



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

## **SP-251 PRINCIPLES OF EFFECTIVE PUBLIC SPEAKING (WI)**

3 credits (CRN 61085)

Online/Asynchronous

INSTRUCTOR: Jeff Ho

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

VIRTUAL OFFICE HOURS: by appointment (email me to set up at least one time to meet on Zoom this semester).

Jeff's Personal Zoom Meeting Room

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

Meeting ID: 227 768 2755

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

EFFECTIVE DATE: SPRING 2022 (03/07-05/06)

### **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.

Prerequisite(s): Credit for ENG 100 or SP 151.

**Activities Required at Scheduled Times Other Than Class Times:** ONE Individual Conference--Please schedule one individual conference with the instructor via Zoom this semester. Conferences are mandatory.

### **STUDENT LEARNING OUTCOMES**

As a result of taking this course, students can expect to attain the following outcomes (CLO - Course Learning Outcome):

1. Demonstrate correct usage of relevant concepts, theories, and principles of effective public communication. (CLO1)
2. Analyze the ethical implications of speaking and being an attentive audience member. (CLO2)
3. Select appropriate and effective speech topics. (CLO3)
4. Conduct quality research and gather supporting material for various types of public speeches. (CLO4)
5. Critique and provide constructive feedback to public speakers. (CLO5)

## **COURSE CONTENT**

Ethics of Public Speaking  
Topic Selection  
Audience Analysis  
Organizational Methods  
Informative Speaking  
Persuasion  
Invitational Speaking  
Speaking on Special Occasions

## **COURSE COMMUNICATION**

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 Laulima is:

<https://laulima.hawaii.edu/portal>

## **COURSE FORMAT AND PACING**

This is a fully-online 8-week course. Students will interact with the course primarily through Laulima, video recording and writing apps (such as Flipgrid, Google docs and Zoom).

## **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: Writing assignments will account for at least 40 of 100 possible points or 40% or more of the total course grade. The table of assignments below will show how writing assignments and points are distributed throughout the course.

\*\*This course requires you to meet with the instructor for one synchronous individual conference this semester. Conferences are worth four points (4 pts) and can be scheduled anytime after the first two weeks of class to be held via Zoom. Please email me at [jbho@hawaii.edu](mailto:jbho@hawaii.edu) to set up your individual meeting (my hours are quite flexible--afternoons, evening, weekends, are usually fine)--try not to schedule appointments [during south swells...](#) .

## GRADES

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.

<b>Assignments:</b>	<b>Points</b>	<b>Writing Points</b>	<b>Words</b>
Flipgrid Short Speeches (4 x 2pts each) - (CLO3)	8	0	0
Discussion Forum Posts (4 x 4pts each) - (CLO1, CLO3, CLO4)	16	16	1600
RISE feedback (7 x 1pt each) - (CLO2, CLO5)	7	7	700
Informative Speech - (CLO1, CLO3, CLO4)	15	5	500
Persuasive Speech - (CLO1, CLO3, CLO4)	20	5	500
Invitational Speech - (CLO1, CLO3, CLO4)	20	5	500
Commemorative Speech - (CLO1, CLO3)	10	3	300
Individual Writing Conference	4	0	0
Total=	100	41	4100

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

## LEARNING RESOURCES

**Required textbook for this course:** Griffin, C. (2017). *Invitation to Public Speaking* (6th ed.). National Geographic. The text will be delivered via the Laulima learning platform. Look for the tab below on the left side of your Laulima course screen. [Select the Textbook option](#), click “Read Now” and your book should open in your browser.

## COURSE CALENDAR

Date	Topics & Learning Materials	Assignments & Due Dates
WEEK #1: 3/7	Concepts, Theories and Principles of Public Speaking (CLO1) Topic Selection and Purpose (CLO3) Audience Analysis (CLO2)  READING: Ch. 1: Why Speak in Public? Ch. 3: Developing Your Speech Topic and Purpose	ASSIGNMENT 1.1 <a href="#">Flipgrid #1</a> (CLO3) - <b>DUE TUES. 3/8/22</b>  ASSIGNMENT 1.2 <a href="#">Discussion Forum #1</a> (CLO1, CLO3, CLO4) - <b>DUE THURS. 3/10/22</b>  ASSIGNMENT 1.3 RISE Feedback #1 (CLO2, CLO5) - <b>DUE SUN. 3/13/22</b>
3/14-3/18	<b>SPRING BREAK</b> (read chapters 4, 5, and 7)	
WEEK #2: 3/21	Conducting Quality Research and Gather Supporting Materials (CLO4) Organizational Methods (CLO1)  READING: Ch. 4: Your Audience and Speaking Environment Ch. 5: Gathering Supporting Materials Ch. 7: Organizing and Outlining Your speech	ASSIGNMENT 2.1 <a href="#">Flipgrid #2</a> - <b>DUE TUES. 3/22/22</b>  ASSIGNMENT 2.2 <a href="#">Discussion Forum #2</a> - <b>DUE THURS. 3/24/22</b>  ASSIGNMENT 2.3 RISE Feedback #2 - <b>DUE SUN. 3/27/22</b>
WEEK #3: 3/28	Speaking to Inform (CLO1, CLO3, CLO4)	ASSIGNMENT 3.1 <a href="#">Informative Speech and Outline</a> - <b>DUE THURS. 3/31/22</b>

