***SPEECH 251:***

***PRINCIPLES OF EFFECTIVE PUBLIC SPEAKING Distance Education\* Online Course Syllabus\*\****

***University of Hawaii System***

***Honolulu Community College***

**Instructor:** Julie Lau

**E-mail:** Jkim5@hawaii.edu

**Office Hours:** Online by appointment

**Course Website:** https://laulima.hawaii.edu

**Connect Video Site: http://connect.mcgraw-hill.com/class/j\_kim\_sp\_251\_online\_spring\_2014\_1**

**Tech Support:** 1-800-331-5094 **- Or send email through the Connect website.**

**Instruction Period:** 01/13/2014 - 05/16/2014

\* This is an online course with no face-to-face class meetings. You must be self-directed and self-motivated 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 legal 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 provides students with the opportunity to improve their public speaking skills through extensive practice in speech preparation and delivery techniques. Emphasis is given to audience analysis, gathering supporting materials, organizing and outlining, in addition to other speechmaking techniques for a variety of speaking occasions.

*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 251 as a degree program requirement. You should check with your specific program for degree fulfillment requirements.*

 **STUDENT LEARNING OUTCOMES**

Upon completion of SP 251, students should be able to:

1. Discuss relevant concepts, theories, and principles of effective public communication.

2. Understand the ethical implications of public speaking and being an attentive audience member.

3. Distinguish between different types of public presentations

4. Select appropriate and effective speech topics.

5. Research and gather supporting material for various types of public presentations.

6. Select and employ an organizational format that is suitable to the goals of the presentation.

7. Analyze and adapt to specific audiences.

8. Develop and support a persuasive argument.

9. Develop visual aids that enhance audience comprehension of the speech topic.

10. Demonstrate proper use of language in a public presentation.

11. Demonstrate confidence and effectiveness in both physical and vocal delivery.

12. Listen critically and provide constructive feedback to other public speakers.

**REQUIRED COURSE TEXTS AND MATERIALS**

1. **Course Text.** Lucas, S. E. (2011). *The art of public speaking* (11th ed.). New York: McGraw-Hill.

ISBN: 9780076626878. The course text is available at the Honolulu CC bookstore in paperback. 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.** The access code to our private video sharing website comes pre-packaged with the course textbook if you purchase your text NEW from the HCC Bookstore. However, if you purchase a USED copy of the text, or if you obtain your textbook from anywhere other than the HCC Bookstore, you must purchase the Connect access code directly from Connect at: http://connect.mcgraw-hill.com/class/j\_kim\_sp\_251\_online\_spring\_2014\_1

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 Lucas 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.

**COMPUTER REQUIREMENTS**

This course will be conducted online and will require the following: (1) Basic computing skills and knowledge (2) Basic knowledge of uploading and downloading files (including video files) from the internet (3) Internet connection (4) Java capable web browser (such as Internet Explorer or Firefox) (5) Windows Operating System, Macintosh OS, or Linux operating system Word Processing Program (Microsoft Word/Works or Open Office Writer) (6) Adobe Acrobat Reader, and (7) 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**. E-mail sent to the instructor should be sent to:Jkim5@hawaii.edu

**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 251, 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

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.

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.

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

No late work will be accepted.

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 Commemorative Speech, the Informative Speech, and the Team Persuasive 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 speaker notes. Speakers must also present the speech as if he or she were speaking before a live audience. This means that you may NOT use any type of teleprompter device (e.g., on-screen computer teleprompters, notes typed on your computer, flip charts hidden from the view of the camera for you to read off of, notes posted where you can see them but the audience cannot) to deliver your speech. Speaking from a teleprompter or visual cue aid 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 Lucas 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.

SPEECH MANUSCRIPT and OUTLINES

A written version of your speech must be submitted with each major speech. This written version must be written in complete sentences and must be the full version of your speech as you intend to speak it. While you will not read directly from your written manuscript or outline, these outlines are essential for you to carefully think through and develop a clear logic for your ideas before you actually present them to your audience. Writing a speech manuscript or outline beforehand aids in logic development, ease of expression, and helps build confidence. Templates will be provided on Laulima to aid you in writing your own original speech preparation manuscript and outlines. Speech manuscripts and outlines must be uploaded to Laulima 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 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 collective team PowerPoint presentation, and a unified team speech presentation. A collective team grade will be given for each of these team assignments. It is, therefore, highly recommended that you double- check the work of your team members to ensure that 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 pay the consequences and 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 on your team will reap the benefits.

To communicate with your team members, you will have the chat room on Laulima to directly interact with your team members in real time. You also have access to the “Mailtool” in Laulima 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 Laulima chat room. However, you must make a commitment to check your e-mail and the Laulima 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.

