Honolulu Community College
Speech 151 – Personal and Public Speech
Spring 2014 – Hybrid

**Instructor Name:** Doug Raphael  
**Phone:** 844-2388  
**Primary Office:** Building 72A  
**Email****: draphael@hawaii.edu  
**Email is the best way to contact me.**

**Office Hours:**

- Monday 2:00pm – 3:00pm  
- Wednesday 10:00am – 11:00am

I am available at other times by appointment.

**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.

**Articulation Statement:**

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. Many programs at UH Manoa require Speech 151 as a degree program requirement. You should check with your specific program for degree fulfillment requirements.

Because this class fulfills the Speech requirement for the AA degree, students who do not complete all three major speech assignments (i.e., informative speech, persuasive speech, debate assignment) will not receive a passing grade for the course.

**Required Text:**


**Required Website Account:**

To register for online access to Connect please follow this link: http://connect.mcgraw-hill.com/class/d_raphael_sp_151__hybrid_spring_2014
Course Objectives:
During the semester, students will research, outline, and deliver a variety of speeches. Students will gain experience evaluating their own and others’ speeches. Students will become more aware of the communication process of public speaking and gain an understanding of the basic procedures and constructions of an effective speech. Students will attempt to overcome the barriers and fears of giving a speech in front of an audience and work towards developing a positive attitude about public speaking. The course will require that students carefully read the assigned textbook chapters and handouts so that they can participate in class discussions.

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.

Course Policies:

Student Code of Conduct

- All students at Honolulu Community College must adhere to the Student Code of Conduct. Penalty for violations may include academic probation, suspension, or expulsion from Honolulu Community College.
- If you violate the Student Code of Conduct in Speech 151, a report will be filed with the Office of the Dean of Student Services.
- Please read the Student Code of Conduct online: http://honolulu.hawaii.edu/pdf/scc.pdf
- **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.

**Attendance and Punctuality**

- Attendance is mandatory.
- Attendance will be taken at the beginning of each class period. It is your responsibility to sign the attendance sheet each day of class.
- You will be allowed two absences for this term without penalty. Fifteen points will be deducted for each additional absence.
- Please arrive on time to class each day and plan to stay for the entire class period.
- If you miss more than 20 minutes of a class period, you will be considered absent for that day.
- If you decide to stop attending this course, please drop through MyUH. The last day to drop the course with a “W” is March 20, 2014. If you are enrolled in this course past this date, you will receive the grade you earned. If you have stopped attending class, you will likely earn an “F.” For more details about important dates for the Spring 2014 semester please visit http://www.hawaii.edu/calendar/hcc. Students will only be given an “N” in special circumstances created by situations outside of the student’s control.

**Late Work**

- Late assignments (other than speeches) will not be accepted.
- Please be ready for all speeches on the assigned day. If you miss your speech day due to an absence, you will be able to give your speech on the day you return to class ONLY IF TIME ALLOWS. If there is time the following class period, there will be a 20% reduction in the makeup speech grade. If there is not time the following class period, you will receive a zero for that speech assignment. This rule does not apply for the group speech.
- In order to receive credit for the group speech, you must be present and ready to deliver your portion of the speech on the assigned day. Groups will present even if members are missing. Any group members that are not present for the group speech will receive a zero for the assignment. A make up assignment will be allowed only in cases of EXTREME emergencies.

**Students with Disabilities**

Students in this class who need accommodations for a disability should submit documentation and requests to the Student ACCESS offices in Bldg. 5, Rm. 107B or call 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.
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 incorrect. All typed appeals must be provided within one week of receiving the grade.

Assignments and Grades

<table>
<thead>
<tr>
<th>Course Assignments</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Events Assignment</td>
<td>50 points</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>100 points</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>100 points</td>
</tr>
<tr>
<td>Debate Assignment</td>
<td>150 points</td>
</tr>
<tr>
<td>Examinations</td>
<td></td>
</tr>
<tr>
<td>Midterm Exam 20%</td>
<td>200 points</td>
</tr>
<tr>
<td>Final Exam 20%</td>
<td>200 points</td>
</tr>
<tr>
<td>Take Home Assignments/Class Participation</td>
<td>50 points</td>
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<tr>
<td>LearnSmart Modules</td>
<td>150 points</td>
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<tr>
<td><strong>Total Points Possible = 1000</strong></td>
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</tbody>
</table>

Grades:

Final grades will be computed according to the following scale:

- 1000 – 900 pts = A
- 899 – 800 pts = B
- 799 – 700 pts = C
- 699 – 600 pts = D
- 599 pts or below = F
Course Schedule:

