SP 251  WI – Principles of Effective Speaking
Credits - 3
TTH 11:00 – 12:15 (63386)

INSTRUCTOR: Dr. Mary Jane Lewis (Dr. MJ)
OFFICE: Hale Na’auao 139
OFFICE HOURS: TTH 9:30 – 10:30 am
TELEPHONE: 236-9239 (Voice mail)
EMAIL: lewisml@hawaii.edu
EFFECTIVE DATE: Fall 2011

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

Theory and practice of public speaking. Emphasizes practical skills in communicating with today’s audiences, planning and delivering speeches. **Prerequisite:** ENG 100 and SP 151.

Activities Required at Scheduled Times Other Than Class Times

None.

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

1. Write and present professional speeches.
2. Conduct research, cite references and list in MLA format.
3. Interview a professional in a face-to-face research interview.
4. Participate in group activities.
5. Complete written assignments.
COURSE CONTENT

Concepts or Topics

• Special occasion speech
• Informative speaking
• Persuasive speaking
• Speech analysis
• Interview techniques
• Group presentation
• Research & writing

Skills or Competencies

See Class Schedule & Class Handouts

COURSE TASKS

1. Complete all written assignments, presentations and supplementary exercises.
2. Participate in class discussion and in-class activities.
3. Apply critical thinking skills.
4. Focus on subject matter and disregard distractions.
5. Meet with instructor for one-on-one conference

ASSESSMENT TASKS AND GRADING

CLASS ACTIVITIES POINTS

PRESENTATIONS, REACTION PAPERS & CRITICAL REVIEWS
Guest Introduction Speech 100
Group Informative Discussion (Group 100, Individual 150) 250
Team Persuasive Speech (Group 100, Individual 150) 250

WRITTEN ASSIGNMENTS
Speech Analysis 150
Fallacy Paper 150*

INTERVIEW & FOLLOW REPORT
Face-to-face interview (10 Q/A, Follow-up report) 100

Total: 1000

*Students may request a Service-Learning option for the Fallacy Paper assignment. This can be done through an internship, a volunteer position or participation in an S-L approved non-profit organization with a minimum of 20 hours of service. The emphasis will be on communication. The student will be required to write a reflective report. The student will receive an S-L certificate when all requirements are met.

LEARNING RESOURCES

Hand-out materials & assignment sheets.
GRADING & COURSE POLICIES

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

COURSE POLICIES

ATTENDANCE & LATE WORK

Attendance is required every class. There will be a 5-point deduction for each class missed without a document from a physician or proof of death in the immediate family. A hand-written personal note, family crisis or job responsibilities will not be accepted as an excused absence. Late assignments are not accepted without previous consent of the instructor. Not giving a speech on the day assigned to speak or not turning in an assignment on the due date will result in a zero for the assignment. Every assignment must be typed. Students will not be allowed to participate in the group presentation if two days of preparation are missed because of an unexcused absence.

DO NOT TALK TO YOUR NEIGHBOR WHILE THE INSTRUCTOR OR OTHER STUDENTS HAVE THE FLOOR. PLEASE SHOW RESPECT BY LISTENING TO THE SPEAKER.

DO NOT TEXT, CHECK EMAILS OR WEAR HEADSETS IN THE CLASSROOM. DO NOT USE A LAPTOP WITHOUT CONSENT FROM THE INSTRUCTOR.

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 May 25, 2011
COURSE SCHEDULE – FALL 2011 – SP 251
(Subject to change)

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