SPEECH 151: PERSONAL AND PUBLIC SPEECH  
Fall 2016 Online Course Syllabus CRNs 20976, 21755, 22065  
University of Hawaii System - Honolulu Community College

Instructor: Barbara Dias  
Contact Info: bndias@hawaii.edu  
Responses within 24-48 hours. Email is delivered directly to my smartphone and is the BEST way to contact me. Please identify yourself by name and CRN. I check my phone often throughout the day. In case of emergency, feel free to text me at (808)352-1580. Again, please identify yourself by name and CRN. I will return your text with a text or phone call as soon as I possibly can.

Office Hours: As this class is online, please email bndias@hawaii.edu for an appointment. We can Skype, Facetime, Google hangout, or talk on the phone. Available on weekends.

Course Websites: McGraw Hill’s Connect linked through Laulima https://laulima.hawaii.edu

Connect Tech Support: 1-800-331-5094  
Tech Support Website: http://mpss.mhhe.com/ available 24 hours a day

This is a distance delivery course with no face-to-face class meetings. You must be self-motivated and follow all directions carefully to succeed in this course. You must also make a commitment to check your UH email daily.

This course utilizes Laulima and McGraw-Hill’s Connect website. Connect allows for web-based assignments and the uploading of your speeches for review. As outlined in this syllabus, assignments will make up a significant portion of your overall course grade.

This syllabus is a contract between the professor and the student. Continuing in this course means that you agree to the terms set forth in this contract.

COURSE DESCRIPTION
This course introduces students to the basic principles of human communication. Perceptual processes, cultural awareness, verbal and nonverbal communication, and effective listening techniques are discussed. Students also receive practice in improving their competency in the areas of informative and persuasive speaking, and in interpersonal and small group communication.

*This course fulfills the graduation Speech requirement for Honolulu Community College’s AA degree, as well as the arts diversification (DA) requirement for UH Manoa. You should check with your specific program for degree fulfillment requirements.

COURSE OBJECTIVES
The content of this course is designed to give you the background to understand and perform a variety of communication skills that will allow you to function more effectively in future situations. By the end of the semester, you should have improved your communication competency (knowledge + skills) in the areas of informative and persuasive speaking, group management and group decision-making, and group presentation skills.
REQUIRED COURSE TEXTS AND MATERIALS


   b. **If you prefer a hard copy book with access to the electronic book also**, you may purchase one at the HCC Bookstore. The hard copy book is *Communication Works* (HCC special edition) by T.K. Gamble & M. Gamble. It is a loose leaf version. The cost is approximately $70-80. Make sure to purchase a new book. The new books include an access code that allows you to access the course’s Connect website. If you purchase a used book, you will not receive the access code allowing you free access to the course’s Connect website. You will then need to pay additional funds ($70-$80) to access the Connect website.

**Note:** You can register in Connect and have access to the electronic book only without a code for a limited time period (typically two weeks).

2. **Laulima** ([https://laulima.hawaii.edu](https://laulima.hawaii.edu)). For this course, you are required to log in to the Connect course through Laulima several times a week. Being too busy with other classes or work, going out of town, or simply neglecting to log in is not an acceptable excuse for not checking Laulima. During the course, time-sensitive messages for you may be left by fellow students or the instructor. One of the speeches assigned in this course if a group speech. Posting messages and responding to messages in your group will need to be done in a timely manner. Remember, communication is key! The only way to improve your communication skills is to practice effective communication. You will also be required to download course materials regularly. The address for accessing Laulima is: [https://laulima.hawaii.edu](https://laulima.hawaii.edu). Log in using your MyUH Portal username and password.

3. **Video recording capability.** There are three major presentations in the course which will need to be video-recorded and uploaded to Connect for both instructor and peer evaluation. A digital camcorder/camera, mobile device, or computer with video-recording capacity will be required to complete the major speaking assignments in this course. The quality of the recording must be clear enough that the instructor can clearly see the speaker’s facial expressions, as well as the full head to fingertip view of the speaker’s body. The recordings will be used as a learning tool for you, as well as your instructor and peers to view and evaluate your presentations. If you do not own any of the above devices with video recording capabilities that enables clear audio/video output of your presentation, you might explore the option of borrowing one from a family member or friend.

