

SPEECH 151: PERSONAL AND PUBLIC SPEECH

Halawa Correctional Center – Education Center

Halawa, Oahu, Hawaii

Monday, Tuesday & Thursday 3:00pm – 4:15pm

January 9 - May 2, 2024

Instructor: Kaahu Alo

Email: kaahualo@hawaii.edu

Office Hours: Upon request

Telephone: (808) 235-7354

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 O'ahu's Ko'olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment – inspiring students to excellence.

COURSE DESCRIPTION

SP 151 introduces students to develop communication skills necessary to function effectively in today's society. Students will enhance their communication skills in one-on-one situations, public speaking, and small group situations. Models and concepts are used to explain the speech act. Prerequisite - placement in English 21 or higher.

STUDENT LEARNING OUTCOMES

1. Choose and narrow a topic appropriately for the audience and occasion.
2. Communicate the thesis/specific purpose in a manner appropriate for audience and occasion.
3. Provide appropriate supporting material.
4. Use an organizational pattern appropriate to topic, audience, occasion, and purpose.
5. Use effective language.
6. Use vocal variety in rate, pitch, and intensity to heighten and maintain interest.
7. Use appropriate pronunciation, grammar, and articulation.
8. Use physical behaviors that support the verbal message.

To provide flexibility to adapt to particular needs or circumstances, the instructor reserves the right to deviate from the course outcomes, to add or omit tasks, and to adjust grades or points as the circumstances of the particular situation justify.

COURSE CONTENT

Concepts or Topics

- **Communication Models**
- **Topic Selection**
- **Audience Analysis**
- **Listening and Responding**
- **Organizational Methods**
- **Nonverbal Communication**
- **Verbal Communication**
- **Persuasion**
- **Methods of Speaking**

LEARNING RESOURCES

1. Textbook: Dunn, D. M., and L. J. Goodnight. *Communication: Embracing difference*. 4th ed. Boston, MA: Allyn & Bacon, 2014.

STUDENT CONTRIBUTIONS

Academic Integrity: The Code of Student Conduct states that academic dishonesty includes both cheating and plagiarism. Plagiarism is, but is not limited to, “the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” Word-for-word copying of another’s work without the use of quotation marks and the citation of the source, paraphrasing another person’s ideas without proper citation of the source, lack of reference to the sources (i.e., reference pages) from which the information was obtained, and misleading citations are all considered plagiarism.

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.

Deductions for unexcused absences: Attendance will be regularly recorded. For every unexcused absence, your overall grade will be lowered by **5 points** per absence.

Deductions for tardiness: If students are 15 minutes late to class, they will be marked as late. For every two classes that a student is marked late, it will equal to one unexcused absence. It is encouraged that students come to class on time.

Assignments: All assignments must be typed and double-spaced with one-inch margins on the left, right, top, and bottom of each page to receive credit. Please use Times New Roman as a standard font type. *A hard copy of assignments is required. Emailed assignments and handwritten assignments will NOT be accepted unless stated by the instructor.*

COURSE TASKS

Exams: Exams are used to reflect your knowledge of course content based on participation in class, presentations, and homework assignments. There are no make-up examinations. If you are not able to take the exam on the assigned date, you must make arrangements with the instructor prior to the exam date.

Exam Policy: If the first student leaves upon finishing an exam, every student who enters the classroom after receives a zero. Come to class on time.

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.

Impromptu: Students will be randomly selected to provide an impromptu speech about topics (current event, controversial issue, etc.) in relation to the topic of discussion. If you are absent on an impromptu day, there will be no make-up participation.

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.

Assignment	Points Possible
Impromptu Speeches	45
Introductory Speech	15
HW assignments (3)	60 (20 points each)
Informative Presentation	100 (75 presentation, 25 outline)
Persuasive Presentation	100 (75 presentation, 25 outline)
Self-Evaluations (2)	30 (10 points informative; 20 persuasive)
Group Activities (2)	50 (25 points each)
Participation	50
Exams (2)	100 (50 points each exam)
Total Points	550 points

Excellent	A (495-550)
Above Average	B (440-494)
Average	C (385-439)
Minimal Passing	D (330-384)
Failure	F (0-329)

Points and assignments are subject to change

DISABILITIES ACCOMODATION STATEMENT

MODES OF INSTRUCTION:

Lecture presentation slides and notes, assigned readings, worksheets, participation, personal reflection, community field observations. Although the main concepts in psychological adjustment will be covered, not all important information from your text will be discussed in class presentations, notes, and assignments. The text, course activities, and lecture resources are mutually complementary; meaning they overlap. Students are responsible for information presented in all domains.

REQUEST FOR Cr/N GRADES:

Requests for Credit/No Credit grades, as opposed to the traditional A-F grades, must be made by the official withdrawal date (approximately mid-semester; see calendar for date) directly through your counselor.

LATE WORK:

As stated in “Course Tasks, C - E,” late assignments are generally not be accepted, and are heavily penalized if accepted. If you foresee you may be unable to come to class, you may submit assignments on an earlier date or have a classmate hand it in for you. Emailed assignments will not be accepted. With that said, under special circumstances and with prior approval from your instructor, late work may occasionally be accepted with a strict 50% point penalty. Your instructor reserves the right to rescind this exception at any time.

RELEASE or TRANSFER:

I realize the possibility of immediate release or transfer to another facility is possible and not within your control. If you are being released or transferred to a place you are certain has internet access and you have the ability to gain weekly access to the internet for extended periods of time, it may be possible to continue the course online. This contingency will be considered ONLY under the following conditions:

- 1) You have already completed at least 50% of the course at Halawa;
- 2) You have already completed the first two exams and scored a “C” or higher;
- 3) You had a “B” or higher for your mid-semester grade assessment;
- 4) You contact the instructor via email within one week of transfer/discharge;
- 5) Any additional conditions as deemed appropriate by the instructor and/ or WCC counselor.

If any of these conditions cannot be met, it is my recommendation that your WCC counselor withdraw you from the course. It is our wish to set you up for success in your higher education goals. These conditions are in place to ensure successful completion of the course and to prevent us from inadvertently setting you up for failure.

DISABILITIES ACCOMODATION STATEMENT

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 Jacqueline Noa-Cameron for accommodations arrangements.

SEX DISCRIMINATION & 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:

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/

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.

Students can upload papers Google Docs to have papers checked for authenticity, highlighting where the paper potentially fails to appropriately reference sources.

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.