



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

SP-251, PRINCIPLES OF EFFECTIVE PUBLIC SPEAKING  
3 Credits (CRN 61137)

**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](mailto: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 251 provides students with the opportunity to build on their public speaking skills through extensive practice in speech preparation and delivery techniques. This course will focus on how to organize a presentation, develop rhetorical skills, and use analytical skills.

Pre-Requisite(s): Credit for ENG 100 or SP 151.

**Activities Required at Scheduled Times Other Than Class Times:** ONE Individual Conference--Please check class schedule for available conference times and dates. Conferences are mandatory.

**STUDENT LEARNING OUTCOMES**

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

1. Demonstrate correct usage of relevant concepts, theories, and principles of effective public communication.
2. Analyze the ethical implications of speaking and being an attentive audience member.
3. Select appropriate and effective speech topics.

4. Conduct quality research and gather supporting material for various types of public speeches.
5. Critique and provide constructive feedback to public speakers.

## **COURSE TASKS**

The two tables below list the oral and written tasks required in order to succeed in this class.

<b><u>Oral Presentations (60%)</u></b>	<b><u>Requirements</u></b>	<b><u>Points</u></b> <i>(complete 60 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
Commemorative Speech	Manuscript, use of literary devices, 3-5 minutes.	10
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 (mutes but uses emojis, chat, and reaction buttons), and provides oral feedback to at least TWO classmates per session--feedback includes a question, comment, and quote from/for the speaker.	2

### **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 students can record and upload their presentations to Youtube and then embed the link into a Lualaba post. Asynchronous students are also encouraged and invited to drop into ANY of my Zoom sessions listed above this semester.
- You can do more than one of any of the presentation types above (for up to a total of 60 points for the semester); however, you must still ***write a minimum of 4,000 words*** this

semester **(POST YOUR TOTAL WORD COUNT [yes, add up all your posts as you go, sorry ;-] at the end of your latest post in our Laulima discussion forum).**

<b>Writing Assignments (40%)</b> <i>Complete <b>at least one of EACH</b> of the following:</i>	<b>Requirements (minimum of 4,000 words)</b> <i>ALL written work should be posted on Laulima in the relevant forum</i>	<b>Points</b> <i>(complete 40 pts total)</i>
Topic Brainstorm and Discussion	Choose a topic to discuss in our group. Write a minimum of 100 words discussing why you chose this topic and what you would talk about.	1
Concepts, Theories, and Principles Discussion	Identify a concept, theory or principle related to public speaking and apply it to live and/or recorded presentations you have seen this semester. 200 words min.	2
Ethics of Speaking and Listening	<i>What? So what? Now what?</i> Choose a live and/or recorded presentation from our class and answer the three questions above as they relate to the speech. Do “ethics” matter when it comes to public speaking and listening? 500 words min.	5
Quality Research and Supporting Material	Find and post a source related to any of the topics discussed by your classmates (live and/or recorded). Discuss the “quality” of the supporting source chosen and explore how it might support and/or question the topic. 200 words min.	2
Critique and Provide Feedback	Peer and Self Evaluations. After watching any live/recorded presentation from class this semester (including your own), what feedback would you give to the speaker (in terms of impact, language, organization, delivery...)? 300 words min.	3
Final Speech Portfolio	Create a final speech “portfolio” in our Laulima Discussion forum. Post revised, final versions of written “speeches” (outlines/manuscripts) you present this semester. You can choose to post longer Informative/Persuasive/Invitational speeches and/or shorter presentations you give this semester (try to post content you might actually use in the near future).	20

	<p>This should be a single post you could use to show what you accomplish during the semester to future academic programs and/or employers. <b><i>Writing should be error-free*</i></b> as if you were submitting this for a job.</p> <p>If you do not present live in class, please embed a Youtube video of your speeches along with your manuscripts/outlines. <b><i>Asynchronous students MUST post a video (ok, to do screencast and not show your face) for EACH speech in your portfolio.</i></b></p> <p>If you present in class, you only need to post the written portion (final version) of your speeches in this forum. 1000 words min. Keep in mind these are manuscripts and speech outlines and not essays.</p>	
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### **Instructions for Writing Assignments:**

All written assignments **MUST** be posted directly onto our Laulima website for this class. Part of Public Speaking is getting your ideas out in PUBLIC, so do your best to learn how to post your writing, sources and links, and embedded videos into Laulima directly.