**COMPUTING REQUIREMENTS**

This course will be conducted online and will require the following:

- Any of the following operating systems: Windows XP HE 2002 SP2, MS XP Pro 2002, MS Vista Home Premium edition, Windows 7, Windows 8, Mac OS X Snow Leopard 10.6, or Mac OS Lion 10.7
- Internet connection with one of the following Web browsers: Firefox 25+, Internet Explorer 9, 10, or 11, Google Chrome 31+, or Safari 5.x, 6.x, or 7.x (for Mac). Note: Firefox is recommended for Laulima.
- Web plug ins: Flash 11+, Java SE6 or SE7, and Quicktime 7.7+
- Basic computing skills and knowledge of uploading and downloading files (including video) from the internet
- Word Processing Program (Microsoft Word/Works or Open Office Writer)
- Adobe Acrobat Reader
- UH E-mail Account: All e-mails will be sent to your UH e-mail account. **Check your account daily!**

Specific information regarding computer skills, system requirements, and support services can be found at: [http://honolulu.hawaii.edu/distance/index.html](http://honolulu.hawaii.edu/distance/index.html)

**NOTE:** If access to Laulima, Connect, or UH Gmail is compromised due to system-wide technical issues, the instructor will extend due dates on assignments affected. As soon as the affected system(s) are back online, the instructor will email students and post the new due dates on the course website.
STUDENT LEARNING OUTCOMES

Using the National Communication Association (NCA) Public Speaking Competencies guidelines (upon which the HCC Speech Department evaluates student progress), students should be able to:

1. Describe the principles and process of human communication.
2. Explain how self-concept, perception, culture, and gender can influence communication.
3. Explain various principles of interpersonal communication.
4. Choose and narrow a speech topic appropriate for a specific audience and occasion
5. Conduct research and demonstrate different techniques for gathering information and supporting material.
6. Select and employ an appropriate organizational format.
7. Demonstrate effective listening behaviors in interpersonal, group, and public speaking situations.
8. Explain and assess the principles of verbal and nonverbal communication needed for a public presentation.
9. Demonstrate the effective use of visual aids.
10. Explain and demonstrate how to adapt communication styles for interpersonal, group, and public settings.
11. Explain various principles of persuasion and how to design an effective persuasive message.
12. Explain and apply the principles of effective small group communication.
13. Identify various group member roles and different leadership styles.
14. Explain and demonstrate conflict management and assertive communication strategies.

COURSE POLICIES

No Show Policy
Students registered in Distance Education courses must communicate to the instructor by the end of the second day of the semester; otherwise, they may be dropped by the instructor. It is the student's responsibility to notify the instructor of anticipated or unavoidable absences.

Disappearer Policy
Students who have ceased to attend class or never attended class and do not officially drop the class are considered “Disappearers” and may receive an “F” grade if classes are not officially dropped by the deadline. A student who has a justifiable reason for temporarily not attending a class must notify the Instructor or Division Chair or Program Dean. A student who has a justifiable reason for dropping a class must do so before the deadline. Students registered in Distance Education courses who have ceased to communicate or never communicated with their instructor since the first day of the semester and do not officially drop the class are also considered “Disappearers” and may receive an “F” grade if classes are not officially dropped by the deadline. A student who has a justifiable reason for not communicating with an instructor must notify the instructor or Division Chair or Program Dean. A student who has a justifiable reason for dropping a class must do so before the deadline.

Student ACCESS
Web Site: http://honolulu.hawaii.edu/disability

Student ACCESS provides coordinated services to help students with documented disabilities achieve their educational goals. Students requiring disability accommodations should submit requests in advance to HCC's Student ACCESS Office with appropriate disability documentation. For more information visit the Student ACCESS web site, visit the room in Student ACCESS in Building 7, Room 319, or call 844-2392.

