



UNIVERSITY of HAWAII\*  
**WINDWARD**  
COMMUNITY COLLEGE

## **SP-151, PERSONAL AND PUBLIC SPEECH**

3 Credits (CRN 63178 / 63263)

Online/Asynchronous

INSTRUCTOR: Jeff Ho

OFFICE: Hale Manaleo 106 [*currently closed due to the pandemic*]

VIRTUAL OFFICE HOURS (times students may drop in for help): Almost anytime with 24-hour notice. Please email me to set up a time to meet on Zoom.

Jeff's Personal Zoom Meeting Room

<https://hawaii.zoom.us/j/2277682755>

EMAIL: [jbho@hawaii.edu](mailto:jbho@hawaii.edu)

EFFECTIVE DATE: FALL 2022 (08/22-10/14)

### **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
- Nonverbal Communication
- Verbal Communication
- Interpersonal and Intrapersonal Communication
- Public Speaking
- Invitational Speaking

### *Skills or Competencies*

- Oral Communication
- Written Communication
- Critical Reading
- Listening
- Providing Feedback

## 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	#	pts	total
Self-Introduction / Flip Test	1	1	1
Quizzes (8 x 3pts) =	8	3	24
Flip Videos (6 x 3 pts) =	6	3	18
Discussion Forum Essays (5 x 3pts) =	5	3	15
Informative Speech and Outline	1	14	14
Invitational Speech and Outline	1	14	14
RISE Feedback (7 x 2pts)	7	2	14
<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)


## 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 Laulima learning platform. Select the “[TEXTBOOK for 63178](#)” or “[TEXTBOOK for 63263](#)” (depending on which CRN you're registered for) link on our Laulima page and the page below should show up. Select the “Read Now” link to access our textbook. Your student account has been charged the \$22.50 fee for the digital rental.

### SP-151-0 [WIN.63178.FA22]

This section will be participating in the Windward Community College Bookstore's IDAP Program. At your digital course material through Laulima. If you have any questions, please contact the Windwar [http://www.bookstore.hawaii.edu/wcc/site\\_idap.asp](http://www.bookstore.hawaii.edu/wcc/site_idap.asp)

Item Info
Notes ●



**eBook: Invitation to Human Communication - National Geographic, 2nd Edition - 180 Day Option**

ISBN: 9781305856295      By: Cindy Griffin, Jennifer Emerlin...

IDAP

Idap required

\$22.50      ⌚ The last day to opt out for students is 09/13/2022.

Read Now

2. **Materials posted on Laulima:** Syllabus, assignments, class materials, and announcements will be distributed to the class via Laulima. 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 our Laulima course site **for all SP-151 sections this semester** is:  
<https://laulima.hawaii.edu/portal/site/WIN.63178.202310/page-reset/c9c07e67-6539-4d94-82a3-3df4bc692690>

## CLASS SCHEDULE:

Week	Learning Objective	Assignments	Pts.	Due
<b>DUE the first day of class:</b>		<a href="#">Self-Introduction and Flip Test</a>	1	Mon. 8/22
<b>Week 1</b>	(CLO1) Describe the principles and processes of human communication.	Read Chapter 1: The Communication Process		
		<a href="#">1.1 - Flip #1: Self-Introduction and Principles of Human Communication</a>	3	Tues. 8/23

		1.2 - Quiz #1 (Ch.1)	3	Tues. 8/23
		<a href="#">1.3 - Discussion Forum #1</a>	3	Thurs. 8/25
		1.4 - RISE Feedback #1	2	Sun. 8/28
<b>Week 2</b>	(CLO2) Compare and contrast differences between interpersonal, intrapersonal, and public speaking.	Read Chapter 2: Communication, Perception and the Self		
		<a href="#">2.1 - Flip #2: Intrapersonal Communication</a>	3	Tues. 8/30
		2.2 - Quiz #2 (Ch. 2)	3	Tues. 8/30
		<a href="#">2.3 - Discussion Forum #2</a>	3	Thurs. 9/1
		2.4 RISE Feedback #2	2	Sun. 9/4
<b>Week 3</b>	(CLO2) Compare and contrast differences between interpersonal, intrapersonal, and public speaking.	Read Ch 6 & 7 Interpersonal Communication		
		<a href="#">3.1 - Flip #3: Interpersonal Communication</a>	3	Tues. 9/6
		3.2 - Quiz #3 (Ch. 6 & 7)	3	Tues. 9/6
		<a href="#">3.3 - Discussion Forum #3</a>	3	Thurs. 9/8
		3.4 - RISE Feedback #3	2	Sun. 9/11
<b>Week 4</b>	(CLO2) Compare and contrast differences between interpersonal, intrapersonal, and public speaking.	Read Chapter 10 & 13: Developing Your Informative Speech		
		4.1 - Quiz #4 (Ch. 10 & 13 Public Speaking)	3	Tues. 9/13
		<a href="#">4.2 - INFORMATIVE OUTLINE</a>	4	Tues. 9/13
		<a href="#">4.3 - INFORMATIVE SPEECH</a>	10	Thurs. 9/15
		4.4 - RISE Feedback #4	2	Sun. 9/18
<b>Week 5</b>	(CLO3) Demonstrate and evaluate effective verbal and nonverbal communication.	Read Chapter 3: Nonverbal Communication		
		<a href="#">5.1 - Flip #4: Nonverbal Communication</a>	3	Tues. 9/20
		5.2 - Quiz #5 (Ch. 3)	3	Tues. 9/20
		<a href="#">5.3 - Discussion Forum #4</a>	3	Thurs. 9/22
		5.4 - RISE Feedback #5	2	Sun. 9/25
<b>Week 6</b>	(CLO3) Demonstrate and evaluate effective verbal and nonverbal communication.	Read Chapter 4: Language		
		<a href="#">6.1 - Flip #5: Verbal Communication</a>	3	Tues. 9/27
		6.2 - Quiz #6 (Ch. 4)	3	Tues. 9/27
		<a href="#">6.3 - Discussion Forum #5</a>	3	Thurs. 9/29
		6.4 - RISE Feedback #6	2	Sun. 10/2
<b>Week 7</b>	(CLO4) Appropriately adapt communicative messages to the self	Read Chapter 15: Invitational Speaking		
		7.1 - Quiz #7 (Ch. 15 Invitational Speaking)	3	Tues. 10/4

	and to others.	<a href="#">7.2 - INVITATIONAL OUTLINE</a>	4	Tues. 10/4
		<a href="#">7.3 - INVITATIONAL SPEECH</a>	10	Thurs. 10/6
		7.4 - RISE Feedback #7	2	Sun. 10/9
<b>Week 8</b>	(CLO5) Demonstrate effective listening skills.	Ch. 5 Listening		
		8.1 - Quiz #8 (Ch. 5 Listening)	3	Tues. 10/11
		<a href="#">8.2 - Flip #6: What? So what? Now what? (CLO4, CLO5)</a>	3	Thur. 10/13

### 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:

Jojo Miller, Confidential Advocate  
 Phone: (808) 348-0663  
 Email: [advocate@hawaii.edu](mailto:advocate@hawaii.edu)  
 Office: Hale Kāko‘o 110

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

Karla K. Silva-Park, Title IX Coordinator  
 Phone: (808) 235-7468  
 Email: [karlas@hawaii.edu](mailto: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