SP-151, PERSONAL AND PUBLIC SPEECH
3 Credits (CRN 61096)
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): Wednesdays at 12pm via Zoom or other times by appointment (email me to set up a time to meet on Zoom).
Jeff's Personal Zoom Meeting Room https://hawaii.zoom.us/j/2277682755
Meeting ID: 227 768 2755
EMAIL: jbho@hawaii.edu
EFFECTIVE DATE: SPRING 2022 (01/10-03/04)

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.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (8 x 3pts) =</td>
<td>24</td>
</tr>
<tr>
<td>Flipgrid Videos (6 x 3.5 pts) =</td>
<td>21</td>
</tr>
<tr>
<td>Discussion Forum Essays (5 x 3pts) =</td>
<td>15</td>
</tr>
<tr>
<td>Informative Speech and Outline</td>
<td>15</td>
</tr>
<tr>
<td>Invitational Speech and Outline</td>
<td>15</td>
</tr>
<tr>
<td>Padlet RISE Feedback (2 x 5pts)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

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

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Laulima learning platform. Look for the tab below on the left side of your Laulima course screen. Select the textbook option for the section (CRN number) you enrolled in (log into Laulima before clicking the links below):

If you enrolled in CRN 61096, your electronic textbook can be found here.

If you enrolled in CRN 61208, your electronic textbook can be found here.

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.61096.202230

**CLASS SCHEDULE:**

<table>
<thead>
<tr>
<th>Week</th>
<th>Learning Objectives (LO)</th>
<th>Learning Activities and Assessments</th>
<th>Points</th>
<th>Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>(CLO1) Describe the principles and processes of human communication.</td>
<td>Chapter 1: The Communication Process</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Describe and explain your prior knowledge of <strong>principles and processes of communication</strong></td>
<td>Assignment 1.1 - Flipgrid #1: Self-Introduction and Principles of Human Communication (CLO1)</td>
<td>3.5</td>
<td>Wed. 1/12</td>
</tr>
<tr>
<td></td>
<td>Define and recall terms and concepts related to <strong>principles and processes of communication</strong></td>
<td>Assignment 1.2 - Quiz #1 (Ch. 1 Communication Principles and Processes)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Apply and relate what you learned about <strong>principles and processes of human communication</strong> to your life.</td>
<td>Assignment 1.3 - Discussion Forum #1 (CLO1): Apply and relate ONE Key Concept and TWO key terms from this module to your life.</td>
<td>3</td>
<td>Fri. 1/14</td>
</tr>
<tr>
<td>Week 2</td>
<td>(CLO2) Compare and contrast differences between interpersonal, intrapersonal, and public speaking.</td>
<td>Chapter 2: Communication, Perception and the Self</td>
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</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Week 3</th>
<th>(CLO2) Compare and contrast differences between interpersonal, intrapersonal, and public speaking.</th>
<th>Ch 6 &amp; 7 Understanding and Improving Interpersonal Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Describe and explain your prior knowledge of interpersonal communication</td>
<td>Assignment 3.1 - Flipgrid #3: Interpersonal Communication (CLO2)</td>
</tr>
<tr>
<td></td>
<td>Define and recall terms and concepts related to interpersonal communication</td>
<td>Assignment 3.2 - Quiz #3 (Ch. 6&amp;7 Interpersonal Communication)</td>
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<td></td>
<td>Apply and relate what you learned about interpersonal communication</td>
<td>Assignment 3.3 - Discussion Forum #3 (CLO2): Apply and relate ONE Key Concept and TWO key terms from this module to your life.</td>
</tr>
<tr>
<td>Week 4</td>
<td>(CLO2) Compare and contrast differences between interpersonal, intrapersonal, and public speaking.</td>
<td>Chapter 10 &amp; 13: Developing Your Informative Speech</td>
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<tr>
<td></td>
<td>Define and recall terms and concepts related to public speaking</td>
<td>Assignment 4.1 - Quiz #4 (Ch. 10&amp;13 Public Speaking)</td>
</tr>
<tr>
<td></td>
<td>Develop materials for and present an academic or career-related Informative speech adapted to our specific audience.</td>
<td>Assignment 4.2 - INFORMATIVE SPEECH and Outline</td>
</tr>
<tr>
<td></td>
<td>Demonstrate effective listening skills by summarizing and evaluating a peer’s Informative Speech. (CLO5)</td>
<td>Assignment 4.3 - Leave RISE feedback on the class Padlet for a speech given by one of your peers</td>
</tr>
<tr>
<td>Week 5</td>
<td>(CLO3) Demonstrate and evaluate effective verbal and nonverbal communication.</td>
<td>Chapter 3: Nonverbal Communication</td>
</tr>
<tr>
<td></td>
<td>Describe and explain your prior knowledge of nonverbal communication</td>
<td>Assignment 5.1 - Flipgrid #4: Nonverbal Communication (CLO3)</td>
</tr>
<tr>
<td></td>
<td>Define and recall terms and concepts related to nonverbal communication</td>
<td>Assignment 5.2 - Quiz #5 (Ch. 3 Nonverbal Communication)</td>
</tr>
</tbody>
</table>

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### 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

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be reached at (808) 235-7448, roynouy@hawaii.edu, or you may stop by Hale Kākoʻo 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  
  Office: Hale Kākoʻo 110

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

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

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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