Academic Dishonesty
Because the University is an academic community with high professional standards, its teaching, research, and service purposes are seriously disrupted and subverted by academic dishonesty. Such dishonesty includes cheating and plagiarism as defined below. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

Cheating includes, but is not limited to, giving or receiving unauthorized assistance during an examination; obtaining or distributing unauthorized information about an examination before it is given; using inappropriate or unallowable sources of information during an examination; falsifying data in experiments and other research; altering the record of any grade; altering answers after an examination has been submitted; falsifying
Plagiarism includes, but is not limited to, submitting, in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry labbing, which includes obtaining and using experimental data and laboratory write-ups from other sections of the course or from previous terms or fabricating data to fit the desired or expected results.

STUDENT CODE OF CONDUCT
All students at Honolulu Community College must adhere to the Student Code of Conduct. Impermissible behavior includes that which directly or indirectly interferes with or disrupts the processes of teaching, learning and/or the administration of those processes. Violations of this code also include, but are not limited to: use of inappropriate or offensive language in class, plagiarism, cheating, and producing false documentation for absences. As this is an online class, ensure you read the netiquette handout found in the Laulima Resources area. If you violate the Student Code of Conduct in Speech 151, an official report will be filed with the Office of the Dean of Students.

This virtual classroom is a Safe Zone: Students will be sharing their ideas, their questions, their points of view, and their own experiences. You may not agree with some of the ideas, but you must listen to them or read them with respect and patience, and learn how to communicate your own opinions in an organized, professional, and respectful manner. These are the skills of an effective communicator, whether at school, at work, at home, or anywhere. If you cannot practice these skills, you will have to leave the activity and your final grade will be lowered. Again, ensure you read the netiquette handout found in the Laulima Resources area.

Penalty for violations to the Student Code of Conduct may include academic probation, suspension, or expulsion from the university. Read the Student Code of Conduct online at: http://honolulu.hawaii.edu/policies/conduct.html

DISTANCE EDUCATION STUDENT SUPPORT SERVICES AND CONTACTS
Specific information regarding computer skills, system requirements, and support services can be found in Laulima. You should have a tab labeled HCC DE Student Links. More information can also be found at: http://honolulu.hawaii.edu/distance/index.html

OFFICIAL USE OF E-MAIL (EXECUTIVE POLICY E2.213)
The Office of the Vice President of Student Affairs has recently instated a policy wherein: “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.” Hence, for the purposes of this course, you are required to check your e-mail EVERY DAY to keep up to date on important correspondence related to the course. This policy can be viewed online at: http://www.hawaii.edu/svpa/ep/e2/e2213.pdf

ASSIGNMENTS
Guidelines for all assignments can be downloaded from Connect or Laulima. Speech assignments must be submitted electronically to Connect. Do NOT send any assignments to your instructor via e-mail.

Speech assignments include all major speeches, speech preparation outlines, slide shows, self and peer evaluations. ONLY Microsoft Word or compatible word processing software (i.e., Microsoft Works, Open Office Writer) should be used to type up assignments that are uploaded for the instructor to view and evaluate.

It is MANDATORY that you keep a back-up copy of your assignments. You should retain a copy of all assignments until you receive your final course grade.
LATE SUBMISSIONS OF ASSIGNMENTS
All assignments are due at 11:55 PM on the date listed in the schedule. Any adjustments to the schedule will be announced through email.

- It is YOUR responsibility to contact the instructor at the EARLIEST possible opportunity to find out about missed assignments and due dates. Twenty percent of the total possible points on late assignments will be deducted. You must complete late assignments within one week or as directed by the instructor.

LATE SUBMISSIONS DUE TO UH SYSTEM TECHNICAL FAILURES
If access to Laulima, Connect, or UH Gmail is compromised due to system-wide technical issues, the instructor will extend due dates on assignments affected. As soon as the affected system(s) are back online, the instructor will email students and post the new due dates on the course website.

GRADE APPEALS
To appeal a grade on an assignment, speech, or exam, you must do so by providing a written (typed) argument as to why the grade is in error. All typed appeals must be provided within one week of receiving the grade.

