



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

SP-151, PERSONAL AND PUBLIC SPEECH

3 Credits (CRN 61366) W 1000-1115a

-and-

3 Credits (CRN 61367) Asynchronous

Live Zoom Sessions:

Tuesdays - 11:30am to 12:45pm - SP-251

Wednesdays - 10:00am to 11:15am - SP-151

Thursdays - 10:00am to 11:15am - SP-181

INSTRUCTOR: Jeffrey Ho

OFFICE: Hale Manaleo 106

OFFICE HOURS (times students may drop in for help): Live assistance available immediately before and after classes and online by appointment; please email me to set up an appointment.

TELEPHONE: 236-9292 (*email preferred*) EMAIL: jbho@hawaii.edu

EFFECTIVE DATE: Spring 2021

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 the Ko'olau region of O'ahu 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

As a result of taking this course, students can expect to attain the following 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.

COURSE CONTENT

Concepts or Topics

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

Skills or Competencies

See class schedule and handouts

COURSE TASKS

The table below lists the tasks required in order to succeed in this class.

<u>Oral Presentation Options</u> (40%) <i>choose from any of the following types of presentations</i>	<u>Requirements:</u> <i>Presented live in class or recorded and posted on Laulima</i>	Points <i>(complete 40 pts total)</i>
1	One word, one minute.	1
1 x 1 x 1	One slide, one word, one minute.	2
3 x 3 x 3	Three slides. three words per slide, three minutes total.	5
Informative Speech	Complete-sentence outline, 3 sources, 4-6 minutes.	15
Persuasive/Invitational Speech	Complete-sentence outline, 5 sources, 5-7 minutes	20
The Listener	Attends regularly, listens actively, and provides feedback to at least TWO classmates per session--feedback includes a question, comment, and quote from/for the speaker.	2
<u>Writing Assignments (24%)</u>	<u>Requirements</u> <i>ALL written work must be posted on Laulima in the relevant forum</i>	Points

Describe the principles and processes of human communication.	TWO Learning Outcome Essays (min. 200 words / 2pts each)	4
Compare and contrast differences between interpersonal, intrapersonal, and public speaking.	TWO Learning Outcome Essays (min. 200 words / 2pts each)	4
Demonstrate and evaluate effective verbal and nonverbal communication.	ONE Peer and ONE Self Evaluation: After watching any live/recorded presentation from class this semester (including your own), what feedback would you give to the speaker (in terms of effective verbal and nonverbal communication)? (min. 300 words / 3pts each)	6
Appropriately adapt communicative messages to the self and to others.	Post a speech outline or manuscript (min. 600 words total--you could post 2 x 300 word outlines, or 6 x 100 word outlines etc...)	6
Demonstrate effective listening skills.	<i>What? So what? Now what?</i> Choose a live and/or recorded presentation from our class and answer the three questions above. (min. 200 words / 2pts each)	4
<u>Quizzes (36%)</u>	<u>Requirements</u>	Points
Chapter Quiz	12 quizzes in Laulima (see “Tests & Quizzes” tab) covering material from the course textbook (3pts each)	36

Instructions for presentations:

Presentations can be given during any of our synchronous Zoom sessions.

- All synchronous classes present on a first-come, first-served basis. Just come to one of the Zoom classes listed at the top of this syllabus and let me know if you are ready to present, which class you are from, and which type of presentation you will give.
- **Asynchronous presenters please record and upload your presentations to Youtube** and then embed the link into a Laulima post. ***Asynchronous students are also encouraged and invited to drop into ANY of my Zoom sessions listed above this semester to present live if you do not want to record your speeches.***
- You can do more than one of any of the presentation types above and you do not need to do all of them.

ASSESSMENT TASKS AND GRADING

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.

Assignments	Points
Oral Presentations	40
Writing Assignments	24
Quizzes	36
Total Points =	100

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

LEARNING RESOURCES

1. **Required textbook for this course:** Griffin, C. (2017). *Invitation to Human Communication* (2nd ed.). National Geographic. *(The text will be delivered via the Lulima learning platform. We will discuss how to access the text rental on the first day of class or see the graphic below).*

click on the "VitalSource for UH..." link to access the textbook

This course will be participating in the bookstore's Interactive Digital Access Program (IDAP). Through this program, you will access your course material digitally, and it will be available to you by the first day of class.

A charge for the digital course material through IDAP will be added to your MyUH account.

You have the option to opt-out of receiving your course material through IDAP. By opting-out, you will lose access to the course material and the charge will be refunded on your MyUH account. If you do not opt-out, the charge will stay on your MyUH account. Any unpaid charges on your MyUH account will turn into a hold. Holds on your account will prevent you from accessing various services within the University.

You may opt-out by visiting your unique Inclusive Access Student Portal, which can be found in your IDAP welcome email (Subject Line: "IMPORTANT: You have enrolled in an IDAP Course"). For more information regarding IDAP, please contact your campus bookstore.

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>.

CLASS SCHEDULE:

DATE	TOPIC	ASSIGNMENTS
1/13	Course Introduction	Complete at least 20 pts in Oral Presentations
1/20	Communication Models (Ch. 1)	
1/27	Intrapersonal Communication (Ch. 2)	
2/3	Nonverbal Communication (Ch. 3)	-AND-
2/10	Verbal Communication (Ch. 4)	Complete at least 12 points in Writing Assignments
2/17	Listening and Responding (Ch. 5)	
2/24	Interpersonal Communication (Ch. 6&7)	-AND-
3/3	<i>Speech workshop and Individual conferences (Ch. 1-7 QUIZZES DUE)</i>	Complete at least 6 Quizzes
3/10	Audience Analysis (Ch. 8&9)	MIDTERM GRADE CHECK
3/17	SPRING RECESS	
3/24	Topic Selection (Ch. 10, 11)	Complete at least 20 pts in Oral Presentations
3/31	Methods of Speaking (Ch. 12)	
4/7	Organizational Methods (Ch. 13)	
4/14	Persuasion (Ch. 14)	-AND-
4/21	Invitation (Ch. 15)	Complete at least 12 points in Writing Assignments
4/28	<i>Speech workshop and Individual conferences (Ch. 8-15 QUIZZES DUE)</i>	
5/5	<i>LAST DAY TO SUBMIT ALL ASSIGNMENTS</i>	Complete at least 6 Quizzes

DISABILITIES ACCOMMODATIONS

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 Accessibility Counselor to discuss reasonable accommodations that will help you succeed in this class. Roy Inouye can be reached at (808) 235-7448, royinouy@hawaii.edu, or you may stop by Hale Kāko‘o 106 for more information.

Windward Community College is an equal opportunity, affirmative action institution.

SEX DISCRIMINATION AND GENDER-BASED VIOLENCE RESOURCES (TITLE IX)

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Kaahu Alo, Student Life Counselor & Designated Confidential* Advocate for Students
 Phone: (808) 235-7354
 Email: kaahualo@hawaii.edu
 Office: Hale 'Ākoakoa 232
**confidentiality is limited*

Desrae Kahale, Mental Health Counselor & Confidential Resource
 Phone: (808) 235-7393
 Email: dkahale3@hawaii.edu
 Office: Hale Kāko'o 101

Karla K. Silva-Park, Title IX Coordinator
 Phone: (808) 235-7468
 Email: karlas@hawaii.edu
 Office: Hale 'Ākoakoa 220

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources and the University's Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/

ACADEMIC INTEGRITY

Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author.

In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

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ALTERNATE CONTACT INFORMATION

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alakai 121
- Phone: (808)235-7422