



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

## **SP 151, Personal and Public Speech**

3 credits (CRN 64361)

MW 9:30 – 10:45am

**INSTRUCTOR:** Michelle Johnson Blimes

**OFFICE HOURS:** By appointment

**EMAIL:** mjblimes@hawaii.edu

**EFFECTIVE DATE:** Fall 2024

### **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.

## COURSE TASKS AND GRADING

Class Participation	10%
Chapter Quizzes	20%
Daily Researcher	20%
Informational Speech	20%
Invitational Speech	20%
Group Persuasive Speech	10%

### Grading Scale

Excellent A (90-100)

Above Average B (80-89)

Average C (70-79)

Minimal Passing D (60-69)

Failure F (0-59)

**Participation:** Due to the nature of a speech course, participation is necessary. Class discussions, student involvement, in-class activities, and impromptu assignments are regarded as participation.

**Chapter Quizzes:** Student should keep up with assigned reading and complete chapter quizzes on Canvas prior to class each week (due dates available on Canvas). Quizzes are open book and can be retaken until the due date. After the due date, 5% will be deducted for each day late.

**Daily Researcher:** Over the course of the semester, students will be assigned to find and present research on the current week's topic. Students will submit a one page summary of the research and present the research in class. Assignment details can be found on Canvas.

**Speeches:** Students will present three speeches over the course of the semester: Informative, Invitational, and Group Persuasive. Assignment details can be found on Canvas.

## 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

## LEARNING RESOURCES

Required textbook for this course: Griffin, C. (2017). Invitation to Human Communication (2nd ed.). National Geographic.

## ADDITIONAL INFORMATION

**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.

**Late Assignment Policy:** 5% is deducted from assignment grade for each day assignment is late. Students needing to waive the late deduction due to illness, emergency, etc. should check in with instructor (prior to the due date, if possible)

**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 insure that their mailboxes are not saturated and are able to receive new messages.”

**Cell Phones and Other Electronic Devices:** Before attending class, turn to silent and put away all cell phones and other portable electronic devices that can ring and disrupt the class

## 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:

Madoka (Doka) Kumagai, Confidential Advocate  
 Phone: (808) 348-0663 (cellular)  
 Phone: (808) 956-6084 (office)  
 Email: kumagaim@hawaii.edu

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/](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: Alaka‘i 121

- Phone: (808) 235-7422

### Class Schedule

	<b>Topic</b>	<b>Assignments</b>
Week 1	Course Introduction The Communication Process	Read Chapter 1 and Quiz
Week 2	Communication, Perception, and the Self	Read Chapter 2 and Quiz
Week 3	Nonverbal Communication	Read Chapter 3 and Quiz Daily Researcher
Week 4	Language	Read Chapter 4 and Quiz Daily Researcher
Week 5	Listening	Read Chapter 5 and Quiz Daily Researcher
Week 6	Developing and Delivering your Speech	Read Chapter 10 and 12 and Quiz
Week 7	Informative Speaking	Read Chapter 13 and Quizzes
Week 8	<b>Informative Speeches</b>	Submit Speech Outline
Week 9	Understanding Interpersonal Communication	Read Chapter 6 and Quiz Daily Researcher
	<b>SPRING BREAK</b>	
Week 10	Improving Interpersonal Communication	Read Chapter 7 and Quiz Daily Researcher
Week 11	Invitational Speaking	Read Chapters 11 and 15 and Quizzes
Week 12	<b>Invitational Speeches</b>	Submit speech outline
Week 13	Foundations of Communication in Groups and Teams	Read Chapter 8 and Quiz Daily Researcher
Week 14	Communication Effectively in Groups and Teams	Read Chapter 9 and Quiz Daily Researcher
Week 15	Gathering and Developing Materials and Persuasive Speaking	Read Chapter 11 and 14 and Quiz

Week 16	<b>Group Persuasive Speeches</b> What? So What? Now What?	Submit speech outline