SP-151, PERSONAL AND PUBLIC SPEECH
3 Credits (CRN 64304)
M - 5:30pm to 6:45pm

INSTRUCTOR: Jeffrey Ho
OFFICE: Hale Palanakila 213
OFFICE HOURS (times students may drop in for help): Mondays - 8:00am-9:45am, 3:45pm-5:15pm, 6:45pm-7:15pm; Wednesdays - 8:30am-9:45am
TELEPHONE: 236-9292 (email preferred) EMAIL: jbho@hawaii.edu
EFFECTIVE DATE: Fall/2018

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 the Ko‘olau region of O‘ahu 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

As a result of taking this course, students can expect to attain the following 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.
COURSE CONTENT

<table>
<thead>
<tr>
<th>Concepts or Topics</th>
<th>Skills or Competencies</th>
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<tbody>
<tr>
<td>● Communication Models</td>
<td>See class schedule and handouts</td>
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<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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<tr>
<td>● Verbal Communication</td>
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<td>● Persuasion</td>
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<td>● Methods of Speaking</td>
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<tr>
<td>● Interpersonal and Intrapersonal</td>
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<tr>
<td>Communication</td>
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COURSE TASKS

**Participation:** Due to the nature of a speech course, participation is necessary. Class discussions (including online discussion forum posts), student involvement, in-class activities, and impromptu assignments are regarded as participation.

**Impromptu Speaking:** Students will be randomly selected to provide an impromptu speech to help build on presentation skills. If you are absent on an impromptu day, there will be no make-up participation regardless of the reason for your absence.

Your grade will be based on the total number of points you earn as outlined directly below. You may find it useful to use the assignment chart below to keep track of your points through the semester.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
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<tbody>
<tr>
<td>Personal Artifact Presentation &amp; Impromptu Speeches (5 x 1pt ea)</td>
<td>5</td>
</tr>
<tr>
<td>Topic Responses (15 x 2pts ea)</td>
<td>30</td>
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<tr>
<td>Online Discussion Forum Replies (15 x 1pt ea)</td>
<td>15</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>15</td>
</tr>
<tr>
<td>Persuasive / Policy Speech</td>
<td>20</td>
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<tr>
<td>Participation and Attendance</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Points</strong> = 100</td>
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Excellent: A (90-100)
Above Average: B (80-89)

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Average       C (70-79)
Minimal Passing  D (60-69)
Failure       F (0-59)

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/)

ADDITIONAL 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:** You will receive a score of “0” (zero) for any missed individual speech or group presentation, or in-class activity due to an unexcused absence. If there is a prior engagement, notify your instructor and discuss your situation.

1. **Deductions for unexcused absences.** Attendance will be regularly recorded. You are allowed 3 (THREE) UNEXCUSED absences this semester. For every unexcused absence thereafter, 3 points (or, 3% of the total course grade) will be deducted from your final course grade.

2. **Deductions for tardiness.** If students are 15 minutes late to class or if they leave class 15 minutes or earlier, they will be marked as absent.

**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 ensure that their mailboxes are not saturated and are able to receive new messages.”

**Cellular/Digital Phones and Other Electronic Devices:** Before attending class, turn off all cellular/digital phones and other portable electronic devices that can ring and disrupt the class.
**MySuccess:** Students may be referred for extra help or advising through MySuccess. Students can also explore resources at MySuccess.Hawaii.edu and windward.hawaii.edu/MySuccess

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
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</thead>
</table>
| 8/20 | Course Introduction  
The Communication Process (Ch. 1)  
Activity: The Cog | Topic Response #1 due |
| 8/27 | Personal Artifact Presentations  
Informative Speaking (Ch. 13)  
Developing Your Speech Topic and Purpose (Ch. 10)  
Activity: Audience Analysis / Class Survey (8/28 - Last day for 100% refund) | Topic Response #2 due |
| 9/3  | Labor Day | |
| 9/10 | Personal Artifact Presentations (cont’d)  
Gathering and Developing Supporting Materials (Ch. 11)  
Organizing and Outlining Your Speech (9/11 - Last day for 50% refund/withdraw without “W”) | Topic Response #3 due |
| 9/17 | **Informative Speeches**  
Communication, Perception, and the Self (Ch. 2) | Topic Response #4 due |
| 9/24 | **Informative Speeches (cont’d)**  
Nonverbal Communication (Ch. 3) | Topic Response #5 due |
| 10/1 | **Informative Speeches (cont’d)**  
Language (Ch. 4) | Topic Response #6 due |
| 10/8 | **Informative Speeches (cont’d)**  
Listening (Ch. 5) | Topic Response #7 due |
| 10/15 | **Informative Speeches (cont’d)**  
Persuasive Speaking (Ch. 14) | Topic Response #8 due |
| 10/22 | **Persuasive Speeches**  
Invitational Speaking (Ch. 15) | Topic Response #9 due |
| 10/29 | **Persuasive Speeches (cont’d)**  
Understanding Interpersonal Communication (Ch. 6) (10/29 - Last day to withdraw with a “W” grade) | Topic Response #10 due |
| 11/5 | **Persuasive Speeches (cont’d)**  
Improving Interpersonal Communication (Ch. 7) | Topic Response #11 due |
| 11/12 | Veterans’ Day | |
| 11/19 | **Persuasive Speeches (cont’d)**  
Foundations of Communication in Groups (Ch. 8) | Topic Response #12 due |
<p>| 11/26 | <strong>Persuasive Speeches (cont’d)</strong> | Topic Response #13 due |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Due</th>
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<tbody>
<tr>
<td>12/3</td>
<td>Course Evaluation and Summary</td>
<td>Topic Response #14 due</td>
</tr>
<tr>
<td>12/8-12/14</td>
<td>Final Exam Period (Date and Time TBA)</td>
<td>Topic Response #15 due</td>
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**DISABILITIES ACCOMMODATIONS**

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 ‘Ākoakoa 213 for more information.

**TITLE IX**

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: https://windward.hawaii.edu/Title_IX/.

Windward Community College is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, Windward CC has resources to support you. To speak with someone confidentially, contact Karla Silva-Park, Mental Health Counselor, at 808-235-7468 or karlas@hawaii.edu or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator at 808-235-7393 or wcctix@hawaii.edu.

**ACADEMIC INTEGRITY**

Work submitted by a student must be the student’s own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author.

Students can upload papers to http://www.TurnItIn.com to have papers checked for authenticity, highlighting where the paper potentially fails to appropriately reference sources.

In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

**ALTERNATE CONTACT INFORMATION**

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

Location: Alakai 121

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