



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

**SP 151, Personal and Public Speech  
3 (CRN 61209)  
MW; 10:00 am – 11:15 am**

**INSTRUCTOR:** Audrey Mendoza  
**OFFICE:** Manaleo 107  
**OFFICE HOURS:** TBA  
**TELEPHONE:** 236-9221  
**EFFECTIVE DATE:** Spring 2021

**EMAIL:** amendoza@hawaii.edu

**ZOOM LINK:**

<https://us06web.zoom.us/j/5942911102?pwd=b2hrUVI5cWhUMThBNkNUZzhEUVdIdz09>

Meeting ID: 594 291 1102

Passcode: M0HJY4

**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.

**Activities Required at Scheduled Times Other Than Class Times:**

None

**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.

To provide flexibility to adapt to particular needs or circumstances, the instructor reserves the right to deviate from the course outcomes, to add or omit tasks, and to adjust grades or points as the circumstances of the particular situation justify.

### COURSE TASKS AND GRADING

**Participation:** Due to the nature of a speech course, participation is necessary. Discussions, student involvement, and attendance are regarded as participation.

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 throughout the semester.

\*Please do not ask if you can turn in late work or raise your grade the last two weeks of the semester. It is your responsibility to keep track of your progress throughout the entire semester.

Assignment	Points
Introductory	15
Impromptu	45
Informative	110 (75 presentation, 25 outline, 10 self-evaluation)
Persuasive	120 (75 presentation, 25 outline, 20 self-evaluation)
Group	50
Homework	60 (20 points each)
Discussions/Participation	25
<b>Total</b>	<b>425</b>

### LEARNING RESOURCES

1. Textbook:  
Beebe, S.A., & Beebe, S. J., & Ivy, D. K. (2017). *Communication Principles for a Lifetime*. (6<sup>th</sup> ed.). Pearson.
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 instructors often send information via email. The address for accessing Laulima is: <https://laulima.hawaii.edu/portal>.

3. MySuccess: Access MySuccess to schedule appointments with faculty and resources on campus. MySuccess is accessible through the MyUH portal: myuh.hawaii.edu
4. Located below is a website to help with research, APA format & citations, and library resources.
  - PubMed <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi>
  - OWL: APA Formatting and Style Guides <http://owl.english.purdue.edu/owl/resource/560/01/>
  - APA Style <http://www.apastyle.org/>
5. Online assistance:
  - For general information about online courses, visit <http://windward.hawaii.edu/online/>
  - For technical help, email [help@hawaii.edu](mailto:help@hawaii.edu) or call (808) 956-8883.
  - For library help, email Tara Severns at [severns@hawaii.edu](mailto:severns@hawaii.edu)
  - For additional online help, email Makamae Sniffen at [jniffen@hawaii.edu](mailto:jniffen@hawaii.edu)
6. Please do not share recorded lectures or class materials such as assignments as they are regarded as intellectual property. \*\*\*

## STUDENT CONTRIBUTIONS

**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.

**Attendance Policy:** Regular and prompt attendance is necessary for students to achieve the goals of this course. Most activities build upon one another so attendance and adequate preparation for each class period are essential. Students are responsible for material covered in classes in which they were absent (whether the absence was excused or unexcused) or late to class.

### Unexcused Absences

**Absolutely no make-ups** will be given for unexcused absences resulting in a missed speech performance, examination, or in-class activity. If there is a prior engagement, notify your instructor and discuss your situation.

Deductions for unexcused absences. Attendance will be regularly recorded. For every unexcused absence, your overall grade will be lowered by **5 points** per absence.

Deductions for tardiness. If students are 15 minutes late to class, they will be marked as late. For every two classes that a student is marked late, it will equal to one unexcused absence. It is encouraged for students to come to class on time.

