



SPEECH 151: PERSONAL AND PUBLIC SPEECH
Web Course Syllabus
Spring 2014
University of Hawaii System - Honolulu Community College

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Office Hours: Online by appointment, or
Monday 2:00 PM – 3:00 PM
Wednesday 10:00 AM – 11:00 AM

Other times are available by appointment.

Course Website: <https://laulima.hawaii.edu>
Connect Tech Support: 1-800-331-5094
Tech Support Website: <http://mpss.mhhe.com/>

Instruction Period: January 13, 2014 – May 16, 2014

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 in to the course website on Laulima DAILY.

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, as well as in interpersonal and small group communication.

Note: *This course fulfills the Speech requirement for the AA degree at HCC as well as the Diversification Arts (DA) requirement for UH Manoa.*

STUDENT LEARNING OUTCOMES

Upon successful completion of SP 151, the student will 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 demonstrate the principles of effective 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.

REQUIRED COURSE TEXTS AND MATERIALS

1. **Course Text.** Gamble, T. K., & Gamble, M. (2013). *Communication works* (11th ed.). New York: McGraw-Hill. ISBN-13: 978-0078036811. You can also order your text online through the Honolulu Community College Bookstore website at: <http://www.bookstore.hawaii.edu/hcc>.
2. **Access Code to Connect Private Video Sharing Website.** This course will use the Connect website for uploading speeches. To register for online access to Connect please follow the directions emailed to you during the first week of instruction.
3. **Laulima (<https://laulima.hawaii.edu>).** For this course, you are required to log in to the course website on Laulima EVERYDAY. 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 everyday. During the course, your group members may leave time-sensitive messages for you in the Laulima chat room. Because you are required to log in to Laulima once daily, there is no excuse for not responding to a group member's message 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 from Laulima. The address for accessing Laulima is: <https://laulima.hawaii.edu>. Log in using your MyUH Portal username and password.
4. **Digital recorder.** A digital camera with video-recording capacity OR camcorder will be required to complete the major speaking assignments in this course. 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. 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 a digital camera with video recording capabilities or a camcorder 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:

- Basic computing skills and knowledge
- Basic knowledge of uploading and downloading files (including video files) from the internet
- Internet connection
- Java capable web browser (such as Internet Explorer or Firefox)
- Windows Operating System, Macintosh OS, or Linux operating system
- Word Processing Program (Microsoft Word/Works or Open Office Writer)
- Adobe Acrobat Reader
- UH E-mail Account

Specific information regarding computer skills, system requirements, and support services can be found at:

<http://honolulu.hawaii.edu/distance/index.html>

*All e-mails will be sent to your UH e-mail account. Be sure that you know how to access your UH e-mail account and **CHECK YOUR ACCOUNT DAILY**.

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 videos or on Laulima, plagiarism, and/or cheating. 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.

Plagiarism on any assignment is a serious offense. Plagiarism can assume many different forms. An increasing number of students have been found guilty of “cut and paste” plagiarism in which information is copied directly from one or more websites and pasted directly into the student’s own document without giving proper credit to the source. Global plagiarism occurs when an entire speech is lifted from a single source and credit is not properly attributed to the source. Incremental plagiarism occurs when the student fails to mention the source of particular quotes or paraphrases. If you are caught plagiarizing on any course assignment, you will receive a failing grade for the course and a report will be filed with the Dean of Students. It is important to keep in mind that plagiarism beyond the classroom can often result in permanent damage to one’s reputation, loss of one’s career, and/or significant financial losses if involved in an intellectual property or copyright lawsuit. Start early on your assignments so that you do not succumb to the temptation to plagiarize at the very last minute, and be sure to properly acknowledge the ideas or words of a source whenever they are not your own.

This virtual classroom is a Safe Zone: Students will be sharing their ideas, their questions, their points of view, and their own experiences both in their presentations and on Laulima, the course website. You may not agree with some of the ideas, but you must receive their communication 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.

