IS 103/SPEECH 151 Frosh Cohort Learning Community
Tuesday and Thursday 8:30 am - 11:15 am
Hale Manaleo 111
Fall 2018

<table>
<thead>
<tr>
<th>Interdisciplinary Studies 103: Introduction to College (63403)</th>
<th>Speech 151: Personal and Public Speech (64050)</th>
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<tbody>
<tr>
<td><strong>Instructor:</strong> Ashley-Michelle Tilton</td>
<td><strong>Instructor:</strong> Audrey Mendoza Badua</td>
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<tr>
<td><strong>Office Location:</strong> Hale La‘akea 234</td>
<td><strong>Office Location:</strong> Hale Manaleo 107</td>
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<td><strong>Office Hours:</strong> MWF 8:30-9:30am, by appointment</td>
<td><strong>Office Hours:</strong> By appointment</td>
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<tr>
<td><strong>Phone:</strong> (808) 235-7383</td>
<td><strong>Phone:</strong> (808) 236-9221</td>
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<tr>
<td><strong>Email:</strong> <a href="mailto:amtilton@hawaii.edu">amtilton@hawaii.edu</a></td>
<td><strong>Email:</strong> <a href="mailto:amendoza@hawaii.edu">amendoza@hawaii.edu</a></td>
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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 DESCRIPTIONS:

**IS 103**
This course is designed to orient first-time students to a college setting. Students will learn (1) the tools, techniques, methods, procedures, processes, skills, resources, and attitudes for success; (2) the programs and services of a postsecondary institution of higher education; and (3) to design a personal, comprehensive, postsecondary academic plan.

**SPEECH 151**
Speech 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:
The student learning outcomes for the course are that students will:
1. Identify personal characteristics (e.g., learning styles, strengths & weaknesses, etc.) and analyze how these impact decision-making and success.
2. Analyze those factors which impact their relationships with others and articulate strategies and skills to encourage strong relationship building.
3. Identify college policies and resources related to students.
4. Practice learning strategies (e.g., note-taking, time management, test-taking, etc.) to increase success in college coursework.
5. Describe the principles and processes of human communication.
6. Compare and contrast differences between interpersonal, intrapersonal, and public speaking.
7. Demonstrate and evaluate effective verbal and nonverbal communication.
8. Appropriately adapt communicative messages to the self and to others.
9. Demonstrate effective listening skills.

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.

LEARNING RESOURCES:
1. Textbooks:
   IS 103:
   SP 151:

2. Materials posted on Laulima: Syllabus, assignments, class materials, and announcements will be distributed to the class via Laulima. It is your responsibility to regularly check your Laulima account. Log in using your UH username and password. Please check your email frequently as the instructors often send information via email. The address for accessing Laulima is: https://laulima.hawaii.edu/portal

3. MySuccess: Access MySuccess to schedule appointments with faculty and resources on campus. MySuccess is accessible through the MyUH portal: myuh.hawaii.edu

4. Located below is a website to help with research, APA format & citations, and library resources. http://manoa.hawaii.edu/researchbase/

REQUIRED MEETINGS OUTSIDE OF CLASS:
Scavenger hunt
Students will complete a scavenger hunt throughout the semester during their own time. Class time will not be allotted for this activity.

Campus Involvement
Students are required to actively participate in campus events throughout the semester. A list of approved campus events for this assignment will be distributed in class. Campus events not listed will need approval by the instructor.

STUDENT CONTRIBUTIONS
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.
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.

Unexcused Absences
Absolutely no make-ups will be given for unexcused absences resulting in a missed speech performance, examination, or in-class activity. If there is a prior engagement, notify your instructor and discuss your situation.

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 10 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. Some assignments will also be submitted via Laulima. Emailed assignments and handwritten assignments will NOT be accepted unless stated by the instructor.

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.”