**Assignments:** All assignments must be typed and double-spaced with one-inch margins on the left, right, top, and bottom of each page to receive credit. Please use Times New Roman as a standard font type. ***All assignments will be due on the designated due date.***

**E-mails:** The University of Hawaii e-mail has been declared an official means for communication with students. Executive Policy E2.213 reads: “Students are responsible for checking their email account frequently and consistently to remain current with University communications. They are expected to monitor and manage their email storage quota to ensure that their mailboxes are not saturated and are able to receive new messages.”

### **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 Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Roy Inouye can be reached at 235-7448, [royinouye@hawaii.edu](mailto:royinouye@hawaii.edu), or you may stop by Hale ‘Ākoakoa 213 for more information.

### **TITLE IX**

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: [https://windward.hawaii.edu/Title\\_IX/](https://windward.hawaii.edu/Title_IX/).

Windward Community College is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, WCC has resources to support you. To speak with someone confidentially, contact the Mental Health & Wellness Office at 808-235- 7393 or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or [kaahualo@hawaii.edu](mailto:kaahualo@hawaii.edu). To make a formal report, contact the Title IX Coordinator, Karla K. Silva-Park, at 808-235-7468 or [karlas@hawaii.edu](mailto:karlas@hawaii.edu).

### **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  
Email: [wccaa@hawaii.edu](mailto:wccaa@hawaii.edu)

## Tentative Class Schedule

	<b>Date MW</b>	<b>Topic</b>	<b>Assignments</b>
Week 1	1/10	Course Introduction	
	1/12	Introduction to Communication	Read chapter 1 <b>Introduction Speeches due 1/19</b>
Week 2	1/17	<b>MLK Day No School</b>	Read chapters 2 & 5
	1/19	Perception/Listening	<b>Introduction Speeches Assignment #1 due 1/24</b>
Week 3	1/24	Verbal Communication	Read chapter 3
	1/26	Nonverbal Communication	Read chapter 4 <b>Assignment #2 due 1/31</b>
Week 4	1/31	Nonverbal Communication	
	2/2	Selecting a Topic & Supporting Material	Read chapters 10, 11, & 13
Week 5	2/7	Informative Presentation	<i>Have informative topic ready Audience Analysis</i>
	2/9	Organizing & Outlining	
Week 6	2/14		Workshop day
	2/16		Workshop day
Week 7	2/21	<b>Presidents' Day No School</b>	
	2/23		<b>Informative Presentations</b>
Week 8	2/28		<b>Informative Presentations</b>

	3/2		<b>Informative Presentations</b>
Week 9	3/7		<b>Informative Presentations</b>
	3/9	Group Communication	Read chapter 9 <b>Assignment #3 due 3/21</b>
Week 10	3/14	<b>Spring Break</b>	Read chapter 6
	3/16	<b>Spring Break</b>	
Week 11	3/21	Group Communication	Read chapter 10
	3/23	Interpersonal Communication	Read chapter 7 & 8
Week 12	3/28	Interpersonal Communication	
	3/30		Group Work
Week 13	4/4		Group Work <i>Have persuasive topic ready (will be assigned here)</i>
	4/6		<b>Group Activity</b>
Week 14	4/11		<b>Group Activity</b>
	4/13	Persuasive	Read chapter 14 & 15
Week 15	4/18	Persuasive	
	4/20		Workshop day
Week 16	4/25		<b>Persuasive Presentations</b>
	4/27		<b>Persuasive</b>

			<b>Presentations</b>
Week 17	5/2		<b>Persuasive Presentations</b>
	5/4		<b>Persuasive Presentations</b>

## **SPEECH 151: PERSONAL AND PUBLIC SPEECH**

**SP 151, Personal and Public Speech**

**3 (CRN 61209)**

**MW; 10:00 am – 11:15 am**

### **COURSE POLICIES AGREEMENT**

I have read and reviewed my Speech 151 syllabus and course policies. By signing this document, I acknowledge not only that I understand the policies and requirements of this course, but also that I understand the consequences of not following these policies. By not signing this document, I agree that I have not read the syllabus.

\_\_\_\_\_

Print Name

Date: \_\_\_\_\_