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>

ASSIGNMENTS

Guidelines for all assignments can be downloaded at any time from Laulima using the 'Resources' link. **Assignments must be submitted electronically via Laulima and Connect.** Do NOT send any assignments to your instructor via e-mail.

Assignments include all major speeches, speech preparation outlines, the team PowerPoint, self-evaluations, 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. If I do not receive a copy of your assignment, you will be required to provide me with another copy in an expedient and timely manner. You should retain a copy of all assignments until you receive your final course grade.

LATE SUBMISSIONS

Late work will not be accepted. 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.

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 submitted via e-mail 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 or project 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. 'N' grades will NOT be given in place of a failing grade for the course. *Ex post facto* claims of hardship (i.e., claims of personal hardship after the fact, or once the semester is over or nearly over) will not be considered for the 'N' grade.

REQUIRED COURSE ASSIGNMENTS

MAJOR SPEECH PRESENTATIONS

Three major speech presentations are required in this course: the Introductory Speech, the Informative Speech, and the Team Debate Presentation. 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 video sharing website by the due date. It is highly recommended that you do not procrastinate until the last minute when uploading your speech videos. As with uploading any video to the web, uploads may fail 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 MANUSCRIPT and OUTLINES

Writing a speech manuscript or outline beforehand aids in logic development, ease of expression, and helps build confidence. Templates will be provided on Lulima to aid you in writing your own original speech preparation manuscript or outline. Speech manuscripts or outlines must be uploaded to Lulima by the due date using the ‘Assignments’ link.

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. Note: The marks that you receive from your group members do not affect the grade you receive on the Peer-Evaluations. Rather, both Self- and Peer-Evaluations scores are determined by the quality of the feedback you provide. Specific, constructive feedback will receive a higher grade than feedback that is overly general and minimally useful. All Self- and Peer-Evaluations are to be completed on the Connect website.

TEAM DEBATE 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 will be tasked with preparing and participating in an online debate. Your debate will consist of a constructive persuasive speech and a rebuttal speech. Before the debate occurs, each person on your team will be required to complete and submit a debate brief. (*The debate brief is similar to an outline*). Team members will need to work together to share information and ensure that presentations do not overlap.

To communicate with your team members, you will have the chat room on Lulima to directly interact with your team members in real time. You also have access to the ‘Mailtool’ in Lulima which allows you to e-mail your team members. For those of you who are worried about conflicting work schedules and not being able to meet as a group, this project does not require you to be online at the same time as your team members. It is possible to achieve this task entirely via messages left in the Lulima chat room. However, you must make a commitment to check your e-mail and the Lulima chat room 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, he or she has team members to share the workload. Second, working in teams produces a greater bandwidth of creative ideas and possibilities. 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.

EXAMINATIONS

The midterm and final exam will be administered on Lualima using the 'Tasks, Tests, and Surveys' link. Exams are comprised of multiple-choice questions and cover content from the LearnSmart Modules, the assigned readings, and other assigned tasks (e.g., videos, magazine articles, etc.). Each exam is worth 100 points. You will have access to your textbook and notes while taking the exams. However, it is important to note that the exams will be 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 your readings throughout the semester so that you need not rely on your textbook when taking the exams.

GRADING SCALE

There are 1000 total possible points that may be earned in this course. Because this class fulfills the Speech requirement for graduation, students who do not complete all three major speech assignments will not receive a passing grade (i.e., D or higher) for the course. Grades will be assigned on the following basis: 900-1000(90%-100%) A; 800-899 (80%-89%) B; 700-799 (70%-79%) C; 600-699 (60%-69%) D; 0-599 (59% and below) F.

SPEECH 151: TENTATIVE COURSE SCHEDULE

(NOTE: Students are responsible for being aware of and adhering to any changes that are announced by their instructor on Laulima regarding assignment due dates.)

