Windward Community College  
Department of Language Arts  

SP 151: Personal & Public Speech  
Spring 2016  

<table>
<thead>
<tr>
<th>Instructor: Dr. Linda Shkreli</th>
<th>CRN: 61140</th>
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<tbody>
<tr>
<td>Office: Hale Manaleo 108</td>
<td>Time: MW 5:30-6:45pm</td>
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<tr>
<td>Phone: (808) 236-9234</td>
<td>Location: Hale Manaleo 111</td>
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<tr>
<td>E-mail: <a href="mailto:lshkreli@hawaii.edu">lshkreli@hawaii.edu</a></td>
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<tr>
<td>Office Hours: Mon/Weds 3:45-5:30pm; Tues/Thurs 2:15-3pm, and by appointment</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.

COURSE 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.

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. 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.
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 ʻAkoakoa 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, quiz or in-class activity. If there is a prior engagement or schedule conflict, notify me 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 ten points per absence.

Deductions for tardiness. Students are marked as late if they arrive after attendance has been taken at the beginning of class. Every three 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 changes will only allow 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]. **No hand-written work will be accepted.**

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:**

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

Exam: The midterm exam is used to reflect your knowledge of course content based on participation in class, readings, and presentations. **There are no make-up examinations.** If you are not able to take the exam on the assigned date, you must make arrangements with me **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, quizzes, critique reflection essays and impromptu assignments are regarded as participation.

Impromptu Speeches: Students will be randomly selected to provide impromptu speeches about their career goals and other selected topic prompts. **If you are absent on an impromptu day, there will be no make-up participation.**

Grade Summary: Your grade will be based on the total number of points you earn as outlined directly below. 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 throughout the semester.

<table>
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<tr>
<th>ASSIGNMENT</th>
<th>PERCENTAGE POINTS POSSIBLE</th>
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<tr>
<td>Participation</td>
<td>350</td>
</tr>
<tr>
<td>Reading Quizzes</td>
<td>100 (20 points each; best 5)</td>
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<tr>
<td>Self/Peer Evaluations</td>
<td>100 (50 points each)</td>
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<tr>
<td>Impromptu Speeches</td>
<td>150 (50 points each x3)</td>
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<tr>
<td>Formal Speeches</td>
<td>500</td>
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<tr>
<td>Narrative Speech/Self-Intro</td>
<td>50</td>
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<tr>
<td>Peer Interview Speech</td>
<td>100</td>
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<tr>
<td>Informative Speech</td>
<td>150 (100 points speech; 50 points outline)</td>
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<tr>
<td>Persuasive Speech</td>
<td>200 (150 points speech; 50 points outline)</td>
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<tr>
<td>Midterm Exam</td>
<td>150</td>
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<tr>
<td>*Unexcused Absences/Late Arrivals</td>
<td><em>minus 10 points each day in excess of 2</em></td>
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<tr>
<td><em>minus 10 points for each 3 late arrivals</em></td>
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<tr>
<td>Total Points</td>
<td>1000 points</td>
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Grading scale:  

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Determining Criteria</th>
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<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>Distinguished mastery, exceptionally well prepared, creative and engaged</td>
</tr>
<tr>
<td>B</td>
<td>89.99-80</td>
<td>Good mastery, strong preparation, original application</td>
</tr>
<tr>
<td>C</td>
<td>79.99-70</td>
<td>Acceptable mastery, basic preparation, correct technique</td>
</tr>
<tr>
<td>D</td>
<td>69.99-60</td>
<td>Unsatisfactory grasp, incomplete assignments, unprepared</td>
</tr>
<tr>
<td>F</td>
<td>59.99-0</td>
<td>Failure to complete the assignments during the scheduled time</td>
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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
  Mon 1/11: Course introduction

Week 2
  Mon 1/18: **MLK Holiday, campus closed**
  Wed 1/20: Chapter 1 cont’d and Discussion on Narrative Speeches

Week 3
  Mon 1/25: **Narrative Speeches**
  Wed 1/27: Chapter 2: “Perception”; in-class peer interviews

Week 4
  Mon 2/1: Chapter 2: “Perception”; in-class peer interviews
  Wed 2/3: Chapter 3: “Listening”; in-class peer interviews

Week 5
  Mon 2/8: **Peer Interview Introduction Speeches**
  Wed 2/10: **Peer Interview Introduction Speeches**

Week 6
  Mon 2/15: **President’s Day Holiday, campus closed**
  Wed 2/17: Chapter 4: “Verbal Communication”

Week 7
  Mon 2/22: Chapter 5: “Nonverbal Communication”
  Wed 2/24: Chapter 5 cont’d

Week 8
  Mon 2/29: Midterm Review and Informative Speech topic selection exercise
  Wed 3/2: **Midterm Exam**

Week 9
  Mon 3/7: Chapter 15: “The Informative Speech”; **Speech topics DUE**
  Wed 3/9: Library Tour and Instruction at 102 LLC with Tara Severns
  Chapter 12: “Supporting Material”
Week 10
Mon 3/14: Informative Outline Peer Workshop: **Draft Outlines DUE**
 Chapter 13: “Organizing Your Speech”
 Wed 3/16: Outline workshop and conferences cont’d

Week 11
Mon 3/21: **Spring Break**
Wed 3/23: **Spring Break**

Week 12
Mon 3/28: **Informative Speeches**
Wed 3/30: **Informative Speeches**

Week 13
Mon 4/4: **Informative Speeches**
Wed 4/6: **Informative Speeches**

Week 14
Mon 4/11: Chapter 16: “The Persuasive Speech”
 Persuasive Appeals; **Speech topics DUE**
 Wed 4/13: Choosing the Appropriate Persuasive Outline

Week 15
Mon 4/18: Persuasive Outline Workshop Day: **Draft Outlines DUE**
Wed 4/20: Outline workshop and conferences cont’d

Week 16
Mon 4/25: **Persuasive Speeches**
Wed 4/27: **Persuasive Speeches**

Week 17
Mon 5/2: **Persuasive Speeches**
Weds 5/4: **Persuasive Speeches** – debrief; Class wrap-up
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CRN: 61140
Time: MW 5:30-6:45pm
Location: Hale Manaleo 111

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.

__________________________  ____________________________  
Print Name          Date: ______________

__________________________
Signature