Windward Community College
Department of Language Arts

SP 151: Personal & Public Speech
Summer 2014

Instructor: Dr. Linda Shkreli
Office: Hale Akoakoa 237
Phone: (808) 236-9188
E-mail: lshkreli@hawaii.edu
Office Hours: Tues 2:15 – 3:15 pm, and by appointment

CRN: 61080
Time: T/TH 11:30-2 pm
Location: Pālanakila 117

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.

COURSE DESCRIPTION
SP 151 introduces students to develop communication skills necessary to function effectively in today’s society. Students will enhance their communication skills in one-on-one situations, public speaking, and small group situations. Models and concepts are used to explain the speech act. Prerequisite: placement in English 21 or higher.

LEARNING RESOURCES
- The textbook can be found at the bookstore:
  Communication (Pearson Custom Library, WCC, SP 151: Personal & Public Speaking).
  There are three copies on reserve at the Circulation Desk at the library (LLC).
- Materials posted on Laulima: Syllabus, assignments, class materials, and announcements will be distributed to the class via Laulima. It is your responsibility to regularly check your Laulima account. Log in using your UH username and password. Please check your email frequently as the instructor often sends information via email. The address for accessing Laulima is: https://laulima.hawaii.edu/portal.

STUDENT LEARNING OUTCOMES
The student learning outcomes for the course are:
1. Choose and narrow a topic appropriately for the audience and occasion.
2. Communicate the thesis/specific purpose in a manner appropriate for audience/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

STUDENT CONTRIBUTIONS AND COURSE POLICIES

Academic Integrity: The Code of Student Conduct states that academic dishonesty includes both cheating and plagiarism. Plagiarism is, but is not limited to, “the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” Word-for-word copying of another’s work without the use of quotation marks and the citation of the source, paraphrasing another person's ideas without proper citation of the source, lack of reference to the sources (i.e., reference pages) from which the information was obtained, and misleading citations are all considered plagiarism.

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.

Attendance Policy: Regular and prompt attendance is necessary for students to achieve the goals of this course. Most activities build upon one another so attendance and adequate preparation for each class period are essential. Students are responsible for material covered in classes in which they were absent (whether the absence was excused or unexcused) or late to class.

Unexcused Absences: Absolutely no make-ups will be given for unexcused (“no show”) absences resulting in a missed speech performance, examination, or in-class activity. If there is a prior engagement or schedule conflict, notify your instructor and discuss your situation.

Deductions for unexcused absences. Attendance will be regularly recorded. Students are allotted two unexcused absences for any emergencies arising during the semester. For every unexcused absence beyond two, your overall grade will be lowered by one point per absence.

Deductions for tardiness. Students are marked as late if they arrive after attendance has been taken at the beginning of class. Every two classes that a student is marked late will equal one unexcused absence. It is encouraged that students come to class on time.
Assignments: Assignments and speeches are due as assigned. The course-schedule is subject to change – however I will only make changes to give you MORE time to do work. Due dates are firm. Make sure you are prepared on your assigned day. There are no make-ups of unexcused missed speeches or other in-class work. E-mailed assignments are not permitted. Graded work will be reduced one full grade point for each day—not class day, any day—late. Exceptions will be granted only in unanticipated or extreme situations (e.g., medical emergency) with documentation.

E-mails: The University of Hawaii e-mail has been declared an official means for communication with students. Executive Policy E2.213 reads: “Students are responsible for checking their email account frequently and consistently to remain current with University communications. They are expected to monitor and manage their email storage quota to insure that their mailboxes are not saturated and are able to receive new messages.”

Writing – Mechanical & Stylistic Competence: Students are responsible for proper spelling, grammar, usage and syntax in all written assignments. If you need help in these areas, I urge you to use the services of Brainfuse and the Writing Resource Center located in Hale La’akea 222 (LLC). Workshops, an online writing lab and individual tutoring are available free to all WCC students. Written assignments will be graded on mechanics. Papers and presentations should be typed and in appropriate format [double-spaced, with one-inch margins, numbered pages and standard 12 point Times New Roman font]. Use full and correct citations: For this class, use Modern Languages Association [MLA] style manual format. Located below are a few websites to help with research, MLA format and citations, and library resources.

- **UH Manoa’s Communicology Research Page for Students:**
  http://manoa.hawaii.edu/researchbase/.

- **UC Berkeley’s Resource Page for Citing Resources [Print & Electronic]:**
  http://www.lib.berkeley.edu/instruct/guides/citations.html.

WebPages generally have authors, titles, dates, etc. All the proper information may not be there but you must cite the information that is available rather than just the URL.

