63589  SPEECH 251 Principles of Effective Public Speaking (3)
Monday & Wednesday
11:30 AM – 12:45 PM
Hale Manaleo 111

INSTRUCTOR: Lucille-Michi Gilbert
OFFICE: Hale Manaleo 121
OFFICE HOURS: 10:45AM – 11:15AM Monday & Wednesday
EMAIL: Lucille.Gilbert@hawaii.edu or lmtakeda@hawaii.edu
EFFECTIVE DATE:  Fall/2016

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

SP 251 provides students with the opportunity to build on their public speaking skills through extensive practice in speech preparation and delivery techniques. This course will focus on how to organize a presentation, develop rhetorical skills, and use analytical skills. Prerequisite- Credit for ENG 100 or SP 151.

Activities Required at Scheduled Times Other Than Class Times: Two Conferences
The first conference must be scheduled by the 8th week of the semester and the second conference must be scheduled by the last week of school

STUDENT LEARNING OUTCOMES

1. Demonstrate correct usage of relevant concepts, theories, and principles of effective public communication.
2. Analyze the ethical implications of speaking and being an attentive audience member.
3. Select appropriate and effective speech topics.
4. Conduct quality research and gather supporting material for various types of public speeches.
5. Critique and provide constructive feedback to public speakers.

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.
LEARNING RESOURCES

1. 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.

2. Located below is a website to help with research, APA format & citations, and library resources. http://manoa.hawaii.edu/researchbase/

3. Links to assist you
   • Critically analyzing information sources http://www.library.cornell.edu/olinuris/ref/research/skill26.htm
   • OWL: APA Formatting and Style Guides http://owl.english.purdue.edu/owl/resource/560/01/
   • APA Style http://www.apastyle.org/

4. I highly suggest you visit the Speech Lab and Writing Center for help and advise on your assignments.

COURSE CONTENT

<table>
<thead>
<tr>
<th>Concepts or Topics</th>
<th>Skills or Competencies</th>
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</thead>
<tbody>
<tr>
<td>Communication Models</td>
<td>See Class Schedule and Class Handouts</td>
</tr>
<tr>
<td>Topic Selection</td>
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<td>Audience Analysis</td>
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<td>Listening and Responding</td>
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<td>Organizational Methods</td>
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<td>Nonverbal Communication</td>
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<td>Verbal Communication</td>
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<td>Persuasion</td>
<td></td>
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<tr>
<td>Methods of Speaking</td>
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COURSE TASKS
Participation: Due to the nature of a speech course, participation is necessary. Class discussions, student involvement, in-class activities, and attendance are regarded as participation. You will be recorded for both the informative and persuasive presentations. There will also be around 2 pop quizzes which will count toward participation.

Paper Assignments: High quality papers will show depth of thinking and insight into the analyzing process of a literary piece. Papers should include references to material covered in the textbook using appropriate APA formatting. Each paper may vary on length depending on the assignment given to you by the instructor. Each paper should contain an introduction, an organized body with main ideas developed, and a thoughtful conclusion and must follow the paper requirements for this class. An Abstract is not required unless research paper is assigned. Any assignment that does not follow the directions provided and/or discussed in lecture will only earn a passing grade.

**HALLMARKS OF WRITING INTENSIVE COURSES UNIVERSITY OF HAWAII SYSTEM**

1. **The course uses writing to promote the learning of course materials.**
   Instructors assign formal and informal writing, both in class and out, to increase students' understanding of course material as well as to improve writing skills.

2. **The course provides interaction between teacher and students while students do assigned writing.**
   In effect, the instructor acts as an expert and the student as an apprentice in a community of writers. Types of interaction will vary. For example, a professor who requires the completion of one long essay may review sections of the essay, write comments on drafts, and be available for conferences. The professor who requires several short papers may demonstrate techniques for drafting and revising in the classroom, give guidance during the composition of the papers, and consult with students after they complete their papers.

   At least one student-teacher conference on a writing assignment is required in writing intensive courses.

3. **Writing contributes significantly to each student's course grade. Writing assignments must make up at least 40% of each student's course grade.**

4. **The course requires students to do a substantial amount of writing—a minimum of 4000 words, or about 16 pages.**
   This may include informal writing. Depending on the course content, students may write analytic essays, critical reviews, journals, lab reports, research reports, or reaction papers, etc. In-class exams and drafts are not counted toward the 4000-word minimum. To allow for meaningful professor-student interaction on each student's writing, the class is restricted to 20 students. Professors who team teach or who are assisted by a teaching assistant may request that the enrollment be higher as long as a 20-to-1 student to faculty ratio is maintained.
ASSESSMENT TASKS AND GRADING

