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

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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.

Note: This course fulfills the Speech requirement for graduation with the AA degree at HCC as well as the Diversification Arts (DA) requirement for UH Manoa. Many programs at UH Manoa require Speech 151 as a degree program requirement. Check with your specific program for degree program 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.

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


2. **Laulima (https://laulima.hawaii.edu).** For this course, you are required to log in to the course website on Laulima at least once daily. 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. You will also be required to download course materials regularly as well as upload all assignments to Laulima. The address for accessing Laulima is: [https://laulima.hawaii.edu](https://laulima.hawaii.edu). Log in using your MyUH Portal username and password.

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 EVERYDAY 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](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.

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 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](http://honolulu.hawaii.edu/policies/conduct.html)
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. Attendance will be taken EVERYDAY. You will be allowed two absences for this term without penalty. There will be a 15 point deduction for each additional absence. Please arrive on time to class each day and plan to stay for the entire class period. Two instances of arriving late or leaving early will be considered an absence. If you miss more than 20 minutes of a class period, you will be considered absent for that day.

ASSIGNMENTS
Assignments must be submitted electronically via the ‘Assignments’ link on Laulima. Do NOT send any assignments to your instructor via e-mail, unless your assignment is late and access to Laulima is closed. Assignments submitted via e-mail are automatically marked LATE and will be subject to a 25% penalty.

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 WORK
Written assignments must be uploaded to the ‘Assignments’ link on Laulima before the start of class. All late work will receive a 25% deduction off of the total point value of the specific assignment. Additional points may also be subtracted according to the quality of the work submitted. You will have up to five (5) days from the assignment due date to submit late work. Thereafter, late work will not be accepted.

Please be ready for all speeches on your assigned presentation date. If you miss your speech date due to an absence, you may be able to give your speech on the day you return to class ONLY IF TIME ALLOWS. If there is time available during the class period that you return, there will be a 25% deduction off of the total point value of the speech assignment. Additional points may also be subtracted according to the quality of your presentation. If there is no time during the class period in which you return, you will receive a zero for that speech assignment. This rule does not apply to the group panel presentation.

In order to receive credit for the group presentation, you must be present and ready to give 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.

CELLULAR/DIGITAL PHONES AND OTHER ELECTRONIC DEVICES
Before attending class, turn off all cellular/digital devices that can sound off and disrupt the class. Repeated disruption of others’ right to learn is in violation of the student code of conduct. Thus you will be asked to leave the class if you are having trouble observing basic social etiquette. During examinations/quizzes, all cell phones must be turned off and put away. If your cell phone or electronic device is a disruption to others during the quiz or exam, you will receive a zero on the quiz/exam.

LAPTOP COMPUTERS AND OTHER ELECTRONIC DEVICES
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 electronic device (e.g., iPod Touch, iPad) to check and send e-mail during class, to browse the web for leisure, to play games, listen to music, prepare work for another class or activity, or to check and post messages on any social networking site. If you are caught doing any of these during class time, you will be asked to leave the class.
STUDENTS WITH DISABILITIES

Students with disabilities may obtain information on available services online at http://honolulu.hawaii.edu/disability. Specific inquiries may be made by contacting Student ACCESS at (808) 844-2392 voice/text, by e-mail at access@hcc.hawaii.edu, or simply stopping by Student ACCESS located in Bldg. 7, Rm. 319.

Qualified students with disabilities will receive appropriate accommodations in this course. Please see me after class or during my office hours and be prepared to provide a verification letter from the HCC Student ACCESS Office. For more information, go to the Student ACCESS office in Bldg. 7, Rm. 319 or call 844-2392 voice/text.

REQUIRED COURSE ASSIGNMENTS

MAJOR SPEECH PRESENTATIONS

Three major speech presentations are required in this course: (1) the Informative Speech, (2) the Persuasive Speech and (3) the Team Panel Discussion. Students must deliver each speech extemporaneously. This means that the speech is delivered conversationally with minimal use of notes that have been prepared beforehand. Students will be required to conduct thorough research on their topics, organize the information in an outline using an effective organizational format, and practice their delivery before presenting their speeches to the class in a formal presentation.

