

WINDWARD COMMUNITY COLLEGE
SPEECH 151: PERSONAL AND PUBLIC SPEECH
Mon-Thrs 8:00 – 9:35 am (CRN: 61046)
HALE ALAKA’I 130

INSTRUCTOR:

Dr. Aki Leslie Kuioka

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Phone: (808) 236-9188

Office Hours: Monday and Tuesday 7:30 am – 8: 00 am and by appointment

WINWARD 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.

COURSE DESCRIPTION

This course is designed to introduce the basic concepts and principles of personal and public speaking that includes defining the communication process, exploring the nature of small groups, and preparing and delivering public speeches. You will participate in speaking activities in personal and public situations to become a more effective and confident communicator.

Prerequisite- placement in English 21 or higher.

STUDENT LEARNING OUTCOMES

Upon successful completion of SP 151, the student will be able to:

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 supporting material.
4. Use an organizational pattern appropriate to topic, audience, occasion, and purpose.
5. Use effective language.
6. Use vocal variety in rate, pitch, and intensity to heighten and maintain interest.
7. Use appropriate pronunciation, grammar, and articulation.
8. Use physical behaviors that support the verbal message.

To provide flexibility to adapt to particular needs or circumstances, the instructor reserves the right to deviate from the course outcomes, to add or omit tasks, and to adjust grades or points as the circumstances of the particular situation justify.

COURSE CONTENT

Concepts or Topics

- **Communication Models**
- **Topic Selection**
- **Audience Analysis**
- **Listening and Responding**
- **Organizational Methods**
- **Nonverbal Communication**
- **Verbal Communication**
- **Persuasion**
- **Methods of Speaking**

Skills or Competencies

See Class Schedule and Class Handouts

REQUIRED LEARNING RESOURCES

1. Textbook: Dunn, D. M., & Goodnight, L. J. *Communication*, Pearson Custom Library, Pearson. Or Dunn, D. M., & Goodnight, L. J. (2011). *Communication: Embracing Difference*. (3rd ed.), Boston, MA: Pearson.
2. (Self-)Recording device
3. **Laulima (<https://laulima.hawaii.edu>)**. You will also be required to download and print course materials regularly from Laulima. The address for accessing Laulima is <http://laulima.hawaii.edu/> . Log in using your MyUH Portal username and password.

COURSE POLICIES

Academic Integrity: The mission of a college can only be accomplished in an environment where academic integrity is valued. All students at Windward Community College must adhere to the Student Code of Conduct. Impermissible behavior includes that which directly or indirectly interferes with or disrupts the processes of teaching, learning and/or the administration of those processes. Violations of this code also include but are not limited to: use of inappropriate or offensive language in class, plagiarism, cheating, and producing false documentation for absences. If you violate the Student Code of Conduct in Speech 151, an official report will be filed with the Dean of Student Services and the Chair of Language and Arts Department.

Plagiarism on any assignment is a serious offense. Plagiarism can assume many different forms. An increasing number of students have been found guilty of “cut and paste” plagiarism in which information is copied directly from one or more websites and pasted directly into the student’s own document without giving proper credit to the source. Global plagiarism occurs when an entire speech is lifted from a single source and credit is not properly attributed to the source. Incremental plagiarism occurs when the student fails to mention the source of particular quotes or paraphrases. If you are caught plagiarizing on any course assignment, you will receive a failing grade for the course and a report will be filed with the Dean of Student Services. It is important to keep in mind that plagiarism beyond the classroom can often result in permanent damage to one’s reputation, loss of one’s career, and/or significant financial losses if involved in an intellectual property or copyright lawsuit. Start early on your assignments so that you do not succumb to the temptation to plagiarize at the very last minute, and be sure to properly acknowledge the ideas or words of a source whenever they are not your own.

This classroom is a Safe Zone: Students will be sharing their ideas, their questions, their points of view, and their own experiences. You may not agree with some of the ideas, but you must listen with respect and patience, and learn how to communicate your own opinions in an organized, professional, and

respectful manner. These are the skills of an effective communicator, whether at school, at work, at home, or anywhere. If you cannot practice these skills, you will have to leave the classroom/activity and your final grade will be lowered.

