SPEECH 151 PERSONAL AND PUBLIC SPEECH (3)
Tuesday, Wednesday, & Thursday
8:00 – 10:05 AM
Hale Manaleo 111

Instructor: Lucille-Michi Gilbert  Email: Lucille.Gilbert@hawaii.edu (also Lmtakeda@hawaii.edu)
Office: Hale Manaleo 121  Office Hours: Tuesday & Thursday 10:10 – 10:45AM

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 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

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](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/](http://manoa.hawaii.edu/researchbase/)

4. I highly recommend the use of the Speech Lab and Writing Center

COURSE CONTENT

<table>
<thead>
<tr>
<th>Concepts or Topics</th>
<th>Skills or Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Models</td>
<td>See Class Schedule and Class Handouts</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>

ASSIGNMENT SUBMISSIONS

All submitted papers should be **hard copy**. Submissions online **via email will not be accepted**. Turn in on time. Late work will not be accepted. Do not request time to print assignment on due date.

Submission Format

Be sure to follow MLA guidelines:
- Complete Sentences!
- Name, Class, Date & Assignment Title
- Times New Roman or Cambria, 12pt Font
- In-text citations & separate Work Cited page
- Outline Format, indents, A., I, i., a, etc.
- One-inch margins on the left, right, top, & bottom of each page
COURSE POLICIES

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.

Punctuality
Be on time and ready to learn. Tardiness after the 15 minutes will be marked as an absence. Students who are tardy on their assigned presentation day will not present. Absent students do not present.

Attendance
Experience is important. Every class has an activity, a discussion, or assignment that provide you interpersonal, group, or public speaking experiences.

After three excused/unexcused absences, the lack of experience and participation will be represented in the grade. Every week, the class meets for two days. Missing three days is equivalent to missing a week and a half of classes. Absences of two weeks or more will results in decrease of experience and participation in the class.

Absences
If an absence occurs, please ensure all bases are covered for it to be recognized as excused. Gain any sort of relevant documentation (e.g. doctor’s note, receipt, legal excuse or obligation etc.) & make-up assignments or presentations will be considered.

Extra Credit
Extra Credit Opportunities are not an alternative to missed classes or assignments. Assignments with a 0 will not be considered for extra credit.
ASSESSMENT TASKS AND GRADING

Grading Scale

<table>
<thead>
<tr>
<th>Percentage 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>70</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><strong>Collegiate Colloquium</strong></td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>- Presentation (70)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Outline (50)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Political Advocate</strong></td>
<td>160</td>
<td></td>
</tr>
<tr>
<td>- Presentation (90)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Outline (50)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Self-Evaluation (20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Group Panel Discussion</strong></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>100</td>
<td></td>
</tr>
<tr>
<td>Extra Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1000</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.
Summer 2017 Schedule *subject to change

OER Resource
https://2012books.lardbucket.org/books/a-primer-on-communication-studies/


Week 1
May 23 – Syllabus, Communication
May 25 – Perception of Self & Others 3 Minute Discussion, Assignment: Self-Concept Analysis
May 25 – Communication & Relationships 3 Minute Discussion

Week 2
May 30 – DUE Self-Concept Analysis Nonverbal, Assignment: Getting Acquainted Interview 3 Minute Discussion
May 31 – Presentation: Getting Acquainted Interview, Assignment: Collegiate Colloquium & Outlining
June 1 – Apprehension & Anxiety

Week 3
June 6 – Presentation: Collegiate Colloquium
June 7 – Midterm Exam, Monroe’s Motivated Sequence, Assignment: Political Advocate
June 8 – NO SCHOOL

Week 4
June 13 – Visual Aids, Political Advocate Workshop
June 14 – Presentation: Political Advocate, Bad Communication
June 15 – Persuasion, Assignment: Panel Discussion 3 Minute Discussion

Week 5
June 20 – Memory Workshop
June 21 – Group Communication 3 Minute Discussion
June 22 – Cultural Communication 3 Minute Discussion

Week 6
June 27 – Mock Panel Discussion
June 28 – Presentation: Panel Discussion
June 29 – Final Exam

3 Minute DAILY DISCUSSION

1) Write the term & definition clearly
2) Look for an article from these websites:
   a. Google Scholar
   b. PsychologyToday.com
   c. MedicalDaily.com
   d. LiveScience.com
   e. ScienceDaily.com
3) Find ONE article that is fairly connected to the term.

Write a summary paragraph describing:
1. Why/How is the term connected to the article
2. The demographics of the participants
3. Background information of the study
4. The findings of the study
5. The potential gain/takeaway from the study