TEAM PANEL DEBATE

The panel discussion is designed to help students learn to work effectively with others. In addition, students will 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 panel discussion 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.

Panel discussions will follow the following general format: First, each panel will present their position. A member of Panel A will speak for 4-5 minutes, followed by a member of Panel B. Next, each panel will deliver a rebuttal speech. A member of Panel A will refute arguments for 4-5 minutes, followed by a member of Panel B. Finally, each panel will deliver a concluding statement. A member of Panel A will refute and conclude in 4-5 minutes, followed by Panel B.

SPEECH 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 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 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 outlines. Speech outlines must be uploaded to Laulima by the due date using the ‘Assignments’ link.

SELF- AND PEER-EVALUATIONS

One of the best ways to improve one’s public speaking skills is to gather internal and external feedback. Internal feedback is the feedback you give yourself based on some introspection of your own speech performance. External feedback is the feedback that you receive from others regarding your performance. Based on the feedback you gather, you can make improvements in subsequent speech presentations. To gather both internal and external feedback, you will be completing a Self-Evaluation after each of your own performances and Peer-Evaluations of the members in your assigned group. You will also be receiving Peer-Evaluations of your presentation by your group members.
EXAMINATIONS
The midterm and final exams are comprised of multiple-choice questions and cover content from both the lectures and the assigned readings. You must keep up with your assigned readings as there is not enough time in the semester for me to cover every topic germane to the field. As a student, it is your responsibility to make sure you have read the assigned chapter readings so that you are well prepared for each exam. Both the midterm and final exams are worth 100 points each.

MISCELLANEOUS ASSIGNMENTS
In class or out of class assignments will be randomly assigned throughout the term. You must be present in class in order to earn the points on these assignments. Make-up work will not be granted for missed in class assignments.

GRADING SCALE
Each graded assignment earns points, not letter grades. The final grade for the course is a letter grade. There is no class curve on any of the assignments and/or quizzes. You are responsible for keeping track of your own progress. 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 (i.e., informative speech, persuasive speech, panel discussion presentation) will not receive a passing grade for the course. Grades will be assigned on the following basis:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1000</td>
<td>90%-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80%-89%</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>70%-79%</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>60%-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-599</td>
<td>59% and below</td>
<td>F</td>
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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 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.

DEFINITION OF CREDIT HOUR
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.

NOTE: 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.
SUMMARY OF COURSE ASSIGNMENTS

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

<table>
<thead>
<tr>
<th>COURSE ASSIGNMENTS</th>
<th>POSSIBLE POINTS</th>
<th>POINTS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INFORMATIVE SPEECH UNIT (20%)</strong></td>
<td></td>
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<tr>
<td>Presentation</td>
<td>100</td>
<td></td>
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<tr>
<td>Outline and Bibliography</td>
<td>50</td>
<td></td>
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<tr>
<td>Self-Evaluation</td>
<td>25</td>
<td></td>
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<tr>
<td>Peer-Evaluations</td>
<td>25</td>
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<tr>
<td><strong>PERSUASIVE SPEECH UNIT (25%)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>150</td>
<td></td>
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<tr>
<td>Outline and Bibliography</td>
<td>50</td>
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<tr>
<td>Self-Evaluation</td>
<td>25</td>
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<tr>
<td>Peer-Evaluations</td>
<td>25</td>
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<tr>
<td><strong>TEAM SPEECH UNIT (25%)</strong></td>
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<tr>
<td>Team Panel Debate</td>
<td>150</td>
<td></td>
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<tr>
<td>Outline and Bibliography (Affirmative Stance)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Outline and Bibliography (Negative Stance)</td>
<td>25</td>
<td></td>
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<tr>
<td>Team Member Evaluations</td>
<td>50</td>
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<tr>
<td><strong>MISCELLANEOUS ASSIGNMENTS (10%)</strong></td>
<td>100</td>
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<tr>
<td><strong>EXAMINATIONS (20%)</strong></td>
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<tr>
<td>Midterm Exam</td>
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<tr>
<td>Final Exam</td>
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</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
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