Cellular/Digital Phones and Other Electronic Devices: Before attending class, turn off all cellular/digital phones and other portable electronic devices that can ring and disrupt the class. You will not receive participation points for the day if you are using your cell phone. During examinations, using or the act of looking at your phone will be considered cheating and appropriate disciplinary action will be taken.

ASSIGNMENT AND GRADE BREAKDOWN
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 these courses, participation is necessary. Class discussions, student involvement, in-class activities, and improtute assignments are regarded as participation.

Impromptu: Students will be randomly selected to provide an impromptu speech to help build on presentation skills. If you are absent on an impromptu day, there will be no make-up participation regardless of the reason for your absence.

Extra Credit: Extra credit opportunities are under the discretion of the instructor.
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. *Individual assignment instructions and expectations will be distributed in class throughout the semester.*

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<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Grade Breakdown</th>
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<tr>
<td>Attendance and Participation</td>
<td>50</td>
<td>Letter grades are determined based on the total points earned throughout the semester:</td>
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<tr>
<td>Unexcused Absences</td>
<td>-5 points each day</td>
<td>Excellent A: 945-1050</td>
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<tr>
<td>IS 103</td>
<td></td>
<td>Above Average B: 840-944</td>
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<tr>
<td>In-Class Assignments, Activities, and Journal Reflections</td>
<td>150 (points per assignment will depend on number assigned)</td>
<td>Average C: 735-839</td>
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<td>Mock Interview</td>
<td>50 (30 interview, 20 resume)</td>
<td>Minimal Passing D: 630-734</td>
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<td>Free Money Project</td>
<td>100 (25 participation, 75 scholarship application: personal statement, FAFSA, etc )</td>
<td>Failure F: Below 630</td>
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<td>Shark Tank: Business/Career Pitch</td>
<td>100 (50 presentation, 25 outline/materials, 25 self/group evaluation)</td>
<td><em>Please do not ask if you can turn in late work or raise your grade the last two weeks of the semester. It is your responsibility to keep track of your progress throughout the entire semester.</em></td>
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<tr>
<td>Portfolio Poster</td>
<td>50 (15 poster, 15 self-reflection, 20 participation)</td>
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<td>Final Exam</td>
<td>50</td>
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<td>SP 151</td>
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<tr>
<td>Impromptu Speeches</td>
<td>45</td>
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<tr>
<td>Introductory Speech</td>
<td>15</td>
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<td>Homework Assignments (3)</td>
<td>60 (20 points each)</td>
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<tr>
<td>Informative Presentation</td>
<td>100 (75 presentation, 25 outline)</td>
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<td>Persuasive Presentation</td>
<td>100 (75 presentation, 25 outline)</td>
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<td>Self Evaluations (2)</td>
<td>30 (10 informative, 20 persuasive)</td>
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<td>Group Activities</td>
<td>50</td>
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<tr>
<td>Exams (2)</td>
<td>100 (50 points each)</td>
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<tr>
<td><strong>Total Points</strong></td>
<td><strong>1050</strong></td>
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ADDITIONAL INFORMATION:

My Success: At Windward Community College we want every student to be successful. MySuccess is a UH System-wide effort that seeks to support students early in the semester when they first begin experiencing difficulty in class. If I feel that you are having difficulty in my class (e.g., missing class, missing assignments, or low test scores) I will work with you and your assigned counselor to address your challenges. Once referred, MySuccess will:

- Call you and send an email to your Hawaii.edu account to let you know about my referral; and
- Have your counselor follow up with you to find out what kinds of help you might need and connect you with the necessary resources to help you devise a strategy for success.

DISABILITIES ACCOMMODATION 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 the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.

COURSE POLICIES AGREEMENT

I have read and reviewed my IS 103 and SP 151 syllabus and course policies. By signing this document, I acknowledge not only that I understand the policies and requirements of this course, but also that I understand the consequences of not following these policies. By not signing this document, I agree that I have not read the syllabus.

__________________________            Date: ______________
Print Name

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