Penalty for violations to the Student Code of Conduct may include academic probation, suspension, or expulsion from the university. Read the Student Code of Conduct online at:

http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/

Assignments: Speech assignments (informative and persuasive speeches) must be delivered in classroom. Other alternative methods of delivery will not be allowed (e.g., video recording speech submission). Additionally, you must deliver speech in an assigned date in classroom along with required materials. By submitting only required materials (e.g., only outline) without delivering speech, you will receive a failing grade for that speech assignment.

Attendance and Punctuality: You are expected to be in class, be on time, and be ready to contribute to the class for the entire semester. Attendance will be taken REGULARLY. You will be allowed **two (2) unexcused absences** for the term without penalty unless those dates are scheduled for delivery of a speech or quiz/exam. Starting with the third absence, each unexcused absence will result in a **deduction of five (5) points per absence** from your final point total.

Showing up late to class, as well as making an early departure from class, will affect your participation grade. Please arrive on time to class each day and plan to stay for the entire class period.

* Two instances of **arriving late or leaving early** will be counted as one absence. Attending class means being present for at least 90% of the class session, therefore, if you are more than fifteen (15) minutes late you will be counted as absent for the day.

For an absence to be excused, you will need to provide appropriate documentation: note needs to indicate the exact date of the absence, provide a legitimating reason for the absence, be printed on official stationary or letterhead, and be signed by the appropriate authority or government official (e.g., doctor's note, jury duty notification). Informal notes from your mother/father/relative/roommate do NOT qualify as appropriate documentation of your absence. The instructor reserves the right to discern the legitimacy of the absence based on the documentation provided.

Late Work: Assignments must be submitted at the beginning of class on that specific date. Assignments/homework will be collected within the first ten minutes of class. Any assignment submitted thereafter will be marked LATE and will be subject to **20 percent deduction**. You are responsible for turning in the work prior to the due date if you are going to miss a class. Late work may be accepted if and only if official documentation can be presented and if instructor is notified ahead of time.

* **There are no speech make up days.** If you are absent on the assigned day of a speech and you do not have official documentation of your absence, you will not be allowed to make up your presentation.

** **All the required materials (e.g., Complete speech outline, slides etc.) should be emailed to the instructor by the day and class time** you were assigned to present if you may have a valid excuse to miss a class. Regardless of the reason for missing the presentation, simply missing your presentation and not make acceptable arrangements in advance will result in assignment failure.

Written Requirements: In general, all work that is submitted for credit must be typed, use left-justification, use double-spacing throughout, use a standard font type (Times New Roman) and size (12pt), and contain one inch margins on the left, right, top, and bottom of each page. **All written work that is turned in for grading must be a hard copy** and hand-written work is not accepted with the

exception of in-class critiques. All group assignments submitted for this class should list the group member names in alphabetical order by last name. Please avoid language that is sexist, racist, and ageist in your writing and speaking. Assignments should be turned in at the beginning of the class period in which they are due. Emailed assignments will NOT be accepted unless forewarned.

Late Assignments (Absences) and Late Exams: For absences or late assignments to be excused or accepted and makeup exams allowed, IF AND ONLY IF: (a) you make every effort possible to contact me PRIOR TO the due date and time (messages may be left on voicemail OR by email), (b) you provide official documentation, **on your first day back to class**, to verify your explanation as to why you could not turn in your assignment, and (c) documentation is official, i.e., printed on official stationery or letterhead, and signed by the appropriate authority or government official (e.g., doctor's note, jury duty notification). Informal notes from your mother/father/friend/roommate do not qualify as appropriate documentation of your absence. **If you do not meet the above criteria, you will receive a ZERO for your assignment.** If you are going to miss class, you are still responsible for turning in the work prior to the due date. There will also be no incompletes given, except in the case of unforeseeable and uncontrollable events preventing completion of a small but important part of a semester's work before the term's end. The instructor reserves the right to discern the legitimacy of the absence based on the documentation provided. **Early exams will not be given for travel or other personal reasons.

Grade Appeals: I encourage conversations about your grades or progress in the class at any point in the semester. If you would like to *formally* appeal a grade on an assignment or exam, you must schedule an appointment and come prepared with a written (typed) argument as to why you feel the grade is in error. **This must be done within one week of receiving the grade.**

Laptop Computers, Cell/Digital/Smart Phones, and Other Electronic Devices: You will only be allowed to use a laptop computer or a related electronic device (e.g., iPad) if you are using it to take notes for our class (or classroom mini-research purpose). If you are discovered to be browsing irrelevant websites (e.g., YouTube, Facebook, Twitter, Tumblr, etc.), watching a movie, playing games, completing work for another class, texting, checking Facebook, or chatting, you will be asked to leave the classroom.