	Date	Readings (11th Edition)	LearnSmart Module (Complete on the Connect Website)	Assignment Due
Week 1	(M) Jan 13			Read the course syllabus
	(W) Jan 15			Download the Introductory Speech Guidelines and get started TODAY.
Week 2	(M) Jan 20			
	(W) Jan 22	Ch. 1	LearnSmart Module Chapter 1	
Week 3	(M) Jan 27	Ch. 2	LearnSmart Module Chapter 2	
	(W) Jan 29	Appendix		
Week 4	(M) Feb 3	Ch. 3	LearnSmart Module Chapter 3	DUE: Introductory Speech Manuscript, Presentation, and Self Evaluation SUBMIT BY 11:55PM
	(W) Feb 5	Ch. 4	LearnSmart Module Chapter 4	
Week 5	(M) Feb 10	Ch. 5	LearnSmart Module Chapter 5	DUE: Introductory Speech Peer Evaluations SUBMIT BY 11:55PM
	(W) Feb 12	Ch. 6	LearnSmart Module Chapter 6	
Week 6	(M) Feb 17	Ch. 7	LearnSmart Module Chapter 7	
	(W) Feb 19	Ch. 8	LearnSmart Module Chapter 8	
Week 7	(M) Feb 24			
	(W) Feb 26			MIDTERM EXAM on Chapters 1 -8 and the Appendix.
Week 8	(M) Mar 3	Ch. 11	LearnSmart Module Chapter 11	
	(W) Mar 5	Ch. 14	LearnSmart Module Chapter 14	
Week 9	(M) Mar 10			DUE: Informative Speech Outline w/ Reference List SUBMIT BY 11:55PM
	(W) Mar 12	Ch. 12	LearnSmart Module Chapter 12	
Week 10	(M) Mar 17	Ch. 13	LearnSmart Module Chapter 13	
	(W) Mar 19			DUE: Informative Speech Presentation and Self Evaluation SUBMIT BY 11:55PM
Week 11	(M) Mar 24		<i>SPRING BREAK</i>	
	(W) Mar 26		<i>SPRING BREAK</i>	

Week 12	(M) Mar 31	Ch. 15	LearnSmart Module Chapter 15	DUE: Informative Speech Peer Evaluations SUBMIT BY 11:55PM
	(W) Apr 2			DUE: Debate Brief SUBMIT BY 11:55PM
Week 13	(M) Apr 7	Ch. 9	LearnSmart Module Chapter 9	
	(W) Apr 9	Ch. 10	LearnSmart Module Chapter 10	
Week 14	(M) Apr 14			DUE: Upload Constructive Speech for Debate SUBMIT BY 11:55PM
	(W) Apr 16			
Week 15	(M) Apr 21			DUE: Upload Response to Opponent's Constructive Speech
	(W) Apr 23			
Week 16	(M) Apr 28			DUE: Peer Evaluations for both Constructive Speech and Response SUBMIT BY 11:55PM
	(W) Apr 30			
	(M) May 12			FINAL EXAMINATION on Chapters 9 – 15. The Final Exam must be taken on Laulima at any time from 12:01 am to 11:55 pm on May 12. The exam is timed for 1 hr 15 mins.

SUMMARY OF COURSE ASSIGNMENTS

Use this sheet to keep record of your total points earned for this course:

COURSE ASSIGNMENTS	POSSIBLE POINTS	POINTS EARNED
<i>INTRODUCTORY SPEECH UNIT</i>		
Presentation	100	_____
Manuscript	50	_____
Self Evaluation	10	_____
Peer Evaluations	10	_____
<i>INFORMATIVE SPEECH UNIT</i>		
Presentation w/ PowerPoint	150	_____
Outline w/ Reference List	100	_____
Self Evaluation	10	_____
Peer Evaluations	10	_____
<i>PERSUASIVE DEBATE UNIT</i>		
Presentation	100	_____
Debate Brief w/ Reference List	50	_____
Rebuttal Speech	50	_____
Team Member Grades	40	_____
Self-Evaluation	10	_____
Peer Evaluations	10	_____
<i>EXAMINATIONS</i>		
Midterm Exam	100	_____
Final Exam	100	_____
<i>LEARNSMART MODULES</i>	100	_____
<i>TOTAL POINTS</i>	1000	_____