

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

Course Location and Time:

TR; 2:30pm to 3:45pm

Hale Manaleo 111

CRN: 62381

**Instructor:** Jeffrey Ho

**Email:** [jbho@hawaii.edu](mailto:jbho@hawaii.edu)

**Office:** Hale Manaleo 106

**Phone:** 236-9292 (*e-mail preferred*)

**Office Hours:** Mon. 3:30-5:30pm; Wed. 12:00-1:00pm; Thurs. 12:00-1:00pm; or, please e-mail to schedule an appointment outside of the hours listed.

## **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 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.

## COURSE CONTENT

### *Concepts, Topics, Skills and Competencies*

Communication Models  
Audience Analysis  
Organizational Methods  
Verbal Communication  
Methods of Speaking

Topic Selection  
Listening and Responding  
Nonverbal Communication  
Persuasion  
Interpersonal & Intrapersonal Communication

## LEARNING RESOURCES

1. **Required textbook for this course:** Griffin, C. (2017). *Invitation to Human Communication* (2nd ed.). National Geographic. (Here is a link to Cengage's site where you can rent or purchase and electronic copy for a reasonable amount: <https://www.cengage.com/c/invitation-to-human-communication-national-geographic-2e-griffin#compare-options-banner> )
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-up work is allowed for assignments missed due to unexcused absences. You will receive a score of “0” (zero) for any missed speech, examination, group presentation, or in-class activity due to an unexcused absence. If there is a prior engagement, notify your instructor and discuss your situation.

Deductions for unexcused absences. Attendance will be regularly recorded. You are allowed 3 (THREE) UNEXCUSED absences for this semester. For every unexcused absence thereafter, 5 points (or, 5% of the total course grade) will be deducted from your overall grade at the end of the semester.

Deductions for tardiness. If students are 15 minutes late to class or if they leave class 15 minutes or earlier before class ends, 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 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 and disrupt the class.

## **COURSE TASKS**

**Quizzes and Exams:** Course quizzes and 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.*

**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.

<b>Assignment</b>	<b>Points Possible</b>
Personal Artifact and Impromptu Speeches (3)	5
Homework Assignments (11)	15
Group Presentations (3)	15
Informative Speech	20
Persuasive Speech	20
Exam #1	20
Exam #2	5
<b>Total Points</b>	<b>100</b>

Excellent	A (90-100)
Above Average	B (80-89)
Average	C (70-79)
Minimal Passing	D (60-69)
Failure	F (0-59)

### **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.*

## Tentative Class Schedule

Spring 2018	TR Date	Topic	Assignments
Week 1	9-Jan	Course Introduction <b>Impromptu Speech #1</b>	
	11-Jan	The Communication Process (Ch. 1) Activity: The Cog <i>1/12/18 – Last Day for 100% Refund</i>	Read Ch. 1
Week 2	16-Jan	<b>Personal Artifact Presentations</b>	Read Ch. 2
	18-Jan	Communication, Perception, and the Self (Ch. 2) Activity: Interviewing Skills Wanted!	HW#1 - Three Great Questions Read Ch. 3
Week 3	23-Jan	Nonverbal Communication (Ch. 3) Activity: Group hike/Virtual observation and analysis	Read Ch. 4
	25-Jan	Language (Ch. 4) Activity: The Power of Words <i>Group #1 Meeting</i>	HW#2 - Let's Go Shopping!
Week 4	30-Jan	<b>Group #1 Presentations (Ch. 2-4)</b>	Read Ch. 5
	1-Feb	Listening (Ch. 5) Activity: Narratives of Popular Music <i>2/1/18 – Last day for 50% Refund; Last Day to Withdraw without a "W" Grade</i>	HW#3 - Your Playlist Read Ch. 6&7
Week 5	6-Feb	Understanding Interpersonal Communication (Ch. 6) Improving Interpersonal Communication (Ch. 7) Activity: The Other Side	HW#4 - Hypothetical Situations Read Ch. 8&9
	8-Feb	Foundations of Communication in Groups (Ch. 8) Communicating Effectively in Groups and Teams (Ch. 9) Activity: Game Day <i>Group #2 Meeting</i>	HW#5 - Answer Key
Week 6	13-Feb	<b>Group #2 Presentations (Ch. 5-9)</b>	
	15-Feb	Review for Exam #1 (Ch. 1-9)	
Week 7	20-Feb	<b>Exam #1 (Ch. 1-9)</b>	Read Ch. 10
	22-Feb	Developing Your Speech Topic and Purpose (Ch. 10) Activity: Audience Surveys	HW#6 - Matching Interests (Info.) Read Ch. 11
Week 8	27-Feb	Gathering and Developing Supporting Materials (Ch. 11) Activity: <b>Impromptu Speech #2</b>	HW#7 - Research Inventory (Info.) Read Ch. 12&13
	1-Mar	Delivering Your Speech (Ch. 12) Informative Speaking (Ch. 13) Activity: <b>Impromptu Speech #3</b>	HW#8 - Informative Speech Topics
Week 9	6-Mar	Workshop - Informative Speech	
	8-Mar	<b>Informative Speeches</b>	
Week 10	13-Mar	<b>Informative Speeches</b>	
	15-Mar	<b>Informative Speeches</b>	

Week 11	20-Mar	Informative Speeches	
	22-Mar	Informative Speeches	HW#9 - Matching Interests (Per.) Read Ch. 14&15
Week 12	27-Mar	<b><i>Spring Recess: No Classes</i></b> <i>4/2/18 – Last Day to Withdraw with “W” Grade</i>	
	29-Mar		
Week 13	3-Apr	Persuasive Speaking (Ch. 14) Invitational Speaking (Ch. 15) <i>Group #3 Meeting</i>	HW#10 - Research Inventory (Per.)
	5-Apr	<i>Group #3 Presentations - Persuasion vs. Invitation</i>	HW#11 - Persuasive Speech Topics
Week 14	10-Apr	Workshop - Persuasive Speech	
	12-Apr	Persuasive Speeches	
Week 15	17-Apr	Persuasive Speeches	
	19-Apr	Persuasive Speeches	
Week 16	24-Apr	Persuasive Speeches	
	26-Apr	Persuasive Speeches	
Week 17	1-May	Review for Exam #2	

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

### **COURSE POLICIES AGREEMENT**

I have read and reviewed my Speech 151 syllabus and course policies. By signing this document, I acknowledge that I understand the policies and requirements of this course.

Name (print): \_\_\_\_\_

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