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 Koʻolau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

SP 151 introduces students to the basic principles of human communication. Students will receive practice in improving their competency in the areas of public speaking, specifically in informative and persuasive speaking. Prerequisite- placement in English 21 or higher.

Activities Required at Scheduled Times Other Than Class Times: TBA

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:
1. Describe the principles and processes of human communication.
2. Compare and contrast differences between interpersonal, intrapersonal, and public speaking.
3. Demonstrate and evaluate effective verbal and nonverbal communication.
4. Appropriately adapt communicative messages to the self and to others.
5. Demonstrate effective listening skills.

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


2. 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.

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

COURSE CONTENT

<table>
<thead>
<tr>
<th>Concepts or Topics</th>
<th>Skills or Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Models</td>
<td></td>
</tr>
<tr>
<td>Topic Selection</td>
<td></td>
</tr>
<tr>
<td>Audience Analysis</td>
<td></td>
</tr>
<tr>
<td>Listening and Responding</td>
<td></td>
</tr>
<tr>
<td>Organizational Methods</td>
<td></td>
</tr>
<tr>
<td>Nonverbal Communication</td>
<td></td>
</tr>
<tr>
<td>Verbal Communication</td>
<td></td>
</tr>
<tr>
<td>Persuasion</td>
<td></td>
</tr>
<tr>
<td>Methods of Speaking</td>
<td></td>
</tr>
</tbody>
</table>

See Class Schedule and Class Handouts

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: If the first student leaves upon finishing an exam, every student who enters the classroom after receives 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.
ASSESSMENT TASKS AND GRADING

Grading Scale

<table>
<thead>
<tr>
<th>Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Points Gained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Analysis Assignment</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Getting Acquainted Interview</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Group Discussion Paper</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Informative Presentation</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>- Presentation (75)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Outline (50)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Self-Evaluation (25)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Panel Discussion</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>- Presentation (100)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Group Outline (50)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Self-Evaluation (25)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Group Member Evaluation (25)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>In-Class Assignments &amp; Participation</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Extra Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>800</strong></td>
<td></td>
</tr>
</tbody>
</table>

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.*
Spring 2015 Schedule *subject to change

Week 1
Jan 11 – Syllabus & Understanding Meta-Communication
Jan 13 – Meta-Communication >> Read Ch. 1

Week 2
Jan 18 – NO SCHOOL
Jan 20 – Self-Concept & Self-Identity >> Read Ch. 2

Week 3
Jan 25 – Impression Management & Individual Analysis Assignment >> Read Ch. 6
Jan 27 – Interpersonal Communication

Week 4
Feb 1 – Relational Communication DUE: Individual Analysis Assignment >> Read Ch. 8
Feb 3 – Getting Acquainted Interview Assignment

Week 5
Feb 8 – Presentation Getting Acquainted Interview >> Read Ch. 4
Feb 10 – Verbal Communication >> Read Ch. 11 & 15

Week 6
Feb 15 – NO SCHOOL
Feb 17 – Informative Presentation Assignment >> Read Ch. 12 & 13

Week 7
Feb 22 – Nonverbal Communication >> Read Ch. 5
Feb 24 – Informative Outline Workshop DUE: Informative Outline

Week 8
Feb 29 – Apprehension & Anxiety >> Read Ch. 14
Mar 2 – Presentation: Informative

Week 9
Mar 7 – Presentation: Informative
Mar 9 – Presentation: Informative

Week 10
Mar 14 – Midterm Review
Mar 16 – Midterm Exam

Week 11
Mar 21 – NO SCHOOL – SPRING BREAK
Mar 23 – NO SCHOOL – SPRING BREAK

Week 12
Mar 28 – Cultural Communication >> Read Ch. 9
Mar 30 – Group Communication & Morality DUE: Group Communication Assignment >> Read Ch. 10

Week 13
Apr 4 – Panel Discussion Assignment >> Read Ch. 7
Apr 6 – Persuasive Concepts & Principles >> Read Ch. 16

Week 14
Apr 11 – Panel Discussion Workshop
Apr 13 – Panel Discussion Workshop

Week 15
Apr 18 – Presentation: Panel Discussion DUE: Panel Discussion Outline
Apr 20 – Presentation: Panel Discussion

Week 16
Apr 25 – Presentation: Panel Discussion
Apr 27 – Final Exam Review

Week 17
May 2 – Final Exam DUE: Self-Evaluation & Group Evaluation