal misconduct, such as fighting, hazing, harassing, stealing, unauthorized entering, using or possessing weapons, failing to comply with the directions of a campus official, being disorderly, etc.
- Stealing or mutilating college property
- Disruption
- Abuse of controlled substances
- Academic dishonesty (cheating or plagiarizing)

For violations of these rules, the following sanctions may be imposed:
- Warning
- Probation
- Restitution
- Temporary suspension
- Suspension
- Expulsion
- Rescission of grades or degree

The student conduct code is available at the Office of the Dean of Student Services and on the College’s website.
ALL SPEECHES MUST BE WRITTEN IN WORD DOC AND SENT TO THE INSTRUCTOR ELECTRONICALLY; A HARD COPY MUST BE HANDED IN AT THE BEGINNING OF CLASS THE DAY THE SPEECH IS DUE. ALL STUDENTS USE WWW.TURNITIN.COM. Turnitin improves the student writing cycle by preventing plagiarism and providing rich feedback to students.

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<thead>
<tr>
<th>Date</th>
<th>Reading/Assignments</th>
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<tbody>
<tr>
<td>Aug 23</td>
<td>Welcome – Power Point - Chapter 1 Handout for the Self introduction speech.</td>
</tr>
<tr>
<td>Aug 25</td>
<td>Power Point Chapter 2 <strong>Introduction speech</strong> 5 minutes Turn in Introduction speech to instructor Look for speech topics for an informative, demonstration, describe and explain speeches. All Topics MUST BE CLEARED WITH YOUR INSTRUCTOR</td>
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<tr>
<td>Aug 30</td>
<td>Power Point Chapter 3 / Handout of Informative Speech Template/ visit to library</td>
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<td>Sept 1</td>
<td><strong>Test Ch. 1, 2, 3,</strong></td>
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<td>Sept 6</td>
<td>Audience analysis – Questionnaire in class exercise- Power Point Chapter 5</td>
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<td>Sept 8</td>
<td>Power Point Chapter 13 –</td>
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<td>Sept 13</td>
<td><strong>Informative Define speeches</strong> Time: 5 minutes; critiques Hand in speech into instructor</td>
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<td>Sept 20</td>
<td>Critiques of speeches  Power Points 4, 6 13 review for test</td>
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<tr>
<td>Sept 22</td>
<td><strong>Test 4,5,6 and 13</strong></td>
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<td>Sept 27</td>
<td>Power-Point Chapter 7</td>
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<td>Sept 29</td>
<td>Power- Point Chapter 9</td>
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<td>Oct 4</td>
<td><strong>Informative Demonstration Speech</strong> Time: 5 minutes; critiques Hand in speech into instructor</td>
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<td>Oct 6</td>
<td>Critiques of speeches  Power point Chapter 11 Pick topic for Informative Describe Speech</td>
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<td>Oct 11</td>
<td>Exercises in class in groups -</td>
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<td>Oct 13</td>
<td><strong>Informative Describe Speech</strong> Time: 5 minutes; critiques Hand in speech into instructor</td>
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<td>Oct 18</td>
<td>Critiques of speeches exercise in class</td>
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<td>Date</td>
<td>Activity</td>
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<tr>
<td>Oct 20</td>
<td>PowerPoint Chapter 12 Review for test</td>
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<td>Oct 25</td>
<td><strong>Test Chapter 7, 9, 11, 12</strong></td>
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<tr>
<td>Oct 27</td>
<td>Exercises in groups</td>
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<td>Nov 1</td>
<td><strong>Informative Explain Speech; critiques</strong> 5 minutes critiques</td>
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<td>Hand in speech into instructor</td>
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<td>Nov 3</td>
<td>Critiques of speeches exercise - group</td>
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<td>Nov 8</td>
<td><strong>Impromptu Speaking</strong> 3 minutes critiques</td>
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<td>Nov 10</td>
<td>Exercise in groups</td>
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<td>Nov 15</td>
<td>Power Point Chapter 14</td>
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<td>Nov 17</td>
<td><strong>Impromptu Speaking</strong> exercises (3 minutes) critiques</td>
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<td>Hand in speech into instructor</td>
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<tr>
<td>Nov 22</td>
<td>Critiques of speeches exercises in class review for test</td>
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<td>Nov 24</td>
<td><strong>Holiday - Thanksgiving</strong></td>
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<td>Nov 29</td>
<td><strong>Test Chapter 14</strong></td>
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<td>Dec 1</td>
<td>Power Pont of Chapter 15</td>
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<td>Dec 6</td>
<td><strong>Persuasive Speech</strong> 7 minutes critiques</td>
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<td>Hand in speech into instructor</td>
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<tr>
<td>Dec 8</td>
<td>Power Point Ch. 16 Review for test and final speeches</td>
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<td>Dec 13</td>
<td><strong>Test 15 and 16</strong></td>
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<tr>
<td>Dec 15</td>
<td><strong>Acceptance/Presentation Speeches</strong> 7 minutes critiques</td>
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<td>Hand in speech into instructor</td>
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<td><strong>FINAL EXAM</strong></td>
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