SP-251 PRINCIPLES OF EFFECTIVE PUBLIC SPEAKING (WI)
3 credits (CRN 61431 / 61432 / 61433)
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 a time to meet via
Zoom this semester).
    Jeff's Personal Zoom Meeting Room
    https://hawaii.zoom.us/j/2277682755
    Meeting ID: 227 768 2755
EMAIL: jbho@hawaii.edu
EFFECTIVE DATE: FALL 2023 (08/21-10/13)

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 Writing Conference this semester. As this is an online asynchronous class, the conference can also be done online and asynchronously throughout the semester as well; however, you must reply to feedback and correct errors in a timely manner. Please see our Laulima course page for complete details.

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 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!

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 individual conference this semester. Conferences can be done either synchronously via Zoom (just email me to schedule a short appointment), or asynchronously via the Laulima discussion forum (address and correct all highlighted errors for three writing assignments).

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.

Learning Activities & Assignments	Points	Min. Word Count	Writing Points
Flip Test Video - Attention Getter	1	0	0
Essays x 4	16	1600	16
Flip Videos x 4	12	0	0
Peer Feedback and Self-Critiques x 7	14	1400	14
Informative Speech Outline	5	500	5
Informative Speech Video	10	0	0
Persuasive Speech Outline	5	500	5
Persuasive Speech Video	10	0	0
Invitational Speech Outline	5	500	5
Invitational Speech Video	10	0	0
Commemorative Speech Manuscript	3	300	3
Commemorative Speech Video	7	0	0
Individual Writing Conference	2	0	0
Total =	100	4800	48

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 Public Speaking* (6th ed.). National Geographic. The text will be delivered via the Laulima learning platform. Look for the tab "TEXTBOOK CRN…" (use the CRN number for the section you enrolled in) on the left side of your Laulima course screen. Select the Textbook option, click "Read Now" and your book should open in your browser. Please contact me if you are unable to access your textbook.

COURSE CALENDAR

	Topics & Chapters Covered	#	Learning Activities & Assignments	Due Dates	
WEEK #1	Ch. 1: Why Speak in Public? Ch. 4: Your Audience and Speaking Environment	-	Flip Test Video - Attention Getter	Mon.	8/21/2023
		1.1	Essay #1	Tues.	8/22/2023
		1.2	Flip Video #1	Thurs.	8/24/2023
		1.3	Peer Feedback and Self-Critique #1	Sun.	8/27/2023
WEEK #2	Ch. 3: Developing Your Speech Topic and Purpose; Ch. 7: Organizing and Outlining Your Speech	2.1	Essay #2	Tues.	8/29/2023
		2.2	Flip Video #2	Thurs.	8/31/23
		2.3	Peer Feedback and Self-Critique #2	Sun.	9/3/2023
WEEK #3	Ch. 8: Introductions and Conclusions; Ch. 12: Informative Speaking	3.1	Informative Speech Outline	Tues.	9/5/2023
		3.2	Informative Speech Video	Thurs.	9/7/2023
		3.3	Peer Feedback and Self-Critique #3	Sun.	9/10/2023
WEEK #4	Ch. 15: Persuasive Speaking	4.1	Essay #3	Tues.	9/12/2023
		4.2	Flip Video #3	Thurs.	9/14/2023
		4.3	Peer Feedback and Self-Critique #4	Sun.	9/17/2023
WEEK #5	Ch. 5: Gathering Supporting Materials	5.1	Persuasive Speech Outline	Tues.	9/19/2023
		5.2	Persuasive Speech Video	Thurs.	9/21/2023

		5.3	Peer Feedback and Self-Critique #5	Sun.	9/24/2023
WEEK #6	Ch. 13: Invitational Speaking	6.1	Essay #4	Tues.	9/26/2023
		6.2	Flip Video #4	Thurs.	9/28/2023
		6.3	Peer Feedback and Self-Critique #6	Sun.	10/1/2023
WEEK #7	Ch. 13: Invitational Speaking	7.1	Invitational Speech Outline	Tues.	10/3/2023
		7.2	Invitational Speech Video	Thurs.	10/5/2023
		7.3	Peer Feedback and Self-Critique #7	Sun.	10/8/2023
WEEK #8	Ch. 16: Speaking on Special Occasions	8.1	Commemorative Speech Manuscript	Tues.	10/10/2023
		8.2	Commemorative Speech Video	Thurs.	10/12/2023
		8.3	Individual Writing Conference	Fri.	10/13/2023

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.

PLEASE NOTE: The Laulima class site will be unpublished and no longer accessible after **12pm (noon) on the last day of class**. Be sure to take good notes over the course!

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.

COURSE TECHNOLOGY

As you know, this course is delivered in Laulima as a Learning Management system; please also be aware that Laulima
- 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 Laulima 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 Laulima 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](#)

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 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

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/

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