	<p>READING: Ch. 8: Introductions and Conclusions Ch. 12: Informative Speaking</p>	<p>ASSIGNMENT 3.2 RISE Feedback #3 - <b>DUE SUN. 4/3/22</b></p>
<p>WEEK #4: 4/4</p>	<p>Persuasion (CLO1, CLO3, CLO4)</p> <hr/> <p>READING: Ch. 15 Persuasive Speaking</p>	<p>ASSIGNMENT 4.1 <a href="#">Flipgrid #3</a>: Persuasion - <b>DUE TUES. 4/5/22</b></p> <p>ASSIGNMENT 4.2 <a href="#">Discussion Forum #3</a> - <b>DUE THURS. 4/7/22</b></p> <p>ASSIGNMENT 4.3 RISE Feedback #4 - <b>DUE SUN. 4/10/22</b></p>
<p>WEEK #5: 4/11</p>	<p>Persuasion (CLO1, CLO3, CLO4)</p>	<p>ASSIGNMENT 5.1 <a href="#">Persuasive Speech</a> and <a href="#">Outline</a> - <b>DUE THURS. 4/14/22</b></p> <p>ASSIGNMENT 5.2 RISE Feedback #5 - <b>DUE SUN. 4/17/22</b></p>
<p>WEEK #6: 4/18</p>	<p>Invitational Speaking (CLO1, CLO3, CLO4)</p> <hr/> <p>READING: Ch. 13: Invitational Speaking</p>	<p>ASSIGNMENT 6.1 <a href="#">Flipgrid #4</a>: Invitation - <b>DUE TUES. 4/19/22</b></p> <p>ASSIGNMENT 6.2 <a href="#">Discussion Forum #4</a> - <b>DUE THURS. 4/21/22</b></p> <p>ASSIGNMENT 6.3 RISE Feedback #6 - <b>DUE SUN. 4/24/22</b></p>
<p>WEEK #7: 4/25</p>	<p>Invitational Speaking (CLO1, CLO3, CLO4)</p>	<p>ASSIGNMENT 7.1 <a href="#">Invitational Speech</a> and <a href="#">Outline</a> - <b>DUE THURS. 4/28/22</b></p> <p>ASSIGNMENT 7.2 RISE Feedback #7 - <b>DUE SUN. 5/1/22</b></p>
<p>WEEK #8: 5/2</p>	<p>Speaking on Special Occasions (CLO1, CLO3,)</p> <hr/> <p>READING:</p>	<p>ASSIGNMENT 8.1 <a href="#">Commemorative Speech</a> and <a href="#">Manuscript</a> - <b>DUE THURS. 5/5/22</b></p>

## COURSE TECHNOLOGY

As you know, this course is delivered in Lulima as a Learning Management system ([Lulima \(Sakai\) Accessibility](#)).

Please also be aware that Lulima

- will be unavailable on a daily basis from 3:00am-4:00am HST for server backup and maintenance.
- automatically logs you out *if it does not detect activity for two hours*. A warning message will appear notifying you of the lack of activity. Activity is defined as clicking a button in Lulima such as "Save Draft" or "Next" (in a test), clicking on a course tab, or taking an action that sends information to the server.

Other technological tools are used in this course. Remember to review privacy/security policies before using technologies for online learning. Contact me if you would like to discuss the use of alternate options or technologies.

- [Google Docs](#) is used to create the Course Design Document and rubrics ([Google Docs Accessibility Statement](#), [Google Privacy Policy](#))
- [Flipgrid](#) is used for some of the discussion activities ([Flipgrid Accessibility Statement](#), [Flipgrid Privacy Policy](#))
- [YouTube](#) is used for delivering some of the course content ([Accessibility Statement](#), [Privacy Policy](#))
- [Zoom](#) is used for the Synchronous Sessions and virtual office ([Accessibility Statement](#), [Privacy Policy](#))

## Required Hardware and Software

- A more recent model desktop or laptop (2014 or later model), either Windows or Mac is recommended
- Reliable high-speed (Cable or DSL) Internet connection
- A recent version of Firefox Browser. Download from [Firefox Browser Update](#) if you don't have it.
- [Adobe \(Acrobat\) Reader](#). Download is free.

## Minimum Technical Skill Requirements

In this course you would be required to utilize the Lulima learning management system to navigate and access course content. You will need to be proficient with basic computer skills such as word processing, navigating Internet browsers, downloading/uploading files, and most importantly, using video recording apps to embed into Lulima.

## Technical Support

- [UH ITS Computer Help Desk](#) – email [help@hawaii.edu](mailto:help@hawaii.edu) or call 956-8883 (or toll free at 1-800- 558-2669 from the neighbor islands)
- Laulima Assistance Form – Click on the [Request Assistance](#) link at the bottom of any Laulima Page to fill out and submit a question and get your answer via email.
- [Laulima Student Support](#)
- [Information Security for Students](#)

## Academic Support

### University of Hawaii Community Colleges (UHCC)

- **Online Tutoring Service:** UHCC has contracted Tutor.com, an online tutoring service available 24/7 to provide additional academic support for UHCC students. For FAQs and how to access Tutor.com, review the [UHCC Students Tutor.com](#) page.

### Windward Community College

- [Windward Community College Library](#)
- [eBooks Collection](#)
- [Writing Center](#)
- [Math Lab](#)

## 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