

# **SPEECH 151: PERSONAL AND PUBLIC SPEECH**

Course Location and Time:

Monday & Wednesday 8:30 am – 9:45 am

Hale Manaleo 111

CRN: 63054

**Instructor:** Kaahu Alo

**Email:** kaahualo@hawaii.edu

**Office:** Hale Akoakoa 130

**Phone:** (808) 235-7453

**Office Hours:** TBA, please schedule an appointment to see me

## **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 develop communication skills necessary to function effectively in today's society. Students will enhance their communication skills in one-on-one situations, public speaking, and small group situations. Models and concepts are used to explain the speech act. Prerequisite- placement in English 21 or higher.

Activities Required at Scheduled Times Other Than Class Times

## **STUDENT LEARNING OUTCOMES**

1. Choose and narrow a topic appropriately for the audience and occasion.
2. Communicate the thesis/specific purpose in a manner appropriate for audience and occasion.
3. Provide appropriate supporting material.
4. Use an organizational pattern appropriate to topic, audience, occasion, and purpose.
5. Use effective language.
6. Use vocal variety in rate, pitch, and intensity to heighten and maintain interest.
7. Use appropriate pronunciation, grammar, and articulation.
8. Use physical behaviors that support the verbal message.

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*

## LEARNING RESOURCES

1. Textbook: Dunn, D. M., and L. J. Goodnight.  
*Communication: Embracing difference*. 3<sup>rd</sup> ed. Boston, MA: Allyn & Bacon, 2011.
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/>

## 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.

**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 absences resulting in a missed speech performance, examination, or in-class activity. If there is a prior engagement, notify your instructor and discuss your situation.

Deductions for unexcused absences. Attendance will be regularly recorded. For every unexcused absence, your overall grade will be lowered by **5 points** per absence.

Deductions for tardiness. If students are 15 minutes late to class, they will be marked as late. For every two classes that a student is marked late, it will equal to one unexcused absence. It is encouraged that students come to class on time.

**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.*

**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.”

**Cellular/Digital Phones and Other Electronic Devices:** Before attending class, turn off all cellular/digital phones and other portable electronic devices that can ring or “sing” and disrupt the class. *You will not receive participation points for the day if you are using your cell phone.* During examinations, using or the act of looking at your phone will be considered cheating and appropriate disciplinary action will be taken.

## 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.

**Impromptu:** Students will be randomly selected to provide an impromptu speech about topics (current event, controversial issue, etc.) in relation to the topic of discussion. If you are absent on an impromptu day, there will be no make-up participation.

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.

Assignment	Points Possible
Impromptu Speeches	45
Introductory Speech	15
HW assignments (3)	60 (20 points each)
Informative Presentation	100 (75 presentation, 25 outline)
Persuasive Presentation	100 (75 presentation, 25 outline)
Self Evaluations (2)	30 (10 points informative; 20 persuasive)
Group Activities	50
Participation	50
Exams (2)	100 (50 points each exam)
Unexcused Absences	- 5 points each day
<b>Total Points</b>	<b>550 points</b>

Excellent	A (495-550)
Above Average	B (440-494)
Average	C (385-439)
Minimal Passing	D (330-384)
Failure	F (0-329)

*Points and assignments are subject to change*

## 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](mailto:lemke@hawaii.edu), or you may stop by Hale 'Akoakoa 213 for more information.*

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## **COURSE POLICIES AGREEMENT**

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 no signing this document, I have not read the syllabus.

\_\_\_\_\_

Print Name

Date: \_\_\_\_\_

\_\_\_\_\_

Signature