Grading Scale

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
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<tr>
<td>80-89%</td>
<td>B</td>
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<tr>
<td>70-79%</td>
<td>C</td>
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<tr>
<td>60-69%</td>
<td>D</td>
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<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Possible</th>
<th>Points Gained</th>
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<tbody>
<tr>
<td>Self-Concept Paper</td>
<td>100</td>
<td></td>
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<tr>
<td>Slam Poetry</td>
<td>100</td>
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<tr>
<td>- Presentation (25)</td>
<td></td>
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<tr>
<td>- Reflection (50)</td>
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<tr>
<td>- Transcript (25)</td>
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<tr>
<td>Informative Presentation</td>
<td>150</td>
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<tr>
<td>- Presentation (75)</td>
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<tr>
<td>- Outline (50)</td>
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<tr>
<td>- Self-Evaluation (25)</td>
<td></td>
<td></td>
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<tr>
<td>Persuasive Presentation</td>
<td>150</td>
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<tr>
<td>- Presentation (75)</td>
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<td>- Outline (50)</td>
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<tr>
<td>- Self-Evaluation (25)</td>
<td></td>
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<tr>
<td>Group Panel Discussion</td>
<td>200</td>
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<tr>
<td>- Presentation (100)</td>
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<tr>
<td>- Group Outline (50)</td>
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<tr>
<td>- Self-Evaluation (25)</td>
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<tr>
<td>- Group Member Evaluation (25)</td>
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<tr>
<td>Commemorative Speech</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>In-Class Assignments &amp; Participation</td>
<td>100</td>
<td></td>
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<tr>
<td>Extra Credit</td>
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<tr>
<td>Total</td>
<td>900</td>
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ASSIGNMENT SUBMISSIONS

Assignments: All assignments must be typed and double-spaced with one-inch margins on the left, right, top, and bottom of each page to receive credit. Please use Times New Roman as a standard font type. A hard copy of assignments is required. Emailed assignments and handwritten assignments will NOT be accepted unless stated by the instructor.

Laulima: Major resources and assignments can be found on Laulima. The gradebook on Laulima is regularly updated. Please keep track of your progress in the class.

STUDENT CONTRIBUTIONS

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.

**IMPORTANT POLICIES AND PROCEDURES**

**Class Policies:**
1. Do not be afraid to ask for help or assistance, the instructor is always happy to assist.
2. Be attentive to all speakers (instructor, a peer, or a guest speaker).
3. **Assignments: All written assignments should be:**
   a. Typed, **double-spaced**
   b. One inch margins on the left, right, top, & bottom of each page
   c. Times New Roman 12 pt font
   d. MLA format
4. Early exams will not be given unless approved by the instructor for extreme or unforeseen circumstances. The instructor will prepare exams accordingly for those with a valid excuse.
5. **LATE WORK WILL NOT BE ACCEPTED,** unless approved by the instructor.

**Presentation Policies:**
1. Students who are **tardy on their assigned presentation day will not** be able to present.
2. Make up presentations & assignments will not be given except for EXTREME circumstances.
3. Do NOT walk in during another student’s presentation!

**Attendance Policies:**
1. Be prepared, present, and punctual.
2. **Attendance** will be taken each class period.
3. **Tardiness in excess of 15 minutes** is equal to an absence.
4. THREE absences free (But NOT on a PRESENTATION DAYS).
5. **Each absence after 3 absences** will result in a **10 POINT REDUCTION** in overall point total.
6. Every class has an **assignment, discussion, or activity. Absences will cause a deduction in points.**
7. Respect classmates work and be a punctual and attentive audience member when not speaking. Laptops during class are allowed for assignments, but cellphone use is prohibited.

**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 1  Aug 22 Syllabus
    Aug 24 Slam Poetry Assignment
Week 2  Aug 29 Apprehension & Anxiety **DUE: Slam Poetry Assignment**
    Sept 31 Presentation: Slam Poetry
Week 3  Sept 5 NO CLASS “Labor Day”
    Sept 7 – Perspective of Self & Others, Self-Concept Assignment
Week 4  Sept 12– Informative Presentation Assignment
    Sept 14 – Informative Presentation Outline **DUE: Self-Concept Assignment**
Week 5  Sept 19 – Presentation: Informative **DUE: Informative Outline**
    Sept 21 – Presentation: Informative
Week 6  Sept 26 – Presentation: Informative
    Sept 28 – Presentation: Informative
Week 7  Oct 3 – Persuasive Assignment
    Oct 5 – Persuasive Workshop **DUE: Informative Self Evaluation**
Week 8  Oct 10 – Presentation: Persuasive **DUE: Persuasive Outline**
    Oct 12 – Presentation: Persuasive
Week 9  Oct 17 – Presentation Persuasive
    Oct 19 – Student Conference *Last day to withdraw for 21st*
    Oct 26 – Panel Discussion Assignment
Week 11 Oct 31 – Mock Panel Discussion
    Nov 2 – Mock Panel Discussion
Week 12 Nov 7 – Cultural Communication
    Nov 9 – Panel Discussion Workshop
Week 13 Nov 14 – Presentation: Panel Discussion **DUE: Panel Discussion Outline**
    Nov 16 – Presentation: Panel Discussion
Week 14 Nov 21 – Commemorative Speech Assignment **DUE: Panel Self & Group Evaluation**
    Nov 23 – Language, Commemorative Workshop
Week 15 Nov 28 – Presentation: Commemorative Speech **DUE: Commemorative Speech**
    Nov 30 – Presentation: Commemorative Speech
Week 16 Dec 5 – Presentation: Commemorative Speech
    Dec 7 – Reflection