NO TECHNOLOGY USE DURING THE CLASS PERIOD. Turn off all electronic devices during class. No cell phones, no texting, no laptops. If you use electronic devices, or disrupt the class in others ways, you will forfeit participation points or be asked to leave. Transcribe notes to your computer outside of class. During examinations, using or the act of looking at your phone will be considered cheating and appropriate disciplinary action will be taken.

Additional course help is always available. Please make use of my office hours or schedule an appointment with me if you need help with any assignments, readings, or concepts of the course before you fall behind. This also includes scheduling one-on-one meetings to help you turn your ideas into speech presentations, whether you need help getting started or want to run through a prepared speech before your scheduled presentation date. I urge you to connect with me outside of class. Don’t wait until the last minute or hesitate; just come see me.
COURSE TASKS

Exams: Exams are used to reflect your knowledge of course content based on participation in class, presentations, and homework assignments. There are no make-up examinations. If you are not able to take the exam on the assigned date, you must make arrangements with the instructor prior to the exam date.

Exam Policy: Every student who enters the classroom after the first student who completes the exam leaves will receive a zero. Come to class on time.

Participation: Due to the nature of a speech course, participation is necessary. Class discussions, student involvement, in-class activities, and impromptu assignments are regarded as participation.

Grade Summary: While I keep updated records of your course grades, students are also responsible for keeping track of their grades when they are returned. You may find it useful to use the assignment chart below to record your points through the semester.

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>PERCENTAGE POINTS POSSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td></td>
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<tr>
<td>In-class/Group Activities</td>
<td>05</td>
</tr>
<tr>
<td>Reading Quizzes</td>
<td>15</td>
</tr>
<tr>
<td>(3 points each x5)</td>
<td></td>
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<tr>
<td>Self/Peer Evaluations (2)</td>
<td>10</td>
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<tr>
<td>(5 points each; informative/persuasive)</td>
<td></td>
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<tr>
<td>Speeches</td>
<td>50</td>
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<tr>
<td>Impromptu Speech</td>
<td>05</td>
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<tr>
<td>Introductory Speech</td>
<td>10</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>15</td>
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<tr>
<td>(10 points speech; 5 points outline)</td>
<td></td>
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<tr>
<td>Persuasive Speech</td>
<td>20</td>
</tr>
<tr>
<td>(15 points speech; 5 points outline)</td>
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<tr>
<td>Midterm Exam</td>
<td>10</td>
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<tr>
<td>Final Exam</td>
<td>10</td>
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<tr>
<td>*Unexcused Absences</td>
<td></td>
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<tr>
<td><em>minus 1 point each day in excess of 2</em></td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>100 points</td>
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Grading scale:                   | Determining Criteria       |
A 100-90                         | Distinguished mastery, exceptionally well prepared, creative and engaged |
B 89.99-80                       | Good mastery, strong preparation, original application |
C 79.99-70                       | Acceptable mastery, basic preparation, correct technique |
D 69.99-60                       | Unsatisfactory grasp, incomplete assignments, unprepared |
F 59.99-0                       | Failure to complete the assignments during the scheduled time |
Course Schedule

The course schedule is subject to revision. All readings listed below are due on the dates assigned. They should be read and prepped for discussion on those dates. Exam and speech assignment due dates are also noted.

Week 1
   Tues 6/3: Course introduction
   Impromptu Speech 1: Personal Narratives
   Thurs 6/5: Chapter 1: “An Overview of Communication”

Week 2
   Tues 6/10: Chapter 2: “Perception”
   Thurs 6/12: Chapter 3: “Listening”

Week 3
   Tues 6/17: Introductory Speeches
   Chapter 4: “Verbal Communication”
   Thurs 6/19: Chapter 5: “Nonverbal Communication”
   Midterm Review

Week 4
   Tues 6/24: Midterm Exam
   Thurs 6/26: Chapter 15: “The Informative Speech”

Week 5
   Tues 7/1: Chapters 11 and 12: “Selecting a Topic” & “Supporting Material”
   Library Tour and Instruction at 102 LLC with Sarah Gray
   Thurs 7/3: Chapter 13: “Organizing Your Speech” & “Delivering Your Speech”

Week 6
   Tues 7/8: Informative Speeches
   Thurs 7/10: Chapter 16: “The Persuasive Speech”
   DUE: Self-evaluation on informative speech

Week 7
   Tues 7/15: Chapter 16: “The Persuasive Speech” continued
   Thurs 7/17: Supporting and Organizing a Persuasive Speech

Week 8
   Tues 7/22: Persuasive Speeches
   Thurs 7/24: Final Exam
   DUE: Peer-evaluation on persuasive speech
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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 not signing this document, I have not read the syllabus.

_________________________________________  Date: ______________
Print Name

_________________________________________
Signature