Before attending class, turn off or silent all cell phones and other portable electronic devices that can ring and generally disrupt the class. If you are seen texting, emailing, chatting, tweeting, or perusing Facebook during instructional time, you will be asked to leave the classroom. During exams, using or looking at your phone will be considered cheating and appropriate action will be taken. Resist the urge to engage in these activities by putting away your iPhone, BlackBerry, Android, or other smartphone device.

* **This may affect your participation points.** Please be aware that it is very difficult to multi-task (e.g., focusing on lecture, taking notes while texting in class) and also electronic devices are distracting for other students as well.

E-mails: The University of Hawai'i has declared e-mail as an official means for communication with students. "The electronic communications policy adopted in December 2005 establishes the University of Hawai'i Internet service as an official medium for communication among students, faculty, and staff. Every member of the system has a hawaii.edu address, and the associated username and password provide access to essential Web announcements and email. You are hereby informed of the need to regularly log in to UH email and Web services for announcements and personal mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others."

Appointments and Office Hours: My door is always open should you need to make an appointment. In order for me to help you get the most out of our meeting, please come ready with your materials and questions. If you cannot make the appointment, please let me know in advance so we can reschedule

appropriately. The best way to reach me is by email and I will reply to you within 48 hours of your original email.

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 ASSIGNMENT OVERVIEW

Specific information about each assignment will be posted on Laulima and discussed in class.

Exam: There will be one exam in this course. Exam will be consisting of primarily objective (multiple choice, true false, matching) questions and short answer questions. Each exam is designed to evaluate your ability to apply the concepts introduced and to synthesize the information presented in your text and in class. Specific information about the content of the exams will be announced in class.

Group Presentation: Group presentation will be completed in groups of five (depending on enrollment). Each group will organize a 20-25 minute presentation and it will be followed by a question and answer session. Specific information about the criteria for this assignment will be posted on Laulima and discussed in class.

Informative & Persuasive Speeches: Two speeches are required in this course: 1) the Informative Speech, 2) the Persuasive Speech. Students will select topics they are interested in and encouraged to follow an inductive reasoning approach when developing a thesis. They will be required to submit their topic for approval to the instructor on a specific date. Students will also be required to conduct thorough research on their topics, organize the information in a full sentence outline using an effective organizational format with a reference page, and practice their delivery before presenting their speeches to the class in a formal presentation. Specific information about the criteria for this assignment will be posted on Laulima and discussed in class.

Mini Speeches (Impromptu Speech & Self-Portrait Collage): Students will be delivering at least two types of mini speeches throughout the course. Self-Concept Bags will be scheduled in the beginning of the semester as your introduction randomly selected to provide an impromptu speech about topics (current event, controversial issue, etc.) in relation to the topic of discussion. If you are absent on an impromptu day, there will be no make-up participation.

Homework: There will be some homework throughout the course. Specific information about the criteria for this homework will be posted on Laulima and discussed in class.

Class Activities and Participation: Participation plays a large role and you will be expected to actively engage in class discussions and group work. Occasionally, you will also be expected to bring some materials to actively participate.

GRADING SCALE

Students will be graded based on the total number of points they earn as outlined directly below. Each graded assignment is worth a point of your final grade. The final grade for the course is a letter grade. The final grade for the course is a letter grade. Grades will be assigned on the following basis:

A = 900 – 1000 pts.	90%
B = 800 – 899 pts.	80%
C = 700 – 799 pts.	70%
D = 600 – 699 pts.	60%
F = 599 pts. and below	59%-below

Grade Appeals: To appeal a grade on an assignment, speech, or exam, you must schedule an appointment and come prepared with a written (typed) argument as to why you feel the grade is in error. All typed appeals must be provided within one week of receiving the grade.

'Incomplete' Grades: The grade of 'I' or 'Incomplete' will be assigned ONLY in cases where a majority of the coursework has been completed and all but a single assignment or project remains to be submitted for credit. Arrangements for an 'I' grade need to be made with the instructor well beforehand and prior to the deadline for submitting an 'I' grade.

NOTE: This syllabus is a legal contract between the professor and the student. Continuing in this course means that you agree to the terms set forth in this contract.

