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 Koʻolau 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 Biography Speech including a research and response report.
2. Interview a professional face-to-face including a Q/A and follow-up report.
3. Write/present a Persuasive Speech including a research/response/audience report.
4. Participate in a Group Informative Discussion including a research and response report.
5. Complete the Midterm Exam and Final Exam.
6. Maintain a portfolio that meets the UHM writing intensive requirement of 16 pages.

EACH STUDENT IS REQUIRED TO MEET ONE-ON-ONE WITH THE INSTRUCTOR THREE TIMES THIS SEMESTER.
### COURSE CONTENT

<table>
<thead>
<tr>
<th>Concepts or Topics</th>
<th>Skills or Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Special occasion speech</td>
<td>See Class Schedule &amp; Class Handouts</td>
</tr>
<tr>
<td>• Informative speaking</td>
<td></td>
</tr>
<tr>
<td>• Persuasive speaking</td>
<td></td>
</tr>
<tr>
<td>• Speech analysis</td>
<td></td>
</tr>
<tr>
<td>• Interview techniques</td>
<td></td>
</tr>
<tr>
<td>• Group presentation</td>
<td></td>
</tr>
<tr>
<td>• Research &amp; writing</td>
<td></td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>CLASS ACTIVITIES</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRESENTATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Biography Speech</td>
<td>150</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>150</td>
</tr>
<tr>
<td>Group Informative Discussion (Group 50, Individual 150)</td>
<td>200</td>
</tr>
</tbody>
</table>

| **INTERVIEW & FOLLOW REPORT**                        |        |
| Face-to-face interview (Follow-up report)             | 100    |
| 10 Q/A & Thank you email (must be in email format)    | 100    |
| Midterm Exam*                                         | 150    |
| Final Exam                                            | 150    |

**WRITING PORTFOLIO:** There will be 16 required entries. If any entries are missing (~15) points per entry will be deducted from the final score.

**TOTAL:** 1000 points

*Students may request 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 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

ATTENDANCE, LATE WORK, LEAVING EARLY, TEXT and LAPTOP USE

1) Attendance is required every class. The roll sheet will be passed around the room until 15 minutes after class begins. Students will be considered absent if they arrive after 15 minutes. There will be a -10 point deduction for each class missed without a document from a physician, court appearance, or proof of death in the immediate family. A handwritten personal note, family crisis or job responsibility will not be accepted as an excused absence.

2) 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, without one of the previously mentioned documents.

3) If you have to leave class 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, and -10 points will be deducted.

4) If you text in class, you will be considered absent for the day, and -10 points will be deducted.

5) Every assignment must be typed. If the assignment is hand-written, you will not be able to meet with the instructor one-on-one or present the speech, and you will receive a zero for the assignment.

6) Laptops should not be used in class unless stated for a specific assignment.

PLAGARISM and CHEATING

1) Plagiarism and cheating on any assignment or exam violates the University of Hawaii Student Conduct Code. As previously stated, penalties range from receiving no points for the assignment to failure of the course.

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.
WEEK - ACTIVITIES

Week 1  Course Introduction  
         Partner Speech/Group Selection

Week 2  LABOR DAY (Holiday, Sept 2  
         Chapter Presentations – Group 1 (Chapter 1 and 2)  
         Group 2 (Chapter 3 and 4)

Week 3  Chapter Presentations - Group 3 (Chapter 5, 9, & 10)  
         Group 4 (Chapter 11, 12 & 13)

Attn: Chapter 11 - 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 4  Biography Speech Preparation

Week 5  BIOGRAPHY SPEECH PRESENTATION

Week 6  BIOGRAPHY SPEECH PRESENTATION

Week 7  MIDTERM EXAM (Chaps 1-5, 9-13)

Week 8  Persuasive Speech Preparation

Week 9  INTERVIEW ASSIGNMENT  
         Pages 228-231

Week 10  PERSUASIVE SPEECH

Week 11  PERSUASIVE SPEECH  
         Group Informative Preparation

Week 12  Group Informative Preparation

Week 13  GROUP PRESENTATION

Week 14  THANKSGIVING (Holiday, 11/28 - 11/29)  
         GROUP PRESENTATION

Week 15  Review for the Final Exam

Week 16  Service-Learning Report  
         Review for the Final Exam
FINAL WEEK
FINAL EXAM (Chapter 6-8, 14-17, 19)