SP 151 PERSONAL & PUBLIC SPEECH
3 Credits
TR 8:30 – 9:45 am (62092)

INSTRUCTOR: Dr. Mary Jane Lewis (Dr. MJ)
LOCATION: Alaka`i 130
OFFICE: Hale Na`auao 139
OFFICE HOURS: Speech Lab MW (1 – 2 pm) TTH (11:30 – 1 pm)
TELEPHONE: (808) 236-9239 (Voicemail)
EMAIL lewisml@hawaii.edu
EFFECTIVE DATE: Spring 2013

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.

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. Use language that is appropriate to the audience, occasion, and purpose.
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.
8. Use physical behaviors that support the verbal message.
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>
<thead>
<tr>
<th>CLASS ACTIVITIES</th>
<th>POINTS</th>
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<tbody>
<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 (Q/A &amp; Interview hand-out = 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>
<td>150</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 - = F

REQUIRED LEARNING RESOURCE: In the bookstore – Communication – Pearson
Custom Library, WCC – SP 151 – Personal & Public Speaking.

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

1) 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.

2) 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, without one of the previously mentioned documents.

3) 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.

4) If you text in class, you will be considered absent for the day.

5) Every assignment must be typed. If the assignment is hand-written, you will not be able to 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.

SPEECH LAB and WRITING LAB

1) The Speech Lab and Writing Lab are part of the Ka Piko Success Center in the LLC. You will be required to go to the labs for specific assignments. Signatures will be required. If signatures are falsified, penalties range from receiving no points for the assignment to failure of the course.

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.
## COURSE SCHEDULE  
**SPRING 2013 (62092)**  
(Subject to change)

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<tr>
<th>WEEK</th>
<th>ACTIVITIES</th>
<th>READING</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Class Introduction&lt;br&gt;Partner Speech/Group Selection</td>
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<tr>
<td>Week 2</td>
<td>Chapter Presentations – Group 1 (Chapter 1 &amp; 2)&lt;br&gt;- Group 2 (Chapter 3 &amp; 4)</td>
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<td>Week 3</td>
<td>Chapter Presentations – Group 3 (Chapter 5 &amp; 11)</td>
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<td>Week 4</td>
<td>Chapter Presentations – Group 4 (Chapter 13 &amp; 14)&lt;br&gt;Impromptu Speech Preparation</td>
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<td>Week 5</td>
<td>IMPROMPTU SPEECH&lt;br&gt;Demonstration Speech Preparation</td>
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<td>Week 6</td>
<td>DEMONSTRATION SPEECH</td>
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<td>Week 7</td>
<td>Understanding Ourselves and Others&lt;br&gt;Chapter 6&lt;br&gt;Creating a Positive Communication Climate&lt;br&gt;Chapter 7</td>
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<td>Week 8</td>
<td>MIDTERM EXAM (Chapters 1 – 7, 11, 13, 14)</td>
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<td>Week 9</td>
<td>Informative Sp. Preparation&lt;br&gt;Chapter 12, 15&lt;br&gt;Library Presentation</td>
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<td>Week 10</td>
<td>INFORMATIVE SPEECH</td>
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<td>Week 11</td>
<td>Persuasive Sp. Preparation&lt;br&gt;Chapter 16&lt;br&gt;Interview Preparation&lt;br&gt;Chapter 8</td>
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<td>Week 12</td>
<td>Spring Break (March 25 – 29)</td>
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<td>Week 13</td>
<td>INFORMAL INTERVIEW PRESENTATION&lt;br&gt;PERSUASIVE SPEECH</td>
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<td>Week 14</td>
<td>PERSUASIVE SPEECH&lt;br&gt;Group Presentation Preparation&lt;br&gt;Chapter 9, 10</td>
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<tr>
<td>Week 15</td>
<td>Group Presentation Preparation</td>
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<tr>
<td>Week 16 &amp; 17</td>
<td>GROUP PRESENTATIONS</td>
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**FINAL WEEK (5/9/13, 8:30 – 10:30) FINAL EXAM (Chap 8-10, 12, 15-16) S-Learning**