Please do your best to write as clearly and effectively as possible considering this is a college course. We will discuss how to improve our writing based on what you folks write this semester.

Keep a running total of your word count and ***post it at the end of each writing assignment.*** Laulima automatically does this for each post; however, you should keep a spreadsheet on the side to add up all the words you write this semester.

- At the end of EVERY POST, please write down your total word count up to that point in the semester (for example, if your first post was 103 words, your second was 236, you would put “Total word count = 339”).
- As a Writing Intensive (WI) class, this course requires a minimum of 4,000 written words.
- Your Final Speech Portfolio should be free of writing errors. ***Two points will be deducted for every five errors found***--please proofread and edit your final portfolios.

You must ***complete at least ONE of each of the writing assignments above.*** You may choose to repeat any of the writing assignments in order to get up a total of 40 points.

### **Writing Hallmarks:**

**W1.** The class uses writing to promote the learning of course materials.

**W2.** The class provides interaction between the instructor and students while students do assigned writing.

**W3.** Written assignments contribute significantly to each student's course grade.

**W4.** The class requires students to do a substantial amount of writing—a minimum of 4,000 words, or about 16 pages.

**W5.** To allow for meaningful professor-student interaction on each student's writing, the class is restricted to 20 students.

***\*Written assignments include:*** Six assignments as described in the table above. ***Writing assignments will account for 40 of 100 possible points or 40% of the total course grade.***

***\*\*This course requires you to meet with the instructor for one synchronous individual conference this semester. Conferences are mandatory and can be scheduled before/after class meetings or at other times.***

## ASSESSMENT TASKS AND GRADING

Your grade will be based on the total number of points you earn as outlined directly below.

Assignments	Points	WI Points	Words
Oral Presentations	60	0	0
Writing Assignments	40	40	4000
<b>Total Points =</b>	<b>100</b>	<b>40% WI</b>	<b>4000</b>

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. **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>.

2. ***Suggested (but not required) textbook:*** Griffin, C. (2018). *Invitation to Public Speaking* (6<sup>th</sup> ed.). Boston, MA: Cengage Learning. If you need/like/want a textbook to go along with this course, I highly recommend renting this digital textbook.

### CLASS SCHEDULE:

DATE	TOPIC	ASSIGNMENT
1/12	<b>Course Introduction</b>	<i>Complete at least 30 pts in Oral Presentation assignments.</i>
1/19	<b>Topic Selection</b>	
1/26	<i>Speech workshop and Individual conferences</i>	
2/2	<b>Communication Models</b>	<b>-AND-</b>
2/9	<b>Audience Analysis</b>	<i>Complete at least 20 points in Writing Assignments (approx. 2000 words)</i>
2/16	<i>Speech workshop and Individual conferences</i>	
2/23	<b>Organizational Methods</b>	
3/2	<b>Persuasion and Invitation</b>	
3/9	<i>Speech workshop and Individual conferences</i>	<b>MIDTERM GRADE CHECK</b>
3/16	<b>SPRING RECESS</b>	
3/23	<b>Verbal Communication</b>	<i>Complete at least 30 pts in Oral Presentation assignments.</i>
3/30	<b>Nonverbal Communication</b>	
4/6	<i>Speech workshop and Individual conferences</i>	
4/13	<b>Methods of Speaking</b>	<b>-AND-</b>
4/20	<b>Listening and Responding</b>	<i>Complete at least 20 points in Writing Assignments (approx. 2000 words)</i>
4/27	<i>Speech workshop and Individual conferences</i>	
5/4	<b><i>LAST DAY TO SUBMIT ALL ASSIGNMENTS</i></b>	

### 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](mailto:royinouy@hawaii.edu), or you may stop by Hale Kāko‘o 106 for more information.

## **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/](http://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.

**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