‘INCOMPLETE’ AND ‘N’ GRADES
The grade of ‘I’ or ‘Incomplete’ will be assigned ONLY in cases where a majority of the coursework has been completed. Arrangements for an ‘I’ grade need to be made with the instructor well beforehand and prior to the deadline for submitting an ‘I’ grade. Similarly, the grade of ‘N’ or ‘No Grade’ is reserved for extreme circumstances beyond one’s reasonable control. These circumstances need to be communicated to the instructor as early as possible with the appropriate documentation or evidence of hardship.

REQUIRED MAJOR COURSE ASSIGNMENTS

INSTRUCTIONAL ELEMENT (Weekly Participation/Speech Participation)
As this class is online, weekly instructional material is delivered in a number of ways. I will sending weekly announcements via Laulima and posting videos highlighting material in Connect for viewing. Materials will also be assigned from the Laulima/Resources area for reading or viewing. You will participate in weekly discussion threads in Laulima/Forums. You will answer my posted question and post two responses to others. Guidelines for full credit for weekly participation on the forums can be found in Laulima/Resources. In preparing for speeches, you will post and respond to poll questions as a part of audience research. After speech video assignments are posted in Connect, you will be reviewing your classmates’ speeches and giving feedback, just as you would if the class was help in person.

MAJOR SPEECH PRESENTATIONS
Three types speech presentations are required in this course: an informative speech, a persuasive speech, and a group speech. Students must deliver each speech extemporaneously. This means that the speech is delivered conversationally with minimal use of 4 x 6 index cards as hand held speaker notes. Speakers must present the speech as if he or she were speaking before a live audience. This means that you may NOT hide your speech notes out of the view of the camera and read from them as if you were delivering the speech without them. Examples of unacceptable forms of delivery include: reading your speech from your computer screen into a computer webcam, having a friend hold a flip chart hidden from the view of the camera for you to read your speech off of, reading your posted speech where you can see it but the audience cannot. Using any of these unacceptable forms of delivering your speech produces marked differences in physical and vocal delivery. This type of delivery will result in a grade of no higher than 60% of the total points for the speech.

Speech videos must be uploaded in unedited or “raw” form. Video editing to correct for errors or latencies in speech is strictly prohibited. Videos that have been edited before submission will receive a grade of zero. These guidelines have been put in place to ensure parity and integrity of the distance education Speech course with the face-to-face classroom course.

Each speech must be video-recorded in a quiet location and uploaded to the Connect website by the due date. It is highly recommended you do not procrastinate until the last minute when uploading your speech videos. As with uploading any video to the web, uploads require many attempts before they upload successfully. If you are having trouble uploading your speech videos, you should contact Connect Tech Support as soon as possible. You may contact them by phone at 1-800-331-5094 or via their support website at: http://mpss.mhhe.com/.
SPEECH OUTLINES

While you will not read directly from your outlines, they are essential for you to carefully think through and develop a clear logic for your ideas before you present them to your audience. Writing a speech outline beforehand aids in logical development and organization of your speech and helps build confidence. All speech assignments are submitted on Connect.

SELF AND PEER EVALUATIONS

After completing each speech presentation, you will be completing a self evaluation of your own performance and peer evaluations of the members in your assigned group. You will also be receiving peer evaluations of your presentation by your group members. Again, speech assignments are submitted on Connect.

Note: The marks that you receive from your group members do NOT affect the grade you receive on your delivered speech. Rather, self and peer evaluations are graded the quality of feedback you provide. Specific, constructive feedback will receive a higher grade than feedback that is overly general and minimally useful.

GROUP PERSUASIVE PRESENTATION

In any career field, it is common practice for people to work as part of a distributed team to achieve an assigned task by a specified deadline. The main objective of this team project is to provide you with firsthand experience in communicating effectively under time pressure in the distributed team setting.

Together, you and your team members are tasked with producing a single collective speech preparation outline, a slide presentation, and team speech presentation. Each speech portion will be uploaded separately. A collective team grade will be given for the outline and slide presentation. Each team member will receive a presentation grade that is earned partially from his/her individual delivery and the overall delivery of the team. It is, therefore, highly recommended that you double-check the work of your team members to ensure there are no instances of plagiarism in the work you submit for credit. If one person from your team chooses to plagiarize, the entire team will receive a zero on the plagiarized assignment and, depending on the severity of plagiarism, may fail the entire course. Conversely, if your team does well, everyone will reap the benefits.

