SPEECH 251 PRINCIPLES OF EFFECTIVE PUBLIC SPEAKING (3)

Monday & Wednesday
11:30 – 12:45 AM
Hale Manaleo 111
Spring 2018
(62111)

Instructor: Lucille-Michi Gilbert  Email: Lucille.Gilbert@hawaii.edu (also Lmtakeda@hawaii.edu)
Office: Hale Manaleo 121  Office Hours: Monday & Wednesday 10:30 – 11:30am, or by appointment

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.

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- Credit for ENG 100 or SP 151.

Activities Required at Scheduled Times Other Than Class Times: Two Conferences
The first conference must be scheduled by the 8th week of the semester and the second conference must be scheduled by the last week of school

STUDENT LEARNING OUTCOMES

1. Demonstrate correct usage of relevant concepts, theories, and principles of effective public communication.
2. Analyze the ethical implications of speaking and being an attentive audience member.
3. Select appropriate and effective speech topics.
4. Conduct quality research and gather supporting material for various types of public speeches.
5. Critique and provide constructive feedback to public speakers.

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. 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 instructor often sends information via email. The address for accessing Laulima is: https://laulima.hawaii.edu/portal.

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

3. Links to assist you
   - Critically analyzing information sources http://www.library.cornell.edu/olinuris/ref/research/skill26.htm
   - Purdue OWL: APA Formatting and Style Guides http://owl.english.purdue.edu/owl/
   - APA Style http://www.apastyle.org/

4. I highly suggest you visit the Speech Lab and Writing Center for help and assistance with assignments.

COURSE CONTENT

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

COURSE POLICIES

PUNCTUALITY

Be on time and ready to learn.

Students who are tardy on their assigned presentation day will not present.

Tardiness after the 15 minutes will be marked as an absence. Absent students do not present.

GAIN EXPERIENCE

Experience is important. Every class has an activity, a discussion, or assignment that provide you interpersonal, group, or public speaking experiences.

After three excused/unexcused absences, the lack of experience and participation will be represented in the grade. Every week, the class meets for two days. Missing three days is equivalent to missing a week and a half of classes. Absences of two weeks or more will results in decrease of experience and participation in the class.

EXCUSED ABSENCES

If an absence occurs, please ensure all bases are covered for it to be recognized as excused. Gain any sort of relevant documentation (e.g. doctor’s note, receipt, legal excuse or obligation etc.) & make-up assignments or presentations will be considered.

Early exams will not be given unless approved by the instructor for extreme or unforeseen circumstances. The instructor will prepare exams accordingly for those with a valid excuse.

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.
ASSIGNMENT SUBMISSIONS

All submitted papers should be hard copy. Submissions online via email will not be accepted. Turn in on time. Late work will not be accepted. Do not request time to print assignment on due date.

Submission Format
Be sure to follow MLA guidelines:
• Complete Sentences!
• Name, Class, Date & Assignment Title
• Times New Roman or Cambria, 12pt Font
• In-text citations & separate Work Cited page
• Outline Format, indents, A. , I, i, a, etc.
• One-inch margins on the left, right, top, & bottom of each page

WRITING INTENSIVE 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.

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.

ASSESSMENT TASKS AND GRADING

1. Slam Poetry ________________ 100 Points
   a. Presentation (25)
   b. Reflection (50)
   c. Transcript (25)

2. Comedian Joke ________________ 100 Points
   a. Presentation (25)
   b. Reflection (50)
   c. Transcript (25)

3. Collegiate Colloquium __________ 140 Points
   a. Presentation (70)
   b. Outline (50)
   c. Self-Evaluation (20)

4. Political Advocate ______________ 160 Points
   a. Presentation (90)
   b. Outline (50)
   c. Self-Evaluation (20)

5. Panel Discussion Expert __________ 200 Points
   a. Presentation (100)
   b. Outline (50)
   c. Self-Evaluation (25)
   d. Group Member Evaluation (25)

6. A Piece of Me ________________ 50 Points
   a. Presentation (25)
   b. Reflection (25)

7. Ode to You ___________ 100 Points
   a. Presentation (50)
   b. Transcript (50)

8. Commemorative Speech __________ 100 Points
   a. Presentation (50)
   b. Transcript (50)

9. Experience & Participation 50 Points

10. Total ____________ 1000 Points

Extra Credit Opportunities are not an alternative to missed classes or assignments and will not be considered for extra credit.

Written assignments is 40% or more of the course grade. Writing Intensive courses require written assignments total to 16 pages.
Calendar
*Subject to Change

In any writing intensive course, a conference with the instructor is mandatory, scheduling will be determined mid-semester.

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<th>Week 1</th>
<th>Jan 8</th>
<th>Syllabus</th>
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<td>Jan 10</td>
<td>What Can I do as a Speaker? Assignment: Slam Poetry</td>
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<td>Jan 17</td>
<td>Presentation: Slam Poetry Due: Transcript “Slam Poetry”</td>
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<td>Week 2</td>
<td>Jan 15</td>
<td>NO SCHOOL – MARTIN LUTHER KING JR. DAY</td>
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<td>Jan 22</td>
<td>Assignment: Comedian Joke Due: Self-Evaluation “Slam Poetry”</td>
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<td>Jan 29</td>
<td>Presentation: Comedian Joke Due: Transcript “Comedian Joke”</td>
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<td>Jan 31</td>
<td>Assignment: Collegiate Colloquium Due: Self-Evaluation “Comedian Joke”</td>
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<td>Week 4</td>
<td>Feb 5</td>
<td>Outlining &amp; Plagiarism</td>
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<td>Feb 7</td>
<td>Apprehension &amp; Anxiety Due: Outline “College Colloquium”</td>
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<td>Week 5</td>
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<td>Presentation: Collegiate Colloquium</td>
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<td>Feb 21</td>
<td>Assignment: Political Advocate Due: Self-Evaluation “College Colloquium”</td>
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<td>Week 7</td>
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<td>Feb 28</td>
<td>Persuasion &amp; Fallacies Due: Outline “Political Advocate”</td>
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<td>Week 8</td>
<td>Mar 5</td>
<td>Presentation: Political Advocate</td>
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<td>Social Judgment Theory Due: Self-Evaluation “Political Advocate”</td>
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<td>Mar 14</td>
<td>Assignment: Panel Discussion Expert</td>
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<td>Week 10</td>
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<td>Mock Panel Discussion</td>
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<td>Week 11</td>
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<td>Week 12</td>
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<td>Presentation: Panel Discussion Due: Outline “Panel Discussion”</td>
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<td>Week 13</td>
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<td>Assignment: A Piece of Me Due: Self-Evaluation &amp; Group Member Evaluation “Panel Discussion”</td>
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<td>Presentation: Ode to You Due: Transcript “Ode to You”</td>
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<td>Presentation: Ode to You Assignment: Commemorative</td>
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<td>Commemorative Workshop</td>
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<td>Presentation: Commemorative Due: Transcript “Commemorative”</td>
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