



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

SP-151, PERSONAL AND PUBLIC SPEECH

3 Credits (CRN 61131 & 61176)

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: FALL 2023 (10/16-12/08)

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 COMMUNICATION

Materials posted on Lulima: Syllabus, assignments, class materials, and announcements will be distributed to the class via Lulima. 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 Lulima is:

<https://lulima.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 Flip and Zoom). All assignments must be completed and submitted by stated deadlines for full credit.

PLEASE NOTE: The Laulima class site will be unpublished and no longer accessible after 12pm (noon) on the last day of class in order to calculate grades which are due the next day (Saturday). Be sure to take good notes over the course!

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 or check the Gradebook and/or Assignments tabs on our Laulima page.

Assignments	#	pts	total
Self-Introduction / Flip Test	1	1	1
Quizzes (8 x 3pts) =	8	3	24
Discussion Forum Essays (5 x 3pts) =	5	3	15
Flip Videos (6 x 3 pts) =	6	3	18
Informative Speech and Outline	1	14	14
Invitational Speech and Outline	1	14	14
Peer Feedback and Self-Critique (7 x 2pts)	7	2	14
Total points =			100

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

As extra credit is granted throughout the semester for exceptional performance and improvement, grades are NOT rounded up at the end of the semester (for example, an 80.0% and 89.9% both are the equivalent of a “B” grade).

LEARNING RESOURCES

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 CRN...” (use the CRN you're registered for) link on our Laulima page and the page below should open in a new browser. Select the “Read Now” link to access our textbook. Your student account has been charged for the digital rental.

SUBMITTING LATE ASSIGNMENTS

LATE and MISSING work: please submit all assignments by the stated due dates. A zero grade will be entered for missing assignments.

Grace Period: As many of you are very busy, we do have a grace period to submit late assignments in this class. However, to make sure that your oral and written messages are timely and have an audience, you have up **until Saturday at midnight** of each week to complete any late/missing writing or video assignments.

NO LATE/MISSING WORK accepted after the Grace Period stated above nor during the final week of class: Public Speaking and communication requires more than just a speaker. Submitting work more than a week late or in the last week of class does not allow for an audience to view your work nor provide feedback.

CLASS SCHEDULE:

Week	Chapters	#	Assignments	Due Dates	
Week 1	Chapter 1: The Communication Process	-	Self-Introduction and Flip Test	Mon.	10/16/23
		1.1	Quiz #1 (Ch.1)	Tues.	10/17/23
		1.2	Discussion Forum #1		
		1.3	Flip #1	Thurs.	10/19/23
		1.4	Peer Feedback and Self-Critique #1	Sun.	10/22/23
Week 2	Chapter 2: Communication, Perception and the Self	2.1	Quiz #2 (Ch. 2)	Tues.	10/24/23
		2.2	Discussion Forum #2		
		2.3	Flip #2	Thurs.	10/26/23
		2.4	Peer Feedback and Self-Critique #2	Sun.	10/29/23
Week 3	Ch 6 & 7 Interpersonal Communication	3.1	Quiz #3 (Ch. 6 & 7)	Tues.	10/31/23
		3.2	Discussion Forum #3		
		3.3	Flip #3	Thurs.	11/2/23
		3.4	Peer Feedback and Self-Critique #3	Sun.	11/5/23
Week 4	Chapter 10 & 13: Developing Your Informative Speech	4.1	Quiz #4 (Ch. 10 & 13)	Tues.	11/7/23
		4.2	Informative Speech - Outline		
		4.3	Informative Speech - Video	Thurs.	11/9/23
		4.4	Peer Feedback and Self-Critique #4	Sun.	11/12/23
Week 5	Chapter 3: Nonverbal Communication	5.1	Quiz #5 (Ch. 3)	Tues.	11/14/23
		5.2	Discussion Forum #4		
		5.3	Flip #4	Thurs.	11/16/23
		5.4	Peer Feedback and Self-Critique #5	Sun.	11/19/23
Week 6	Chapter 4: Language	6.1	Quiz #6 (Ch. 4)	Tues.	11/21/23
		6.2	Discussion Forum #5		
		6.3	Flip #5	FRI.	11/24/23
		6.4	Peer Feedback and Self-Critique #6	Sun.	11/26/23
Week 7	Chapter 15: Invitational Speaking	7.1	Quiz #7 (Ch. 15)	Tues.	11/28/23
		7.2	Invitational Speech - Outline		
		7.3	Invitational Speech - Video	Thurs.	11/30/23
		7.4	Peer Feedback and Self-Critique #7	Sun.	12/3/23
Week 8	Ch. 5 Listening	8.1	Quiz #8 (Ch. 5)	Tues.	12/5/23
		8.2	Flip #6	Thurs.	12/7/23

ACADEMIC INTEGRITY

ALL 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.

Do **NOT copy ANYTHING** from the internet and do not use programs such as ChatGPT to write your assignments.

In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s):

- Students will be asked to withdraw from the course.
- If the student refuses to do so, the student will receive a failing grade for the semester and the case of academic dishonesty will be referred to the Vice Chancellor for Student Affairs.

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, 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

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/

COURSE TECHNOLOGY

As you know, this course is delivered in Lulima as a Learning Management system; 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](#))
- [Flip](#) is used for some of the discussion activities ([Flip Accessibility Statement](#), [Flip 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 Laulima.

Technical Support

- [UH ITS Computer Help Desk](#) – email 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](#)

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