CHAPTER QUIZZES

The chapter quizzes will be administered on Laulima using the “Tasks, Tests, and Surveys” link. Quizzes are comprised of multiple-choice, True/False, and essay questions. The quizzes will cover content from the assigned readings. Chapter quizzes will be worth 10 points each. You will have access to your textbook and notes while taking the quizzes. It is highly recommended that you keep up with the 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 251: 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 assignments and topics of discussion.)

(Note II: Topic readings from the textbook should be read BEFORE the topic is scheduled to be aired on Cable TV to get the maximum benefit from the programs.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Week** | **Date** | **Readings** | **Topic** | **Assignment Due****11: 55 P.M.** |
| 1 | (M)Jan 13 |  | Part One: Speaking and Listening |  |
|  |  |  Ch. 1sds |  Speaking in Public |  |
|  |  |  Ch. 2 |  Ethnics and Public Speaking |  |
|  |  | Ch. 3 |  Listening |  |
|  |  | Ch. 4 |  Giving Your First Speech |  |
|  2  |  (M) Jan 20 |  | Part Two: Speech Preparation: Getting Started | **DUE MONDAY 1/20/2014****Quizzes on Ch. 1, 2, 3, & 4** **Answer 5 questions****Upload to Laulima by 11:55 P.M.** |
|  |  | Ch. 5 | Selecting a Topic and Purpose |  |
|  |  | Ch. 6 | Analyzing the Audience |  |
|  |  | Ch. 7 | Gathering Materials |  |
|  |  |  Ch. 8 | Supporting Your Ideas |  |
| 3 | (M)Jan 27 |  | Part Three: Speech Preparation: Organizing and Outlining |  **DUE MONDAY 1/27/2014 Quizzes on Ch. 5, 6, 7, & 8** **Upload to Laulima by 11:55 P.M.** |
|  |  |  Ch. 9 | Organizing the Body of the Speech |  |
|  |  |  Ch. 10 | Beginning and Ending the Speech |  |
|  |  | Ch. 11 | Outlining the Speech |  |
| 4 | (M)Feb 3 |  | Part Four: Presenting the Speech | **DUE MONDAY 2/3/2014** **1) Quizzes on Ch. 9, 10, & 11** **Upload to Laulima by 11:55 P.M.** **2) Team Leader, Team****Name, Team Topic** **DUE****Upload to Laulima by 11:55 P.M.** |
|  |  | Ch. 12 | Using Language |  |
|  |  |  Ch. 13 | Delivery  |  |
|  |  | Ch. 14 | Using Visual Aids |  |
|  |  | SLOs | Student Learning Outcome |  |
|  5 | (M)Feb 10 |  | Part Five: Varieties of Public Speaking | **DUE MONDAY 2/10/2014 Quizzes on Ch. 12, 13, 14, & SLOs****Upload to Laulima by 11:55 P.M.** |
|  |  |  Ch. 15 | Speaking to Inform |   |
|  |  |  Ch. 16 | Speaking to Persuade |  |
|  |  | Ch. 17 | Methods of Persuasion |  |
|  |  | Ch. 18 | Speaking on Special Occasions |  |
|  |  | Ch. 19 | Speaking in Small Groups |  |
|  6 |  (M) Feb 17 |  | Work on commencement speech manuscript |  **DUE MONDAY 2/17/2013 Quizzes on Ch. 15, 16, 17, 18, & 19** **Upload to Laulima by 11:55 P.M.**  |
|  | (F)Feb 21 |  | Make final adjustments to commencement speech outline and PROOFREAD your work | **DUE FRIDAY 2/21/2014: Commencement Speech Manuscript****Upload to Laulima by 11:55 P.M.** |
|  7 | (M)Feb 24 |  | Make changes to commencement speech based on instructor feedbackRehearse and practice commencement speeches |  |
|  | (F)Feb 28 |  | Record and upload commencement speech to Connect. For technical difficulties, contact tech support at 1-800-331-5094 | **DUE FRIDAY 2/28/2014 Commencement****Speech Presentation AND Self-Evaluation****Upload to Connect by 11:55 P.M.** |
|  8 | (M)Mar 3 |  | Complete peer evaluations on ConnectWork on informative speech outline | **DUE MONDAY 3/3/2014 Peer evaluations****Upload to Connect by 11:55 P.M.** |
|  | (F)Mar 7 |  | Make final adjustments to informative speech outline and PROOFREAD your work | **DUE FRIDAY 3/7/2014 Informative Speech Outline w/ Reference List****Upload to Laulima by 11:55 P.M.** |
|  9 | (M)Mar 10 |  | Make changes to informative speech outline based on instructor feedback |  |
