SP 251  WI – Principles of Effective Speaking  
Credits - 3  
TTh 8:30 – 9:45 am (64422)  

INSTRUCTOR:  Dr. Mary Jane Lewis (Dr. MJ)  
OFFICE:  Hale Na’auao 139  
OFFICE HOURS:  M - Th – 1-2 pm, TTh 10:30 – 11:00 am and by appointment  
TELEPHONE:  236-9239 (Voice mail)  
EMAIL:  lewisml@hawaii.edu  
EFFECTIVE DATE:  Spring 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  

Theory and practice of public speaking. Emphasizes practical skills in communicating with today’s audiences, planning and delivering speeches. (3 hours lecture.) Prerequisite: ENG 100 or SP 151. OC DA, Activities Required at Scheduled Times Other Than Class Time - None  

STUDENT LEARNING OUTCOMES  

1. Write and present a Guest Introduction Speech, Speech Analysis & Persuasive Speech.  
2. Interview a professional in a face-to-face research interview.  
3. Participate in a Group Informative Discussion.  
4. Complete the Midterm Exam and Final Exam.  
5. Maintain a writing portfolio meeting the University of Hawaii writing intensive requirement of 16 pages for the semester.  

IF ANY OF THE ABOVE ACTIVITIES ARE NOT COMPLETED, A STUDENT WILL NOT RECEIVE CREDIT FOR THE COURSE.
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.

ASSESSMENT TASKS AND GRADING

CLASS ACTIVITIES

POINTS

PRESENTATIONS (Research, discussion & response papers)

Guest Introduction Speech 150
Speech Analysis Presentation* 150
Persuasive Speech 150
Group Informative Discussion (Group 50, Individual 100) 150

INTERVIEW & FOLLOW REPORT

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

Midterm Exam 150
Final Exam 150

WRITING PORTFOLIO (Sixteen pages are required. If any pages are missing - 10 points per page will be deducted from the final score.)

TOTAL: 1000 points

*Students may request a Service-Learning option in lieu of the Speech Analysis Presentation. 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 used and give a brief presentation. The student will receive an S-L certificate when all requirements are met.
LEARNING RESOURCES


GRADING & COURSE POLICIES

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

COURSE POLICIES

ATTENDANCE, LATE ARRIVAL & 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 or proof of death in the immediate family. A hand-written personal note, family crisis or job responsibility 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 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. After 5 unexcused absences, the final score will be lowered by one letter grade. After 5 days of being late, the final score will be lowered by one letter grade.

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 OF THE INSTRUCTOR. IF YOU HAVE TO LEAVE CLASS EARLY, 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 – SPRING 2012– SP 251**
(Subject to change)

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<td>Course Introduction&lt;br&gt;Chapter Presentations (Group 1, Chaps 1 &amp; 4)</td>
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<td>Week 2</td>
<td>Chapter Presentations (Group 2, Chaps 3, 5, 9)&lt;br&gt;(Group 3, Chaps 2, 10, 11)</td>
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<td>Week 3</td>
<td>Chapter Presentations (Group 4, Chaps 12, 13, 18)&lt;br&gt;Guest Introduction Speech Preparation</td>
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<td>Week 4</td>
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<td>Week 14</td>
<td>Final Exam Review&lt;br&gt;FINAL EXAM (Chaps 6-8, 14-17, 19)</td>
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<td>Week 15</td>
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FINAL WEEK  (May 7 – 10) Group 4 – GROUP INFORMATIVE PRESENTATION/S-L REPORT - Everyone is required to attend the final class during Final Week.