

Speak Your Mind-Frosh Cohort Learning Community

Tuesday & Thursday 8:30-11:15

Hale Manaleo 111

Fall 2016

IS 103	CRN 63316	Speech 151	CRN 63011
Instructor:	Kaahu Alo	Instructor:	Audrey Badua
Office Location:	Hale `Ākoakoa 232	Office Location:	Hale Manaleo 107
Office Hours	By Appointment	Office Hours:	By Appointment
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Windward Community College Mission Statement

'O keia ka wā kūpono e ho'onui ai ka 'ike me ka ho'omaopopo i kō Hawai'i mau ho'oilina waiwai. Aia nō ho'i ma ke Kulanui Kaiāūlu o ke Ko'olau nā papahana hou o nā 'ike 'akeakamai a me nā hana no'eau. Me ke kuleana ko'iko'i e ho'ohiki ke Kulanui e kāko'o a e ho'okumu i ala e hiki kē kōkua i ka ho'onui 'ike a nā kānaka maoli. Na mākou nō e ho'olako, kāko'o a paipai i nā Ko'olau a kō O'ahu a'e me nā hana no'eau akea, ka ho'ona'auao 'oihana a me ka ho'onui 'ike ma ke kaiāūlu — hō'a'ano a e ho'oulu i nā haumāna i ka po'okela.

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 Descriptions

IS 103

Course description proposed: This course offers strategies for success in college and life-long learning. It emphasizes understanding yourself, setting and attaining goals, critical thinking, effective communication, relationship building, study habits and skills, time management, college resources, and setting your foundation to succeed. Students will participate in and lead classroom learning through discussions, readings, writing, group activities, and hands on experiences.

Speech 151

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: TBA

SPEAK YOUR MIND LEARNING COMMUNITY OUTCOMES

1. Students will identify personal characteristics (e.g., learning styles, strengths and weaknesses, etc.) and analyze how these impact decision-making and success.
2. Students will analyze those factors, which impact their relationships with others and articulate strategies and skills to encourage strong relationship building.
3. Students will identify college policies and resources related to students.
4. Students will practice learning strategies (e.g., note-taking, time management, test-taking, etc.) to increase success in college coursework.
5. Choose and narrow a topic appropriately for the audience and occasion.
6. Communicate the thesis/specific purpose in a manner appropriate for audience and occasion.
7. Provide appropriate supporting material based on the audience and occasion.
8. Use an organizational pattern appropriate to topic, audience, occasion, and purpose.
9. Use language that is appropriate to the audience, occasion, and purpose.
10. Use vocal variety in rate, pitch, and intensity to heighten and maintain interest.
11. Use pronunciation, grammar, and articulation appropriate to the designated audience.
12. 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.

Learning Resources

1. Textbook: Beebe, S. A., Beebe, S. J., & Ivy, D. K. *Communication: Principles for a lifetime*. 6th ed. ..., 2016.
1. Downing, S. *On Course: Strategies for Creating Success in College and in Life*. Boston, MA: Wadsworth, Cengage Learning, 2014.
2. Materials posted on Lulima: Syllabus, assignments, class materials, and announcements will be distributed to the class via Lulima. It is your responsibility to regularly check your Lulima 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 Lulima is: <https://lulima.hawaii.edu/portal>.

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

Required materials: Journal, portfolio binder and pen/pencil for in-class use.

Required Meeting Outside of Class

Students are required to participate in AT LEAST TWO community service activities during the semester.

One of the community services activities can be voting or donating blood, the other should be a service learning activity, service project, etc.

Scavenger hunt

Students are required to complete the scavenger hunt through out the semester during their own time. Class time will not be allotted for this activity.

Campus Involvement

Students are required actively participate in a WCC club, organization etc. Student Clubs, Student Government, Speech Tournament, Makahiki. See Kaahu for approval.

Student Responsibilities

Students are expected to be prepared for class and all assignments are due prior to class

Students will create class rules under the instructor's discretion and are therefore expected to follow them.

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 to 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.

ASSESSMENT TASKS AND GRADING

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
Mo'olelo	30
Chopped	30
Shark Tank-Project Kuleana	30
Debate	30
Lip Sync Battle	30
My Mo'olelo: Video/Infomercial	50
Service learning	50 (2 activities, 25)
Campus Involvement	25
Scavenger Hunt Collage	25
Portfolio	100
Exams (2)	100 (50 points each exam)
Participation	50/50
Unexcused Absences	- 5 points each day
Total Points	1000 points

Course Grading			
GRADE	ACHIEVEMENT LEVEL	DEFINITION	POINT SPREAD
A	Excellent	90 - 100% of total points	900-1000
B	Above average	80 - 89% of total points	800-899
C	Average	70 - 79% of total points	700-799
D	Minimal passing	60 – 69% of total points	600-699
F	Failure to pass	Below 60% of total points	000-599
I	Incomplete	Given at INSTRUCTOR'S OPTION when student is unable to complete a small part of the course because of circumstances beyond their control. It is student's responsibility to make up incomplete work. Failure to satisfactorily make up incomplete work within the appropriate time period will result in a grade change from "I" to the contingency grade identified by the instructor.	
CR	At C level or higher	65% or above in total points; student must indicate their intent to take the course as CR/NC in writing by the end of the 10- week of classes (see catalog).	
NC	Lower than C level	Below 65% of total points; this grade only available under the CR/NC option (see catalog).	
N	No grade given	Instructor use for students unable to complete the course due to extenuating circumstances, such as major	

		health, personal or family emergencies.	
W	Withdrawal	Official drop/withdrawal from the course by 10/25/11 deadline (see schedule of classes).	
NOTE ¹		Grade drops 5% after 2 unexcused absences.	
NOTE ²		Student involved in academic dishonesty will receive an "F" grade for the course. Academic dishonesty is defined in the catalog.	

