



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

SP-151, PERSONAL AND PUBLIC SPEECH

3 Credits (CRN 62055)

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

EFFECTIVE DATE: SUMMER 2022 (05/23-07/01)

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	#	Value	Points
Self-Intro and Flipgrid test	1	1	1
Quizzes	5	5	25
Flipgrid Videos	5	5	25
Discussion Forum Essays	4	6	24
Invitational Speech and Outline	1	15	15
R.I.(S).E. Feedback	5	2	10
Total =			100

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.

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:

Week	Learning Objectives (LO)	Learning Activities and Assessments	Due:
Week 1	Make sure Flipgrid works!	Self-introduction (1min.)	Mon. 5/23
	(CLO1) Describe the principles and processes of human communication.	READ - Ch. 1: The Communication Process & Ch. 2: Communication, Perception and the Self	
	Describe and explain your prior knowledge of principles and processes of communication (ch. 1) & intrapersonal communication (ch. 2)	Assignment 1.1 - Flipgrid #1: Principles of Human Communication, and Self-Talk (2-3 min.)	Tues. 5/24
	Define and recall terms and concepts related to Ch. 1 and Ch. 2	Assignment 1.2 - Quiz #1 (ch. 1 & 2)	
	Apply and relate: principles and processes of human communication and intrapersonal communication.	Assignment 1.3 - Discussion Forum #1 (ch. 1 & 2): Word bank and speech brainstorm	Thurs. 5/26
	Demonstrate effective listening skills by adapting messages to others.	Assignment 1.4 R.I.(S).E. Feedback	Sun. 5/29
Week 2	(CLO2) Compare and contrast differences between interpersonal, intrapersonal, and public speaking.	READ - Ch 6 & 7 Understanding and Improving Interpersonal Communication	
	Describe and explain your prior knowledge of interpersonal communication (ch. 6 & 7)	Assignment 2.1 - Flipgrid #2: Interpersonal Communication (2-3 min.)	Tues. 5/31
	Define and recall terms and concepts related to ch. 6 & 7	Assignment 2.2 - Quiz #2 (ch. 6 & 7)	
	Apply and relate what you learned about interpersonal communication	Assignment 2.3 - Discussion Forum #2 (ch. 6 & 7): Word bank and speech brainstorm	Thurs. 6/2
	Demonstrate effective listening skills by adapting messages to others.	Assignment 2.4 R.I.(S).E. Feedback	Sun. 6/5

Week 3	(CLO3) Demonstrate and evaluate effective verbal and nonverbal communication.	READ - Chapter 3: Nonverbal Communication & Chapter 4: Language	
	Describe and explain your prior knowledge of verbal and nonverbal communication (ch. 3 & 4)	Assignment 3.1 - Flipgrid #3 Verbal and Nonverbal Communication (2-3 min.)	Tues. 6/7
	Define and recall terms and concepts related to ch. 3 & 4	Assignment 3.2 - Quiz #3 (ch.3 & 4)	
	Apply and relate what you learned about verbal and nonverbal communication	Assignment 3.3 - Discussion Forum #3 (ch.3 & 4): Word bank and speech brainstorm	Thurs. 6/9
	Demonstrate effective listening skills by adapting messages to others.	Assignment 3.4 R.I.(S).E. Feedback	Sun. 6/12
Week 4	(CLO4) Appropriately adapt communicative messages to the self and to others.	READ - Chapter 10 &15: Developing Your Invitational Speech	
	Describe and explain your prior knowledge of public speaking (ch. 10 & 15)	Assignment 4.1 - Flipgrid #4 Public speaking and Invitational rhetoric (2-3 min.)	Tues. 6/14
	Define and recall terms and concepts related to public speaking	Assignment 4.2 - Quiz #4 (ch. 10 & 15)	
	Apply and relate what you learned about public speaking	Assignment 4.3 - Discussion Forum #4 (ch. 10 & 15): Word bank and speech brainstorm	Thurs. 6/16
	Demonstrate effective listening skills by adapting messages to others.	Assignment 4.4 R.I.(S).E. Feedback	Sun. 6/19
Week 5	(CLO2 & CLO4) Appropriately adapt communicative messages to the self and to others.	READ - Classmates' speech outlines	
	Demonstrate effective verbal communication by writing a speech outline	Assignment 5.1 - Invitational Speech OUTLINE	Tues. 6/21
	Appropriately adapt your message by delivering an Invitational Speech	Assignment 5.2 - Invitational Speech	Thurs. 6/23
	Demonstrate effective listening skills by adapting messages to others.	Assignment 5.3 R.I.(S).E. Feedback	Sun. 6/26
Week 6	(CLO5) Demonstrate effective listening skills.	READ - Ch. 5 Listening	
	Define and recall terms and concepts related to effective listening skills	Assignment 6.1 - Quiz #5 (Ch. 5 Listening)	Tues. 6/28
	Synthesize and evaluate: What did you learn about personal and public communication in this course?	Assignment 6.2 - Flipgrid #5: What? So what? Now what? (CLO4, CLO5)	Thurs. 6/30

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, royinouye@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

Office: Hale Kāko‘o 110

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/

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