SPEECH 151: PERSONAL AND PUBLIC SPEECH
University of Hawaii System – Honolulu Community College

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COURSE DESCRIPTION

This course provides an introduction to the basic principles of human communication. Becoming a competent communicator involves an understanding of communication principles and skills, a willingness to put these principles and skills into practice, and the ability to perform these skills. This course is designed to give you both the knowledge and application that is necessary to develop your skills as a competent communicator.

There two major segments in this course. One segment focuses on human communication process. We will explore a number of factors that impact our message production and processing skills to include: perceptual processes, cultural awareness, verbal and nonverbal communication, and listening habits. Awareness of each factor should enable you to improve your decoding and encoding skills. We will also be exploring theories and concepts related to interpersonal communication so each student will have the knowledge and tools necessary to improve his or her own communication skill sets in relating to others.

The second segment of this course addresses effective speechooking techniques. There will be two individual speeches: the informative speech and the persuasive speech, and a group speech. Appropriate topic selection, how to effectively conduct research, effective organization of information, effective delivery techniques, management of communication anxiety, and providing constructive feedback will be discussed.

For the persuasive speech, we will not only discuss persuasive message production, but we also examine how we can prevent unwanted influence attempts from affecting our own attitudes and behaviors. For the group presentation, we will explore the role of communication in group decision-making and group presentations.

* 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 interviewing, informative and persuasive speaking, group management and group decision-making, and group presentation skills.

REQUIRED COURSE TEXTS AND MATERIALS

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

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. A copy of the policy can be viewed online at:
http://www.hawaii.edu/svpa/ep/e2/e2213.pdf

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. 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 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 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 classroom/activity and your final grade will be lowered.

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

STUDENTS WITH DISABILITIES

Students who need accommodations for a disability should submit requests to the Student ACCESS offices in Bldg. 7, Rm. 319. Phone: 844-2392 voice/text for more information. If you have already registered your requests with Student ACCESS this semester, please see me after class or during my office hours and be prepared to provide a current verification letter from Student ACCESS.
LAPTOPS, CELLULAR/DIGITAL PHONES AND OTHER ELECTRONIC DEVICES

Before attending class, turn off all cellular/digital devices that can ring and disrupt the class. During examinations, using or the act of looking at your phone will be considered cheating, and you will forfeit your right to take the exam. You will only be allowed to have a laptop computer or other electronic device during class if it is not distracting to other students and if you are using it to take notes for this class. You may NOT use the laptop or other device (e.g., phone, iPod Touch) to check and send e-mail during class, to browse the web, to play games, listen to music, prepare work for another class or activity, or to check and post messages on any networking domain such as MySpace, Facebook, LinkedIn, etc.. If you are caught doing any of these during class time, you will not be allowed to use your computer or device in class for the entire semester. If you continue to get caught, you will turn off your device and turn it in while class is in progress. The device will be returned after class is completed.

ATTENDANCE AND PUNCTUALITY

You must be present in class every day to learn the theories and practice the techniques to improve your public speaking abilities. Due to the nature of this course, it will be impossible to receive a passing grade without regularly attending and participating in class everyday. Attendance will be taken EVERY class. Attendance counts for 10 percent of your final grade. You will be allowed to incur two unexcused absences without affecting your attendance grade. If you do miss delivering a speech or taking a quiz/exam because of these unexcused absences though, the grades for those assignments will be affected. You will earn a zero for the missed speech, quiz, or exam. Following the two “free” absences, each additional unexcused absence will count as a 5 point deduction in the attendance grade. Showing up late to class, as well as making an early departure from class, will also affect your attendance grade.

Appropriate documentation is needed if you miss class if you wish it to be counted as “excused.” Notes should have the exact date of the absence, provides a legitimating reason for the absence, is printed on official stationery or letterhead, and signed by the appropriate authority (e.g., doctor’s note, jury duty notification). Informal notes from your mother/father/relative/roommate do NOT qualify as appropriate documentation of your absence. The instructor reserves the right to discern the legitimacy of the absence based on the documentation provided.

ASSIGNMENTS

You should retain a copy of all assignments until you receive your final course grade.

DEFINITION OF CREDIT HOUR and TIME SPENT ON HOMEWORK

The University of Hawaii system adheres to the federal definition of a credit hour. For every hour spent in class, you should be spending two hours outside of class on reading course texts and completing course assignments.

LATE SUBMISSIONS

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.

QUIZZES and EXAMS

QUIZZES. There will be four multiple-choice/true-false quizzes on the reading material. There may also be pop quizzes given at the instructor’s discretion to ensure students are keeping up with reading material. EXAMS. There will be a multiple-choice/true-false midterm and final. The midterm will cover all reading assignments and lecture material given prior to the date of the midterm. The final will also be multiple-choice/true-false and cover the remaining material in the course.

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 you feel 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 and all but a single assignment remains to be submitted for credit. 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 and with the appropriate documentation or evidence of hardship.

GRADING SCALE

Each graded assignment earns points. The final grade for the course is a letter grade. There is no class curve on any of the assignments or exams. Grades will be assigned on the following basis:

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<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Points</th>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>10%</td>
<td>100 pts</td>
<td>90%-100%</td>
<td>A</td>
</tr>
<tr>
<td>Participation</td>
<td>10%</td>
<td>100 pts</td>
<td>80%-89%</td>
<td>B</td>
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<tr>
<td>Quizzes (4 quizzes, 2.5% each)</td>
<td>10%</td>
<td>100 pts</td>
<td>70%-79%</td>
<td>C</td>
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<tr>
<td>Informative Speech</td>
<td>10%</td>
<td>100 pts</td>
<td>60%-69%</td>
<td>D</td>
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<tr>
<td>Persuasive Panel Discussion</td>
<td>10%</td>
<td>100 pts</td>
<td>59% and below</td>
<td>F</td>
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<tr>
<td>Informative or Persuasive Speech</td>
<td>15%</td>
<td>150 pts</td>
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<td>Speech Review Writing Assignments</td>
<td>5%</td>
<td>50 pts</td>
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<tr>
<td>Midterm</td>
<td>15%</td>
<td>150 pts</td>
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<tr>
<td>Final</td>
<td>15%</td>
<td>150 pts</td>
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<td></td>
<td>100%</td>
<td>1,000 pts</td>
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