SPEECH 151: PERSONAL AND PUBLIC SPEECH

Course Location and Time:
TR; 2:30pm to 3:45pm
Hale Manaleo 111
CRN: 62381

Instructor: Jeffrey Ho                     Email: jbho@hawaii.edu
Office: Hale Manaleo 106                  Phone: 236-9292 (e-mail preferred)
Office Hours: Mon. 3:30-5:30pm; Wed. 12:00-1:00pm; Thurs. 12:00-1:00pm; or, please e-mail
to schedule an appointment outside of the hours listed.

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 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

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.

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, Topics, Skills and Competencies

<table>
<thead>
<tr>
<th>Communication Models</th>
<th>Topic Selection</th>
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<tbody>
<tr>
<td>Audience Analysis</td>
<td>Listening and Responding</td>
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<tr>
<td>Organizational Methods</td>
<td>Nonverbal Communication</td>
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<tr>
<td>Verbal Communication</td>
<td>Persuasion</td>
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<tr>
<td>Methods of Speaking</td>
<td>Interpersonal &amp; Intrapersonal Communication</td>
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</tbody>
</table>

LEARNING RESOURCES

1. **Required textbook for this course:** Griffin, C. (2017). *Invitation to Human Communication* (2nd ed.). National Geographic. (Here is a link to Cengage’s site where you can rent or purchase and electronic copy for a reasonable amount: [https://www.cengage.com/e/invitation-to-human-communication-national-geographic-2e-griffin#compare-options-banner](https://www.cengage.com/e/invitation-to-human-communication-national-geographic-2e-griffin#compare-options-banner))

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

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

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.

**Unexcused Absences**

Absolutely no make-up work is allowed for assignments missed due to unexcused absences. You will receive a score of “0” (zero) for any missed speech, examination, group presentation, or in-class activity due to an unexcused absence. If there is a prior engagement, notify your instructor and discuss your situation.

**Deductions for unexcused absences.** Attendance will be regularly recorded. You are allowed 3 (THREE) UNEXCUSED absences for this semester. For every unexcused absence thereafter, 5 points (or, 5% of the total course grade) will be deducted from your overall grade at the end of the semester.

**Deductions for tardiness.** If students are 15 minutes late to class or if they leave class 15 minutes or earlier before class ends, they will be marked as absent.

**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.

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**COURSE TASKS**

**Quizzes and Exams:** Course quizzes and 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.*
**Participation**: Due to the nature of a speech course, participation is necessary. Class discussions (including online discussion forum posts), student involvement, in-class activities, and impromptu assignments are regarded as participation.

**Impromptu Speaking**: 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.

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.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
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<tbody>
<tr>
<td>Personal Artifact and Impromptu Speeches (3)</td>
<td>5</td>
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<tr>
<td>Homework Assignments (11)</td>
<td>15</td>
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<tr>
<td>Group Presentations (3)</td>
<td>15</td>
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<tr>
<td>Informative Speech</td>
<td>20</td>
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<td>Persuasive Speech</td>
<td>20</td>
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<tr>
<td>Exam #1</td>
<td>20</td>
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<tr>
<td>Exam #2</td>
<td>5</td>
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<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
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Excellent A (90-100)
Above Average B (80-89)
Average C (70-79)
Minimal Passing D (60-69)
Failure F (0-59)