To communicate with your team members, you will have access to a group discussion board area on Laulima. You must check into your discussion board area at often each week. Selecting the "Watch" feature will allow Laulima to email you when anyone in your group posts to your group area. You may also e-mail, text, etc., your team members. For those of you who are worried about conflicting schedules and not being able to meet as a group, this project does not require you to be online at the same time. It is possible to achieve this task entirely via messages left in the discussion area. However, you must make a commitment to check your e-mail and discussion board regularly for time-sensitive correspondence from your team members, and respond promptly.

Working as part of a team confers several benefits. First, the workload is substantially reduced. Instead of one person researching and producing the entire speech alone, team members share the workload. Second, more ideas can be generated by a team rather than by one person alone. Third, motivation to complete the task increases, as team members want to do their best for the benefit of the team. Fourth, team members can consult one another for help. Fifth, the final product is often better than what can be produced by a single person working alone. Last, but not least, team members share in their success and feelings of accomplishment when the final project is completed.

QUizzes and EXAMINATIONS

All quizzes and exams will be administered online through the Laulima website and are comprised of multiple-choice and true/false questions. Quizzes cover content from both the lecture, slideshows, and the assigned readings and videos. The midterm and final exam are worth 100 points each. The midterm will cover all reading assignments and lecture material given prior to the date of the midterm. The final will cover the remaining material in the course.

You will have access to your textbook and notes while taking the quizzes and exams. However, it is important to note that the tests are timed so you will not have an inordinate amount of time to search for the answers in your textbook or notes. It is highly recommended that you keep up with the programs and your readings throughout the semester so you need not rely on either the programs or your textbook when taking the exams.
**GRADING SCALE**

Each graded assignment earns points. The final grade is a letter grade. Grades will be assigned on the following basis:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Participation</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>Speech Participation</td>
<td>110</td>
<td>11%</td>
</tr>
<tr>
<td>Informative (Introductory) Speech</td>
<td>110</td>
<td>11%</td>
</tr>
<tr>
<td>Informative or Persuasive Speech of Choice</td>
<td>190</td>
<td>19%</td>
</tr>
<tr>
<td>Group Persuasive Speech</td>
<td>190</td>
<td>19%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Midterm</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Final</td>
<td>100</td>
<td>10%</td>
</tr>
</tbody>
</table>

100%     1,000 pts

Grades will be posted in Laulima Gradebook. You may also use this sheet to keep track of your grades.

<table>
<thead>
<tr>
<th>COURSE ASSIGNMENTS</th>
<th>Possible pts.</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEEKLY PARTICIPATION (150 pts/15%)</strong></td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Forum and discussion questions. Watching videos.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPEECH PARTICIPATION (110 pts/11%)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audience research survey for Informative Speech of Your Choice</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Audience research survey for the Group Persuasive Speech</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Peer Evaluations from Informative Introductory Speech</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Peer Evaluations from Informative Speech of Your Choice</td>
<td>20</td>
<td></td>
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<tr>
<td>Peer Evaluations from Group Persuasive Speech</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>INFORMATIVE INTRODUCTORY SPEECH (110 pts/11%)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Self Evaluation</td>
<td>10</td>
<td></td>
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<tr>
<td>Outline</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td><strong>INFORMATIVE/PERSUASIVE SPEECH (190 pts/19%)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Self Evaluation</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Outline w/ Reference List</td>
<td>40</td>
<td></td>
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<tr>
<td>PowerPoint</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td><strong>GROUP PERSUASIVE SPEECH (190 pts/19%)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Self Evaluation</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Outline w/ Reference List</td>
<td>40</td>
<td></td>
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<tr>
<td>PowerPoint</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td><strong>QUIZZES and EXAMS (250 pts/25%)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average of Quiz Scores</td>
<td>50</td>
<td></td>
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<tr>
<td>Midterm Exam</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>COURSE TOTAL</strong></td>
<td>1000</td>
<td></td>
</tr>
</tbody>
</table>