

SPEECH 151: PERSONAL AND PUBLIC SPEECH

3 Credits
M, T, W, TH
10:15 am – 11:50 am
Hale Manaleo 125

INSTRUCTOR: Doug Raphael

OFFICE: Hale Manaleo 125

OFFICE HOURS: 9:45 – 10:15 am M - Th

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EFFECTIVE DATE: July 2 – August 10, 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 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.

Activities Required at Scheduled Times Other Than Class Times: TBA

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

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

Concepts or Topics

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

ASSESSMENT TASKS AND GRADING

Course Assignments	Points Possible
Current Events Assignment	50 points _____
Informative Speech	150 points _____
Persuasive Speech	200 points _____
Group Presentation	100 points _____
Examinations	
Midterm Exam 15%	150 points _____
Final Exam 15%	150 points _____
Take Home Assignments/Class Participation	50 points _____
Textbook/Reading Assignments	150 points _____
Total Points Possible = 1000	

Grades:

Final grades will be computed according to the following scale:

1000 – 900 pts = A
 899 – 800 pts = B
 799 – 700 pts = C
 699 – 600 pts = D
 599 pts or below = F

Grade Appeals

To appeal a grade on an assignment, speech, or exam, you must do so by providing a written (typed) argument as to why you feel the grade is incorrect. All typed appeals must be provided within one week of receiving the grade.

LEARNING RESOURCES

Invitation to Human Communication 2nd by *Cindy L. Griffin & Jennifer Emerling Bone*

What is the Interactive Digital Access Program (IDAP)?

The Interactive Digital Access Program (IDAP) is a new initiative in the textbook industry that converts books into digital, interactive content. Students in courses that participate in IDAP will have access to their digital course material by the first day of the semester and at an exclusive price. The textbook for this course will cost \$31.50.

How do I access the digital course material?

The digital course material under IDAP will be accessed through Lulima.

Do I need to purchase anything from the bookstore or publisher's website?

No. Since the digital course material will be available before the start of the semester you do not need to purchase anything from the bookstore or publisher's website to gain access. A charge, however, will be placed on your MyUH account for each respective IDAP course.

Since I have access to the IDAP digital course material on Laulima, is it free? Did someone pay for it?

It may appear to be free since all students registered in an IDAP course will have full access to their course materials before the start of the semester. However, an IDAP rental charge will be added to your MyUH account after you register for the course. You do have the option to opt-out if you wish to.

How do I pay for my course material under IDAP?

There are multiple ways to pay for the IDAP Rental Charge.

1. Since the IDAP Rental Charge is placed on your MyUH account, you can pay the charge as you pay-off all charges on your MyUH account.
2. You may pay online on the IDAP payment website <https://www.uhbooks.hawaii.edu/idap>
3. You may pay in-store at the campus bookstore.

If you pay online or in-store, the IDAP Rental Charge on your MyUH account will be refunded so that you aren't paying twice.

Is there a due date to pay off my IDAP Rental Charge?

Since the charge is on your MyUH account, the payment deadline for the IDAP Rental Charge follows the University of Hawai'i's payment deadline. If you have not made payment arrangements for charges on your MyUH account, any unpaid charges will eventually become a hold.

What does it mean to opt-out?

If you do not wish to participate in IDAP, you have the option to opt-out. The opt-out dates mirror the add/drop dates for your campus. If you opt-out within the add/drop period, you will lose access to the digital course material and you will receive a refund for the IDAP Rental Charge. If you opt-out, you will have to obtain the course materials on your own.

How do I opt-out?

You may opt out by going to <https://www.uhbooks.hawaii.edu/idap/> and following the directions listed.

I opted-out but would like to opt back in. Would this be possible?

If you opted-out during the opt-out period, lost access to the course material, and would now want to opt back in, please contact the WCC campus bookstore and they will contact the publisher to reinstate your access.

I did not opt-out, but I did not access any of the course material. Will I still be billed?

