SPEECH 251:  
PRINCIPLES OF EFFECTIVE PUBLIC SPEAKING  
Distance Education* Cable Course Syllabus**  
University of Hawaii System  
Honolulu Community College

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Office Hours:  
TBA  
Course Website:  
https://laulima.hawaii.edu

Connect Video Sharing  
Website:  
http://connect.mcgraw-hill.com  
Connect Tech Support:  
1-800-331-5094  
Tech Support Website:  
http://mpss.mhhe.com/

Instruction Period:  

Broadcast Schedule:  
TBA

* This is a distance delivery 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


2. Access Code to McGraw-Hill Connect. To register for online access to Connect, go to: http://connect.mcgraw-hill.com and click on the red “REGISTER NOW” button. When prompted for the access code, enter the following: XXX-XXX-XXX.

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:
- 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. E-mail sent to the instructor should be sent to: kamkara@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 who need accommodations for a disability should submit documentation and 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 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.** 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 20% penalty.

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

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.**

All written speech manuscripts/outlines and PowerPoint files must be submitted via the ‘Assignments’ link on Laulima. Access to Laulima will shut down exactly after the due date and time have elapsed, and the system will not allow you to upload or submit any files past the grace period. Late work must therefore be submitted to your instructor via e-mail. **Any assignment(s) submitted to your instructor via e-mail will be subject to the 25% deduction off of the total point value of the specific assignment.**

In addition, any assignment that is submitted late will be placed at the end of the grading queue and will result in forfeiture of the opportunity to receive timely feedback from the instructor.

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. 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
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 Lucas 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.

EXAMINATIONS
The midterm and final exam will be administered on Laulima using the ‘Tasks, Tests, and Surveys’ link. Exams are comprised of multiple-choice questions and cover content from both the program lectures and the assigned readings. 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 the programs and your readings throughout the semester so that you need not rely on either the programs or 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.
# 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>
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<td><strong>COMMEMORATIVE SPEECH UNIT (20%)</strong></td>
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<td>Presentation</td>
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<td>Manuscript</td>
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<tr>
<td>Self-Evaluation</td>
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<tr>
<td>Peer-Evaluations</td>
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<tr>
<td>Outline w/ Reference List</td>
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<td>Self-Evaluation</td>
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<td>Peer-Evaluations</td>
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<td>PowerPoint</td>
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