SPEECH 151 PERSONAL AND PUBLIC SPEECH (3)

Monday & Wednesday
8:30 – 9:45 am
Hale Manaleo 111
Spring 2018
(62100)

Instructor: Lucille-Michi Gilbert  
Office: Hale Manaleo 121  
Email: Lucille.Gilbert@hawaii.edu (also Lmtakeda@hawaii.edu)  
Office Hours: Monday & Wednesday 9:45 – 10:45 am, or by appointment

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.

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

1. OER: A Primer on Communication Studies Link: http://2012books.lardbucket.org/books/a-primer-on-communication-studies/


3. 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.

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

Links to assist you

- Purdue OWL: APA Formatting and Style Guides http://owl.english.purdue.edu/owl/
- APA Style http://www.apastyle.org/

I highly suggest you visit the Speech Lab and Writing Center for help and assistance with assignments.

COURSE CONTENT

- Communication Models
- Topic Selection
- Audience Analysis
- Listening and Responding
- Organizational Methods
- Nonverbal Communication
- Verbal Communication
- Persuasion
- Methods of Speaking

COURSE POLICIES

PUNCTUALITY

Be on time and ready to learn.

Students who are tardy on their assigned presentation day will not present.

Tardiness after the 15 minutes will be marked as an absence. Absent students do not present.

GAIN EXPERIENCE

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.

EXCUSED 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.

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.

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.
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

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.*

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ASSessment tasks and grading

1. **Self-Concept** _______________ 100 Points
2. **Group Discussion** ______________ 50 Points
3. **Midterm Exam** _______________ 100 Points
4. **Final Exam** ________________ 100 Points
5. **Collegiate Colloquium** __________ 120 Points
   - Presentation (70)
   - Outline (50)
6. **Political Advocate** ______________ 160 Points
   - Presentation (90)
   - Outline (50)
   - Self-Evaluation (20)
7. **Expert Panelist** ________________ 200 Points
   - Presentation (100)
   - Outline (50)
   - Self-Evaluation (25)
   - Group Evaluation (25)
8. **Experience & Participation** ________ 50 Points
9. **Total** ____________ 880 Points

Extra Credit Opportunities are not an alternative to missed classes or assignments and will not be considered for extra credit.

Written assignments is 40% or more of the course grade. Writing Intensive courses require written assignments total to 16 pages.

**Grading Scale**

- 792 to 880 points = A
- 704 to 791 points = B
- 616 to 703 points = C
- 528 to 615 points = D
- 527 points and below = F
# Calendar
*Subject to Change*

## UNIT 1 - INTERPERSONAL COMMUNICATION

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Jan 8</th>
<th>Syllabus &amp; Understanding Meta-Communication</th>
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<tbody>
<tr>
<td></td>
<td>Jan 10</td>
<td>Read Introduction to Communication Studies</td>
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<tr>
<td>Week 2</td>
<td>Jan 15</td>
<td>NO SCHOOL – MARTIN LUTHER KING JR. DAY</td>
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<td></td>
<td>Jan 17</td>
<td>Read Communication &amp; Perception Assignment: Self-Concept Analysis</td>
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<tr>
<td>Week 3</td>
<td>Jan 22</td>
<td>Read Interpersonal Communication Process</td>
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<td>Jan 24</td>
<td>Read Communication in Relationships</td>
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## UNIT 2 - PUBLIC SPEAKING

| Week 4 | Jan 29 | Read Nonverbal Communication |
|        | Jan 31 | Read Listening, Outlining Assignment: Collegiate Colloquium Due: Self-Concept Analysis |
| Week 5 | Feb 5  | Read Preparing a Speech, Plagiarism |
|        | Feb 7  | Read Informative Speeches, Apprehension & Anxiety: Due: Collegiate Colloquium Outline |
| Week 6 | Feb 12 | PRESENTATION: Collegiate Colloquium, Read Delivering a Speech |
|        | Feb 14 | PRESENTATION: Collegiate Colloquium |
| Week 7 | Feb 19 | NO SCHOOL – PRESIDENT’S DAY PRESENTATION: Collegiate Colloquium |
|        | Feb 21 | Midterm Exam |
| Week 8 | Feb 26 | Monroe’s Motivate Sequence: Read Persuasive Speaking Assignment: Political Advocate |
|        | Feb 28 | Persuasion & Fallacies |
| Week 9 | Mar 5  | Visual Aids |
|        | Mar 7  | Due: Political Advocate Outline |
| Week 10| Mar 12 | PRESENTATION: Political Advocate |
|        | Mar 14 | PRESENTATION: Political Advocate |

## UNIT 3 - GROUP COMMUNICATION

| Week 11| Mar 19 | Social Judgement Theory |
|        | Mar 21 | Assignment: Panel Discussion Assignment Due: PA Self-Evaluation |
| Week 12| Mar 26 | NO SCHOOL – SPRING BREAK |
|        | Mar 28 | NO SCHOOL – SPRING BREAK - |
| Week 13| Apr 2  | Group Communication |
|        | Apr 4  | Group Communication |
| Week 14| Apr 9  | Cultural Communication |
|        | Apr 11 | Mock Panel Discussion |
| Week 15| Apr 16 | Mock Panel Discussion Due: Panel Discussion Outline |
|        | Apr 18 | PRESENTATION: Panel Discussion |
| Week 16| Apr 23 | PRESENTATION: Panel Discussion |
|        | Apr 25 | PRESENTATION: Panel Discussion |
| Week 17| Apr 30 | Final Exam Review |
|        | May 2  | Final Exam Due: Self-Evaluation & Group Member Evaluation |