SP 151 PERSONAL & PUBLIC SPEECH
3 Credits

MW 8:30 – 9:45 (61043)

INSTRUCTOR: Dr. Mary Jane Lewis (Dr. MJ)
LOCATION: Alaka`i 101
OFFICE: Hale Na`auao 139
OFFICE HOURS: MW 9:45 – 10:00 & TR 9:45-10:00 (Alaka`i 101)
MW 11:30-1:00 (LLC - Speech Lab), TR 2:30 - 3:00 (Hale Na`auao 139) and by appointment
TELEPHONE: (808) 236-9239 (Voicemail)
EMAIL lewisml@hawaii.edu
EFFECTIVE DATE: Fall 2012

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

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. OC DA 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 research material based on the audience and occasion.
4. Use an organizational pattern appropriate to topic, audience, occasion, and purpose.
5. Conduct a face-to-face informative interview.
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.
COURSE CONTENT

Concepts or Topics
• Communication models
• Selecting topics
• Audience analysis
• Listening
• Supporting with evidence
• Methods of organization
• Introducing and concluding
• Visual aids
• Delivery
• Methods of persuasion
• Impromptu speaking

Skills or Competencies
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

<table>
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<th>CLASS ACTIVITIES</th>
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<tr>
<td>PRESENTATIONS</td>
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<tr>
<td>Impromptu</td>
<td>100</td>
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<tr>
<td>Demonstration</td>
<td>100</td>
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<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>
<th>EXAMS</th>
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<tbody>
<tr>
<td>Midterm</td>
<td>150*</td>
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<tr>
<td>Final</td>
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Total: 1000

*A student may choose a Service-Learning option in lieu of the Midterm Exam. This can be done through a volunteer internship of 20 hours (minimum) at a WCC approved non-profit organization. The emphasis will be on communication skills. The student will be required to write a reflective report identifying three different communication skills & make a brief presentation. The student will receive an S-L certificate when all requirements are met.
GRADING

1000 – 900 = A

899 – 800 = B

799 – 700 = C

699 – 600 = D

599 – 599 = F

REQUIRED LEARNING RESOURCE


ATTENDANCE & LATE WORK

Attendance is required every class. The roll sheet will be passed around the room until 10 minutes after class begins. Students will be considered late if they arrive after 10 minutes and will be considered absent. There will be a 10-point deduction for each class missed without a document from a physician, court appearance document or death in the immediate family. A hand-written personal note, family crisis or job obligation will not be accepted as an excused absence. Late assignments are not accepted. Not giving a speech on the day assigned to speak or not taking an exam will result in a zero for the assignment. Every assignment must be typed.

PLEASE DO NOT TEXT, CHECK YOUR EMAIL OR USE HEADSETS IN THE CLASSROOM. DO NOT USE A LAPTOP WITHOUT CONSENT FROM THE INSTRUCTOR. DO NOT TALK TO YOUR NEIGHBOR WHILE THE INSTRUCTOR OR OTHER STUDENTS HAVE THE FLOOR. PLEASE SHOW RESPECT BY LISTENING TO THE SPEAKER. IF YOU HAVE TO LEAVE EARLY BEFORE THE CLASS IS DISMISSED, BE SURE TO ASK THE INSTRUCTOR FOR PERMISSION. IF YOU LEAVE EARLY BEFORE THE CLASS IS DISMISSED AND WITHOUT PERMISSION, YOU WILL BE CONSIDERED ABSENT FOR THE DAY.

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 SCHEDULE - FALL 2012 – SP 151 (61043) (Subject to change)

<table>
<thead>
<tr>
<th>WEEK</th>
<th>ACTIVITIES</th>
<th>READING</th>
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<tr>
<td>Week 1</td>
<td>Class Introduction</td>
<td>Pages 158-159</td>
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<td></td>
<td>Partner Speech/Group Selection</td>
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(Gr # 1 – Ch 1/2, Gr # 2 – Ch 3/4, Gr # 3 – Ch 5/9, Gr # 4 –Ch 10/11, Gr # 5 -12/13)

Please disregard the pages about the Working Outline including pages 326-328, 329-343. Do include pages 328 regarding The Speaking Outline and pages 343-350, Creating Your Speaking Outline.)

Week 2 | Chapter Presentations |
Week 3 | Labor Day, Sept 3 (Holiday)  
| Chapter Presentations (cont) |
Week 4 | Impromptu Speech Preparation  
| IMPROMPTU SPEECH |
Week 5 | IMPROMPTU SPEECH  
| Demonstration Speech Preparation |
Week 6 | DEMONSTRATION SPEECH |
Week 7 | Review for the Midterm (Chapters 1 – 5, 9-13) |
Week 8 | MIDTERM EXAM |
Week 9 | Informative Sp. Preparation  
| Library Presentation |
| Ch 6 - 8, 14, 15 |
Week 10 | INFORMATIVE SPEECH |
Week 11 | Persuasive Sp. Preparation  
| Interview Preparation |
| Pages 228-231 |
Week 12 | PERSUASIVE SPEECH  
| Ch 16, 17 |
Week 13 | Group Presentation Preparation  
| Ch 19 |
Week 14 | Review for the Final (Chapters 6-8, 14-17, 19)  
| FINAL EXAM |
Week 15 & Week 16 | GROUP PRESENTATION |
**FINAL WEEK (12/12/12)**  
8:30 -10:30 | GROUP PRESENTATION/S-L presentations  
| ALL STUDENTS ARE REQUIRED TO ATTEND  
THE LAST CLASS DURING FINAL WEEK |