**SP 251   WI – Principles of Effective Speaking (63078)**

TWR 8:30 – 10:40 AM, Alaka`i 101 (3 credits)

<table>
<thead>
<tr>
<th>INSTRUCTOR:</th>
<th>Dr. Mary Jane Lewis (Dr. MJ)</th>
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<tr>
<td>OFFICE:</td>
<td>Hale Na`auao 139</td>
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<tr>
<td>OFFICE HOURS:</td>
<td>Speech Lab (LLC) TWR 10:50 – 11:10 am</td>
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<td>And by appointment</td>
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<tr>
<td>TELEPHONE:</td>
<td>236-9239 (Voice mail)</td>
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<tr>
<td>EMAIL:</td>
<td><a href="mailto:lewisml@hawaii.edu">lewisml@hawaii.edu</a></td>
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<td>EFFECTIVE DATE:</td>
<td>Summer 2013</td>
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**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 Partner Introduction Speech & Speech Analysis Presentation
2. Interview a professional in a face-to-face research interview
3. Participate in a Group Persuasive Panel Discussion Presentation
4. Complete the Midterm Exam and Final Exam
5. Maintain a writing portfolio meeting the UH writing intensive requirement of 16 entries
6. Consult with the instructor for a one-on-one analysis of three required outlines

**IF ANY OF THE ABOVE ACTIVITIES ARE NOT COMPLETED, STUDENTS WILL NOT RECEIVE CREDIT FOR THE COURSE.**
COURSE CONTENT

Concepts or Topics

• Informative speaking
• Persuasive speaking
• Speech analysis
• Interview techniques
• Group presentation
• Research & writing
• Partner presentation

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. Adhere to attendance policy.

ASSESSMENT TASKS AND GRADING

CLASS ACTIVITIES POINTS

PRESENTATIONS
Partner Introduction Speech 150
Speech Analysis Presentation 150

Group Persuasive Panel Discussion Presentation (Group 50/Individual 150) 200

INTERVIEW
Informal Interview Presentation 100
10 Q/A & thank you email 100

EXAMS
Midterm Exam 150
Final Exam 150

WRITING PORTFOLIO (Sixteen typewritten entries are required. If any pages are missing, (- 15 points) per page will be deducted from the final score.)

TOTAL: 1000 points

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

1) Attendance is required every class. There will be a 10-point deduction for every class missed without a document (physician, court appearance, 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.

2) The roll sheet will be passed around the room until 10 minutes after class begins. Students will be considered late/absent if they arrive after 10 minutes. (-10 points)

3) 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, unless the previous excused document is provided. Every outline must be typed in order to present.

4) Students will not be allowed to participate in the group presentation if two days of preparation are missed because of an excused/unexcused absence.

5) Texting in class will be treated as an absence (-10 pts) will be deducted.

6) As an audience member, please show respect to the speaker by not talking to your neighbor, texting, emailing or wearing headsets in class.

7) Do not use a laptop without consent of the instructor.

8) If you have to leave the 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 ʻAkoakoa 213 for more information.
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<tr>
<th>WEEK</th>
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<td>WEEK ONE</td>
<td>PARTNER INTRODUCTION SPEECH</td>
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<td>WEEK TWO</td>
<td>SPEECH ANALYSIS PRESENTATION</td>
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<td>WEEK THREE</td>
<td>MIDTERM EXAM</td>
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<td>Library Presentation (July 23 – LCC #102)</td>
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<td>Media Presentation (July 25 – Alaka`i 101)</td>
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<td>WEEK FOUR</td>
<td>Group Persuasive Panel Discussion Preparation</td>
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<td>INFORMAL INTERVIEW PRESENTATION</td>
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<td>WEEK FIVE</td>
<td>GROUP PERSUASIVE PANEL DISCUSSION PRESENTATIONS (Group 1 – 4)</td>
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<td>WEEK SIX</td>
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<td>PORTFOLIO DUE</td>
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