University 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 their 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 in her office at Hale `Ākoakoa 213.

University Statement on Non-Discrimination

The University of Hawai‘i Executive Policy E1.202 declares and reaffirms its commitment to the University's equal education and employment opportunity policy. The University is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, handicap, marital status, arrest and court record, sexual orientation, gender identity, and veteran status. This policy covers admission and access to, and participation, treatment, and employment in the University's programs and activities.” If you feel that you are being discriminated against contact the WCC Vice Chancellor for Student Affairs Office at 235-7466 or the UH Equal Employment Opportunity and Affirmative Action Office at 956-7077.

Important Academic Calendar Dates

Last Day to Add/Late Register	8/28
Last Day 100% Refund of Tuition	8/28
Last Day to Withdraw without "W" grade	9/14
Last Day 50% Refund of Tuition	9/14
Last Day to withdraw with "W" grade	10/30
Last Day to Change to CR/NC or Audit Option	10/30
Registration For Spring 2013 Begins (Time Ticketing)	11/2

IS 103 & SPEECH 151: PERSONAL AND PUBLIC SPEECH

Course Location and Time:

Tuesday & Thursday 8:30 am - 11:15 am

Hale Manaleo 111

CRN's:

COURSE POLICIES AGREEMENT

I have read and reviewed my IS 103 and 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.

_____ Date: _____
Print Name

Signature

Tentative Schedule: Subject to Change

	Date MW	Kaahu Topic	Audrey Topic
Week 1	8/23	Concentric circle	Course Introduction
	8/25	Student Panel Q & A Kapono, Makana, Justin, other	Overview of Communication/ Listening Chapter 1/ Chapter 3
Week 2	8/30	CH.1 GETTING ON COURSE TO YOUR SUCCESS. MySuccess	Perception Chapter 2
	9/1	Ch. 3 DISCOVERING SELF- MOTIVATION	Introductory Speeches Assignment #1 due 9/6
Week 3	9/6	My story- Moolelelo	Verbal Communication Chapter 4
	9/8	Ch. 4 MASTERING SELF- MANAGEMENT. "Social Media Karla"	Nonverbal Communication Chapter 5
Week 4	9/13	Ch.2 ACCEPTING PERSONAL RESPONSIBILITY. "Da late pepa"	Audience Analysis & Informative Speaking Chapter 14
	9/15	TBA	<i>Midterm Review</i>
Week 5	9/20	Ch. 3 DISCOVERING SELF- MOTIVATION.	MIDTERM
	9/22	Perception Disney Princess	Selecting a Topic & Supporting Material Chapter 11 & 12 <i>Have informative topic ready</i> Assignment #2 due 9/27
Week 6	9/27	Cover Letter, Resume, Personal Statement	Organizing & Outlining Chapter 13
	9/29	Resources on campus	Workshop
Week 7	10/4	CH 5. EMPLOYING INTERDEPENDENCE	Informative Presentations

	10/6	Prep for Shark Tank	Informative Presentations
Week 8	10/11	Shark Tank Activity	Informative Presentations
	10/13	Title IX, Mental Health, Dom Violence	Informative Presentations
Week 9	10/18	Ch 6. GAINING SELF-AWARENESS. "Diversity"	Understanding Ourselves, Positive Comm Climate Chapter 6 & 7
	10/20	TBA	Continue Chapter 6 & 7
Week 10	10/25	CH 7. ADOPTING LIFELONG LEARNING. -Self-fulfilling prophecy/Self affirmation HW-Grad Plans/Program sheets	Group Communication Chapter 9 & 10
	10/27	Ch 8. DEVELOPING EMOTIONAL INTELLIGENCE. -Dating	Continue Chapters 9 & 10
Week 11	11/1	Debate Prep	Persuasive Speaking Chapter 16 <i>Have persuasive topic ready</i>
	11/3	Debate Prep	Methods of Persuasion Chapter 17 Assignment #3 due 11/10
Week 12	11/8	No School - General Election Day	
	11/10	Debate	
Week 13	11/15	Lip sync Prep	Group Presentation
	11/17	Lip Sync Completion- International Week	Group Presentation
Week 14	11/22	Ch. 9 STAYING ON COURSE TO YOUR SUCCESS.	Review Persuasion
	11/24	No School -Thanksgiving Break	
Week 15	11/29	Work on Video/infomercial	Persuasive Presentations
	12/1	Work on Video/infomercial	Persuasive Presentations
Week 16	12/6	Present	Persuasive

		Video/infomercial	Presentations
	12/8	TBA	Persuasive Presentations
		Final Exam (December ..., 10 am)	