Yes. All students who are enrolled in an IDAP course are considered part of the program. You will still be charged for the course material even if you do not access it, because access is granted to all students by the first day of instruction. If you won't be using the course material and would like to have the charge refunded on your account, you must opt-out before the deadline.

I forgot to opt-out and missed the deadline. Can I still get a refund?

Prior to the opt-out deadline, the bookstore will send students multiple emails reminding them they have the option to opt-out. After the opt-out deadline has passed, refunds will be given based on administrative approval.

If I dropped the course, will I receive a refund for the IDAP Rental Charge?

If you dropped the course before the add/drop deadline, you will receive a refund for the IDAP Rental Charge.

Is it possible to obtain a printed copy of the book?

Yes. Please visit...<http://services.cengagebrain.com/course/site.html?id=2983793> This textbook may be rented for approximately \$27.73 including tax and shipping. The book will take 7 to 10 business days to be delivered, but you will have access to the ebook during this period.

Additional Information

Disabilities Accommodations 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.

Course Policies:**Student Code of Conduct**

- All students at Windward Community College must adhere to the Student Code of Conduct. Penalty for violations may include academic probation, suspension, or expulsion from Windward Community College.
- If you violate the Student Code of Conduct in Speech 151, a report will be filed with the Office of the Dean of Student Services.
- Please read the Student Code of Conduct online: <https://windward.hawaii.edu/policies/>
- **This classroom is a Safe Zone:** Students will be sharing their ideas, their questions, their points of view, and their own experiences. You may not agree with some of the ideas, but you must listen with respect and patience, and learn how to communicate your own opinions in an organized, professional, and respectful manner. **These are the skills of an effective communicator, whether at school, at work, at home, or anywhere.** If you cannot practice these skills, you will have to leave the classroom/ activity and your final grade will be lowered.

Attendance and Punctuality

- Attendance is mandatory.
- Attendance will be taken at the beginning of each class period.
- You will be allowed one absence for this term without penalty (except for speech days). Fifteen points will be deducted for each additional absence.
- Please arrive on time each day and plan to stay for the entire class period. If you arrive after roll has been taken, you will be considered tardy. After two tardies, each additional tardy will be considered an absence.
- If you miss more than 20 minutes of a class period, you will be considered absent for that day.
- If you decide to stop attending this course, please drop through MyUH. For more details about important dates for the Summer 2018 session please visit: http://windward.hawaii.edu/Admissions_Records or call (808) 235-7432.

Late Work

- Class assignments (other than speeches) are due at the beginning of the class.
- Please be ready for all speeches on the assigned day. If you miss your speech day due to an absence, you will be able to give your speech on the day you return to class ONLY IF TIME ALLOWS. If there is time the following class period, there will be a 30% reduction in the makeup speech grade. If there is not time the following class period, you will receive a zero for that speech assignment. This rule does not apply for the group speech.
- In order to receive credit for the group speech, you must be present and ready to give your portion of the speech on the assigned day. Groups will present even if members are missing. Any group members that are not present for the group speech will receive a zero for the assignment. A make up assignment will be allowed only in cases of EXTREME emergencies.

Assignment Details:

Current Events Assignment

- The goal of this assignment is three-fold:
 - To give you first hand experience speaking in front of the class.
 - To give you practice participating class.
 - To increase your knowledge of current events.
- Pick an issue that has been discussed in the news recently (e.g., Identity Theft, Three Gorges Dam, Additional Tax on Unhealthy Food, Biodiesel, Alternative Fuel Vehicles, Gas Prices and the Economy, etc.).
- Develop a 4 to 5 minute presentation summarizing the main issue(s) and then write 6-8 discussion questions (typed). You will give your 4 to 5 minute presentation and then lead a 4 to 5 minute discussion session in class.