SUMMARY OF COURSE ASSIGNMENTS

COURSE ASSIGNMENTS	POINTS POSSIBLE	PERCENT SCORE EARNED
<i>HOMWORK (75)</i>		
Casting Agency	25	_____
Albatross	25	_____
I Forgot My Phone	25	_____
<i>GROUP PRESENTATION (200)</i>		
Group Written Summary Paper	75	_____
Group Presentation	100	_____
Reaction & Evaluation Paper	25	_____
<i>INFORMATIVE SPEECH (200)</i>		
Presentation	100	_____
Outline w/ Reference List, Summary of Audience Analysis	75	_____
Self-Evaluation	25	_____
<i>PERSUASIVE SPEECH (200)</i>		
Presentation	100	_____
Outline w/ Reference List, Summary of Audience Analysis	75	_____
Self-Evaluation	25	_____
<i>MINI SPEECHES (75)</i>		
Self-Portrait Collage Presentation	30	_____
Impromptu Speche(s)	45	_____
<i>EXAMINATIONS (200)</i>		
Exam	200	_____
<i>CLASS ACTIVITIES & PARTICIPATION</i>		
Unexcused Absences	-5pt each day	_____
TOTAL	1000	_____

TENTATIVE SCHEDULE

	Date	Topic	Assignment	Reading
WEEK 1	TUE 5/27	Introduction to the Course Course Policies <i>Activity: Getting Acquainted</i>	Syllabus	
	THR 5/28	Lecture: An Overview of Communication <i>Activity: What are you doing Friday night?</i>		Ch. 1
	FRI 5/29	Lecture: Perception <i>Activity: Casting Agency</i>		Ch. 2
WEEK 2	MON 6/2	Self-Portrait Collage Presentations	Self-Portrait Collage Due	
	TUE 6/3	Lecture: Communicating in a Small Groups Assignment Criteria: Informative Speech <i>Activity: Brainstorming</i>		Ch. 9
	WED 6/4	Lecture: Solving Problems in Groups <i>Activity: Group Survival/Survivor</i>		Ch. 10
	THR 6/5	Lecture: Verbal Communication <i>Activity: Password</i>		Ch. 4
WEEK 3	MON 6/9	Lecture: Selecting a Speech Topic Lecture: Researching & Using Supporting Material Assignment Criteria: Informative Speech		Ch. 11 & 12
	TUE 6/10	HOLIDAY		
	WED 6/11	Lecture: Organizing Your Speech Lecture: Adapting to the Audience <i>Activity: Speech Organization</i> <i>Activity: Informative Speeches Critique</i>	Informative Speech Topic DUE	Ch. 13
	THR 6/12	Group Presentations	Group Project Assignment DUE	
WEEK 4	MON 6/16	Group Presentations	Group Project Assignment DUE + Informative speech sources Due	
	TUE 6/17	Lecture: Delivering Your Speeches Lecture: The Informative Speech Assignment Criteria: Persuasive Speech <i>Activity: Audience Analysis</i>		Ch. 14

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	WER 6/18	Informative Speech Presentations	Full sentence outline + Self-Eval DUE	
	THR 6/19	Informative Speech Presentations	Full sentence outline + Self-Eval DUE	
WEEK 5	MON 6/23	Lecture: Persuasive Speaking <i>Activity: Persuasive Organization</i>		Ch. 16
	TUE 6/24	Lecture: Listening <i>Activity: Impromptu Debate</i>	Persuasive Speech Topic DUE	Ch. 3
	WED 6/25	Lecture: Understanding Ourselves & Others <i>Activity: Audience analysis</i>		Ch. 6
	THR 6/26	Lecture: Nonverbal Communication <i>Activity: Albatross</i>	"I forgot my phone" Reflection DUE	Ch. 5
WEEK 6	MON 6/30	Persuasive speech work day	Albatross Reflection DUE	
	TUE 7/1	Persuasive Speech Presentations	Full sentence outline DUE	
	WED 7/2	Persuasive Speeches Presentations	Full sentence outline + Self-Eval DUE	
	THR 7/3	Exam	Self-Eval DUE	

COURSE POLICIES CONTRACT

I have read and reviewed my Speech 151 syllabus and course policies. By signing this document, I acknowledge not only that I understand the policies and requirements of this course, but also that I understand the consequences of not following these policies. By no signing this document, I have not read the syllabus.

Print Name: _____ Date: _____

Signature: _____