The following is a tentative course schedule for the semester. Changes in the schedule may be necessary and will be announced in class or via email. Students are responsible for making note of any changes. Read the assigned chapters prior to the midterm or final exam. For example, read textbook Chapter 1 through Chapter 8 before Feb 26. All assignments are due at the beginning of class on the due dates. Please do not attempt to complete assignments in class. Students are responsible for reading the syllabus daily and being prepared for any readings and/or assignments that are due.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics/Activities</th>
<th>Reading Assignment &amp; LearnSmart Module (DUE AT 12:01 AM ON DATE LISTED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 15</td>
<td>Introduction</td>
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<tr>
<td>Jan 22</td>
<td>Communication: Begin Right Here! Communicating in a Multicultural Society and World</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>Jan 29</td>
<td>The &quot;I&quot; Behind the Eye: Perception and the Self Language and Meaning: Helping Minds Meet</td>
<td>Chapter 3, Chapter 4</td>
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<tr>
<td>Feb 5</td>
<td>Nonverbal Communication: Silent Language Speaks Listening, Feedback, and Critical Thinking</td>
<td>Chapter 5, Chapter 6</td>
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<tr>
<td>Feb 12</td>
<td>Understanding Relationships Person to Person: Relationships in Context</td>
<td>Chapter 7, Chapter 8</td>
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<tr>
<td>Feb 19</td>
<td>Conducting Research for the Speech Assignments</td>
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<tr>
<td>Feb 26</td>
<td>Midterm (Chapters 1-8) → TAKE ON THE CONNECT WEBSITE NO CLASS TODAY</td>
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<tr>
<td>Mar 5</td>
<td>Informative Speaking The Speaker and the Audience: The Occasion and the Subject</td>
<td>Chapter 14, Chapter 11</td>
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<tr>
<td>Mar 12</td>
<td>Researching, Supporting, and Outlining Your Speech Preparing Presentation Aids and Delivering Your Speech</td>
<td>Chapter 12, Chapter 13</td>
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<tr>
<td>Mar 19</td>
<td>Informative Speech with Outline</td>
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<td>Mar 26</td>
<td>SPRING BREAK – NO CLASS</td>
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<tr>
<td>Apr 2</td>
<td>Persuasive Speaking</td>
<td>Chapter 15</td>
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<tr>
<td>Apr 9</td>
<td>Persuasive Speech with Outline</td>
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<tr>
<td>Apr 16</td>
<td>Persuasive Speech with Outline</td>
<td></td>
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<tr>
<td>Apr 23</td>
<td>Groups and Team: Strategies for Decision Making and Problem Solving Leading Others and Resolving Conflict</td>
<td>Chapter 9, Chapter 10</td>
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<tr>
<td>Apr 30</td>
<td>Debate Assignment</td>
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<td>May 7</td>
<td>Debate Assignment</td>
<td></td>
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<tr>
<td>May 14</td>
<td>Final Exam (Chapters 9-15) → TAKE ON THE CONNECT WEBSITE NO CLASS TODAY</td>
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**Assignment Details:**

**Current Events Assignment**

- The goal of this assignment is three fold:
  - To give you first hand experience speaking in front of the class.
  - To give you practice participating class.
  - To increase your knowledge of current events.
- Pick an issue that has been discussed in the news recently (e.g., Identity Theft, Three Gorges Dam, Additional Tax on Unhealthy Food, Biodiesel, Alternative Fuel Vehicles, Gas Prices and the Economy, etc.).
- Develop a 3 to 5 minute presentation summarizing the main issue(s) and then write 6-8 discussion questions (typed). You will give your 3 to 5 minute presentation and then lead a 3 to 5 minute discussion session in class.

**Individual Speeches**

- Speech will be _____ minutes (to be announced in class)
  - 30 second grace period plus or minus
  - 4 point deduction for each minute over
  - 4 point deduction for each minute under
- Five source citations
  - Sources MUST be cited in your speech and on your outline
  - Sources must be published not just websites
  - You may use websites for citations above and beyond the five minimum published sources
- You must have at least 1 visual aid
  - Visual aid must add to your speech
  - No more than three visual aids
  - Visual aids must display images only – not words
- Outline & Bibliography will be due the day you give your speech

**Debate Assignment**

The debate assignment is designed to help students learn to: (a) think quickly on their feet, (b) express their ideas in a clear and organized manner, (c) use strong supporting material to support and defend their arguments, (d) use effective persuasive techniques, and (e) listen critically to opposing arguments and provide effective refutation to those arguments. The debate assignment provides students with the opportunity to use communication skills at both ends of the continuum: encoding and decoding. It is crucial that students use effective listening skills to refute the arguments made by the opposing team.

Each debate team will consist of three students. Each student will give one speech per debate round. Each speech must range between 4 and 5 minutes in length. The debate tournament will consist of three preliminary rounds and then a final round.
One team will be called the affirmative team. The affirmative team will attempt to persuade the judge that the topic statement is true. The other team will be called the negative team. The negative team will attempt to convince the judge that the topic statement is false. Students must be prepared to be on the affirmative team or the negative team. The affirmative team will give the first speech, the negative team will give the second speech, the affirmative team will give the third speech, the negative team will give the fourth speech, the affirmative team will give the fifth speech, and the negative team will give the sixth speech.

The first speech of the debate round will be given by the affirmative team. The affirmative team must explain three good reasons why the topic is true. Specifically the student should:

1. Start with a brief attention getter
2. State the topic exactly
3. Define any important words
4. Preview the three main points of the speech
5. Go through each main point one at a time while providing examples and illustrations
6. Use transitions to show the audience that the speaker is moving from one point to the next
7. Review the main points before concluding

All the remaining speeches should follow this format:

1. Start with a brief attention getter
2. Preview the main points of the speech
3. Spend 50% of the speech acknowledging and responding to what the opponent said in the previous speech. Go through each point one at a time.
4. Spend the remainder of the speech presenting new information, new examples, new points, and new illustrations. Go through each point one at a time.
5. Review the main points before concluding