Individual Speeches

- Speech will be _____ minutes (to be announced in class)
 - 30 second grace period plus or minus
 - 4 point deduction for each 30 seconds over
 - 4 point deduction for each 30 seconds under
- Three source citations
 - Sources MUST be cited in your speech and on your outline
 - Sources must be credible
- You must have at least 1 visual aid
 - Visual aid must add to your speech
 - No more than three visual aids
 - Visual aids must display images only – not words
- Outline & Bibliography will be due the day you give your speech

Group Presentation

Your group will investigate a campus or community problem and set forward a proposal that will resolve the problem. To accomplish this task, each group member is to conduct a fact finding interview with a campus/community expert connected to the problem or a person directly affected by the problem (BE TACTFUL!). As an example, if you were to look at campus security, you would want to interview at least one representative from security, administration, students who have been victims of campus crime, various organizations, alumni, etc. Summary transcripts of interviews should be included in an appendix to your proposal. In addition, each group will be expected to prepare at least one survey to sample the affected populations' perception of the problem. (You must sample at least 10 people). To use security as

an issue again, you might put together a survey designed to measure how safe students feel on campus. In addition to these sources, groups are expected to gather at least five published sources on their topic. Sources may include the campus newspaper along with university or college publications such as catalogs, pamphlets, and other publications. Students are encouraged to consult the *Chronicle of Higher Education* and other academic sources to track national trends of the problem. With all information gathered and organized, you will present a formal proposal to the class. The proposal must be presented in an extemporaneous format and you must use visual aids to clarify ideas. Your group will turn in one outline on the day of your presentation. Your presentation will be _____ minutes. (To be announced in class)

The appendix of your group's outline must include the following:

- Individual interviews – each transcript should have a cover page with the following information: the name of the interviewer, the name and position of the interviewee, and the time and date of the interview.
- A sample of the survey used to gather information, and a results page to identify the outcome of each question.
- A bibliography of all published sources.

Course Schedule:

The following is a tentative course schedule for the semester. Changes in the schedule may be necessary and will be announced in class or via email. Students are responsible for making note of any changes. Read the assigned chapters prior to the class day that the material will be covered. For example, read textbook Chapter 1 for class on July 3. All assignments are due at the beginning of class on the due date. Please do not attempt to complete assignments in class. Students are responsible for reading the syllabus daily and being prepared for any readings and/or assignments that are due.

Date	Topics/Activities	Readings
July 2	Introduction	
July 3	The Communication Process	Chapter 1
July 4	HOLIDAY – CLASS WILL NOT MEET	
July 5	Communication, Perception, and the Self	Chapter 2
July 8	LAULIMA – Online Quiz #1 – Chapters 1 & 2 – DUE BY 11:45 PM	
July 9	Current Events Speech	
July 10	Current Events Speech	
July 11	Informative Speaking / Nonverbal Communication	Chapter 13 / Chapter 3
July 12	Language	Chapter 4
July 15	LAULIMA – Online Quiz #2 – Chapters 13, 3, & 4 – DUE BY 11:45 PM	
July 16	Listening / Understanding Interpersonal Communication	Chapter 5 / Chapter 6
July 17	Improving Interpersonal Communication	Chapter 7
July 18	Informative Speech	
July 19	Informative Speech	
July 22	LAULIMA – Online Quiz #3 – Chapters 5, 6, & 7 – DUE BY 11:45 PM	
July 23	Midterm Exam (Chapters 1 –7, and 13)	
July 24	Persuasive Speaking	Chapter 14
July 25	Developing Your Speech Topic and Purpose	Chapter 10
July 26	Gathering and Developing Supporting Materials / Delivering Your Speech	Chapter 11 / Chapter 12
July 29	LAULIMA – Online Quiz #4 – Chapters 14, 10, 11, & 12 – DUE BY 11:45 P	
July 30	Persuasive Speech	
July 31	Persuasive Speech	
Aug 1	Foundations of Communication in Groups and Teams	Chapter 8
Aug 2	Communicating Effectively in Groups and Teams	Chapter 9
Aug 5	LAULIMA – Online Quiz #5 – Chapters 8 & 9 – DUE BY 11:45 PM	
Aug 6	Group Presentation Preparation	
Aug 7	Group Presentations	
Aug 8	Group Presentations	
Aug 9	FINAL EXAM – REGULAR CLASS TIME	