**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.*
<table>
<thead>
<tr>
<th>Week</th>
<th>TR Date</th>
<th>Topic</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>1</td>
<td>9-Jan</td>
<td>Course Introduction</td>
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<td></td>
<td>11-Jan</td>
<td>The Communication Process (Ch. 1)</td>
<td>Read Ch. 1</td>
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<td>Activity: The Cog</td>
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<td>1/12/18 – Last Day for 100% Refund</td>
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<td>2</td>
<td>16-Jan</td>
<td>Personal Artifact Presentations</td>
<td>Read Ch. 2</td>
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<td>18-Jan</td>
<td>Communication, Perception, and the Self (Ch. 2)</td>
<td>HW#1 - Three Great Questions Read Ch. 3</td>
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<td>Activity: Interviewing Skills Wanted!</td>
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<td>3</td>
<td>23-Jan</td>
<td>Nonverbal Communication (Ch. 3)</td>
<td>HW#2 - Let’s Go Shopping!</td>
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<td>25-Jan</td>
<td>Language (Ch. 4)</td>
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<td>Activity: The Power of Words</td>
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<td>Group #1 Meeting</td>
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<td>4</td>
<td>30-Jan</td>
<td>Group #1 Presentations (Ch. 2-4)</td>
<td>Read Ch. 5</td>
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<td>1-Feb</td>
<td>Listening (Ch. 5)</td>
<td>HW#3 - Your Playlist Read Ch. 6&amp;7</td>
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<td>Activity: Narratives of Popular Music</td>
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<td>2/1/18 – Last day for 50% Refund; Last Day to Withdraw without a “W” Grade</td>
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<td>5</td>
<td>6-Feb</td>
<td>Understanding Interpersonal Communication (Ch. 6)</td>
<td>HW#4 - Hypothetical Situations Read Ch. 8&amp;9</td>
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<td>8-Feb</td>
<td>Improving Interpersonal Communication (Ch. 7)</td>
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<td>Activity: The Other Side</td>
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<td>6</td>
<td>13-Feb</td>
<td>Group #2 Presentations (Ch. 5-9)</td>
<td>HW#5 - Answer Key</td>
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<td>15-Feb</td>
<td>Review for Exam #1 (Ch. 1-9)</td>
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<td>20-Feb</td>
<td>Exam #1 (Ch. 1-9)</td>
<td>Read Ch. 10</td>
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<td>22-Feb</td>
<td>Developing Your Speech Topic and Purpose (Ch. 10)</td>
<td>HW#6 - Matching Interests (Info.) Read Ch. 11</td>
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<td>Activity: Audience Surveys</td>
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<td>8</td>
<td>27-Feb</td>
<td>Gathering and Developing Supporting Materials (Ch. 11)</td>
<td>HW#7 - Research Inventory (Info.) Read Ch. 12&amp;13</td>
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<td>1-Mar</td>
<td>Activity: Impromptu Speech #2</td>
<td>HW#8 - Informative Speech Topics</td>
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<td>Delivering Your Speech (Ch. 12)</td>
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<td>Informative Speaking (Ch. 13)</td>
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<td>Activity: Impromptu Speech #3</td>
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<td>9</td>
<td>6-Mar</td>
<td>Workshop - Informative Speech</td>
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<td>8-Mar</td>
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<td>13-Mar</td>
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<td>15-Mar</td>
<td>Informative Speech</td>
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<td>Week 11</td>
<td>20-Mar</td>
<td>Informative Speeches</td>
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<td>22-Mar</td>
<td>Informative Speeches</td>
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<td>HW#9 - Matching Interests (Per.) Read Ch. 14&amp;15</td>
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<td>Week 12</td>
<td>27-Mar</td>
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<td>29-Mar</td>
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<td>Spring Recess: No Classes</td>
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<td>4/2/18 – Last Day to Withdraw with “W” Grade</td>
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<td>Week 13</td>
<td>3-Apr</td>
<td>Persuasive Speaking (Ch. 14) Invitational Speaking (Ch. 15) Group #3 Meeting</td>
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<td>5-Apr</td>
<td>Group #3 Presentations - Persuasion vs. Invitation</td>
<td>HW#10 - Research Inventory (Per.)</td>
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<td>Week 14</td>
<td>10-Apr</td>
<td>Workshop - Persuasive Speech</td>
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<td>12-Apr</td>
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<td>Week 15</td>
<td>17-Apr</td>
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<td>19-Apr</td>
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<td>Week 16</td>
<td>24-Apr</td>
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<td>26-Apr</td>
<td>Persuasive Speeches</td>
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<td>Week 17</td>
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<td>Review for Exam #2</td>
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SPEECH 151: PERSONAL AND PUBLIC SPEECH

COURSE POLICIES AGREEMENT

I have read and reviewed my Speech 151 syllabus and course policies. By signing this document, I acknowledge that I understand the policies and requirements of this course.

Name (print): ________________________________

Signature: ________________________________  Date: ________________________________