|  | (F)Mar 14 |  | Rehearse and practice informative speeches from now through the weekend |  |
|  10 | (M)Mar 17 |  | Record and upload informative speech to Connect. For technical difficulties, contact tech support at 1-800-331-5094 |  **DUE MONDAY 3/17/2014 Informative Speeches AND Self-Evaluations****Upload to Connect by****11:55 P.M.** |
|  | (F)Mar 21 |  | Complete peer evaluations on ConnectStart on your portion of the persuasive speech outline. | **DUE FRIDAY****3/21/2014 Informative Peer evaluations** **Upload to Connect by 11:55 P.M.** |
| 11 | (M)Mar 31 |  | Research and write persuasive speech outlineWork on your section of the team outline |  |
|  | (F)Apr 4 |  |  Continue working on your section of the team outline | **DUE FRIDAY 11/8/2013 Your section of Team Outline to the Team Leader.** **Note: Team Leader can appoint a team member to collect and consolidate parts of the outline into one, instead of doing the entire task himself/herself.****Email to team leader by 11:55 P.M.** |
|  12 | (M) Apr 7 |  | Continue working on team outlineWork on your section of the team Powerpoint |  |
|   | (F)Apr 11 |  | Continue to work on your section of the team Powerpoint |  |
|  13 | (M)Apr 14 |  | Make final adjustments to persuasive speech Powerpoint and PROOFREAD your work | **DUE MONDAY 4/14/2013** **Your section of Team PowerPoint to the Team Leader. Note: Team Leader can appoint a team member to collect and consolidate parts of the PowerPoint into one, instead of doing the entire task himself/herself.****Email to team leader by 11:55 P.M.** |
|  14 | (M)Apr 21 |  | Distribute Powerpoint among all team members | **DUE MONDAY 4/21/2014** **Combined Team****PowerPoint should be distributed to all team members. Team members should proofread and** **double-check all parts of the PPT for plagiarism and completeness.****Email to team members by 11:55 P.M.** |
|  15 | (M)Apr 28 |  | Make final adjustments to persuasive speech outline and Powerpoint and PROOFREAD your work | **DUE MONDAY 4/28/2014****Group Persuasive Outline w/ Reference List AND Powerpoint****Upload to Laulima by 11:55 P.M.** |
|   | (F)May 2 |  | Makes changes to speech based on instructor feedback |  |
| 16 | (M)May 5 |  | Rehearse and practice persuasive speech |  |
|  | (F)May 9 |  | Record and upload group persuasive speech to Connect. For technical difficulties, contact tech support at 1-800-331-5094. | **DUE FRIDAY 5/9/2014Persuasive Speeches AND Self - Evaluations** **Upload to Connect by 11:55 P.M.** |
|  17 | (M)May 12 |  | Complete peer evaluations on Connect | **DUE MONDAY 5/12/2014****Peer evaluations for Persuasive Speech****Upload to Connect by 11:55 P.M.** |
|  | (W)May 14 |  | Complete team member gradesComplete final course evaluations on Connect | **1) DUE WEDNESDAY 5/14/2014 Team member grades****Email to instructor by 11:55 P.M.****2) DUE WEDNESDAY 5/14/2014 General Course Evaluations on Ecafe****Complete by 11:55 P.M.** |

**SUMMARY OF COURSE ASSIGNMENTS**

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

|  |  |  |
| --- | --- | --- |
| **COURSE ASSIGNMENTS** | **POSSIBLE POINTS** | **POINTS EARNED** |
| ***COMMEMORATIVE SPEECH UNIT (20%)*** |  |  |
| Presentation | 100 |  |
| Manuscript  | 50 |  |
| Self-Evaluation | 25 |  |
| Peer-Evaluations | 25 |  |
| ***INFORMATIVE SPEECH UNIT (30%)*** |  |  |
| Presentation  | 150 |  |
| Outline w/ Reference List | 100 |  |
| Self-Evaluation | 25 |  |
| Peer-Evaluation | 25 |  |
| ***PERSUASIVE SPEECH UNIT (30%)*** |  |  |
| Presentation | 100 |  |
| Outline w/ Reference List | 50 |  |
| PowerPoint | 50 |  |
| Team Member Grades | 50 |  |
| Self-Evaluation | 25 |  |
| Peer-Evaluation | 25 |  |
| ***CHAPTER QUIZZES (20%)*** |  |  |
| Chapters 1-19, & SLOs | 200 |  |
|  |  |  |
| ***TOTAL POINTS*** | 1000 |  |