

SPEECH 151: PERSONAL AND PUBLIC SPEAKING
SP 151 CRN 24654 TR, 11:30 AM - 12:45 pm IN BLD7-632
SP 151 CRN 24655 TR 2:30 pm - 3:45 PM IN Farrington Portable 11

Instructor: Mitchell Okamura

Phone: (808)845-9470

Office: BLD 7 ROOM 624

Email: mnokamur@hawaii.edu

Office Hours: MW 12:00 PM - 1:00 PM, TR 11:15 am - 12:15 pm and by appointment Course

Website: <https://lailima.hawaii.edu>

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 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 Material:

1. **Course Text.** Gamble, T. K., & Gamble, M. (2013). *Communication works* (11th ed.). New York: McGraw-Hill. ISBN-978-0-07-803681-1. The course text is available at the Honolulu CC bookstore in paperback. You can also order your text online through the Honolulu Community College Bookstore website at: <http://www.bookstore.hawaii.edu/hcc>

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 from Laulima. The address for accessing Laulima is: <https://laulima.hawaii.edu>. Log in using your MyUH Portal username and password.
3. Video Taping Device (cellphone, digital camera okay)

Course Policies

Student Code of Conduct

1. 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. If you violate the Student Code of Conduct in Speech 151, Mitchell Okamura will file a report with the Office of the Dean of Students.
2. Students are required to enter the classroom with respect for fellow students and the instructor. Use of electronic devices (laptops, cell phones, ipads) are to be used for educational purposes. If students fail to comply with our electronic device code of conduct then their final grade will be lowered.
3. To ensure a safe environment for experiential learning, there is a strict prohibition of taking pictures/videos. There is also a strict ban on posting pictures/videos of class activities and lessons unless authorized by Mitchell Okamura.
4. 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>

Attendance and Punctuality

- Students must attend every class for the entire semester.
- Students must sign the attendance sheet and write something on the YHTWS line (You have to write something)
- Students will be deducted up to **15 points for every unexcused absence** this semester. (\$15 deduction from total account)
- Arrive to class on time and plan to stay for the entire period. Two instances of arriving late or leaving early will be counted as an absence.

Late Work

- All assignments are to be turned in at the beginning of class on that specific date.
- Homework that is turned in or emailed after due date (up to 1 week past due date) without a justifiable reason and proper notification will receive a **20% deduction**.
- Late work will be accepted if and only if official documentation can be presented and the instructor is notified ahead of time.
- If you are going to miss a class you are still responsible for turning in the work to me prior to that date.
- Make up exams and speeches will be allowed only if:
 - You have official documentation excusing your absence
 - Personal notes from parents, coaches and others will not be accepted.
 - Only official letterhead with signatures from appropriate authority (doctors, judges, athletic department) will be accepted
 - You make every effort possible to contact me before the class time

Grade Appeals

If you want to appeal the grade that you received on an assignment, speech or exam you must present your appeal in a typed document stating what your appeal is. You must be thorough in your explanation and you must turn in your appeal within one week from the day you received your graded work.

Email

Email is an official way of communication at the Honolulu Community College. Students are responsible for checking their email account frequently and consistently to remain current with community college 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. It is your responsibility to make sure that your instructor received any correspondence from you. If you do not receive an acknowledgment of your email message within 24 hours, check to make sure the instructor received your message.

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 see me after class or during my office hours and be prepared to provide a current verification letter from Student ACCESS.

Course Assignments		
Music Me Paper	\$25	_____
Intercultural Presentation	\$25	_____
Reality Check Paper	\$50	_____
Movie Match Presentation	\$100	_____
Movie Match Outline	\$50	_____
Movie Match Peer Evaluation	\$25	_____
Movie Match Self Evaluation	\$25	_____
Team Panel Discussion	\$100	_____
Outline and Bibliography(Affirmative/Negative)	\$50	_____
Panel Discussion Peer Evaluations	\$25	_____
Informative Speech	\$100	_____
Informative Speech Outline	\$50	_____
Informative Visual Aid	\$25	_____
Informative Speech Self Evaluation	\$25	_____
Informative Speech Peer Evaluation	\$25	_____
Quiz One Part 1, Chapter 1-6	\$100	_____
Quiz Two, Part 2 and 3, Chapters 7-10	\$100	_____
Quiz Three, Part 4, Chapters 11-15	\$100	_____
Attendance Deduction (\$15 per absence)	-\$15 per absence	_____
TOTAL POINTS: \$1000		

Grading Scale:

A: 1000-900 B: 899-800 C: 799-700 D: 699-600 F: 599-0

Course Schedule:

The following schedule is a tentative schedule for this session. This schedule may be altered or change during the course, therefore make sure you note down any changes that the instructor informs you about. Notification of changes may be through email or laulima, you are responsible for turning in all work on specified due dates and must be prepared for class everyday.

	Date	Topic/Activity	Assignment Due on Date
Week 1	January 13	Get to Know You!	
	January 15	COMMUNICATION	Read Ch. 1
Week 2	January 20	Perception and Self Assign Music Me	Read Ch. 3
	January 22	Communicating in a Multicultural Society	Read Ch. 2
Week 3	January 27	Intercultural Day (Bring a cultural dish)	Intercultural Presentations (\$25)
	January 29	Language and Meaning	Read Ch. 4
Week 4	February 3	Nonverbal Communication	Read Ch. 5
	February 5	Listening	Read Ch. 6 Due: Music Me Assignment (\$25)
Week 5	Feb 10	Recap Quiz Review	
	Feb 12	Quiz 1, Chapter 1-6 (\$100) Groups and Teams Assign Movie Match Group	
Week 6	Feb 17	Movie Match Groupwork Assign Reality Check Paper	Read Ch. 9
	Feb 19	Understanding Relationships	Read Ch. 7,8
Week 7	Feb 24	Understanding Relationships	
	FEB 26	Leading Others, resolving conflict Panel Discussion Topics	Read Ch. 10 Reality Check Paper Due (\$50)
Week	March 3	Movie Match Groupwork	

8	March 5	Movie Match Presentation (\$100)	Movie Match Outline (\$50)
Week 9	March 10	Movie Match Presentation (\$100)	Movie Match Outline (\$50)
	March 12	Quiz 2, Part 2 and 3, Chapter 7-10 (\$100)	
Week 10	March 17	Speaker and Audience, Informative Speaking,	Read Ch 11, 14
	March 19	Researching, Supporting, Outlining	Read Ch. 12
March 23-27 Spring Break			
Week 11	March 31	Persuasion	
	April 2	Panel Discussion Research	
Week 12	April 7	Panel Discussion Practice	
	April 9	Panel Discussion Prep/ Delivery Workshop	
Week 13	April 14	Panel Discussion Debate (\$100)	Due: Outline, affirmative and negative (\$50)
	April 16	Panel Discussion Debate (\$100)	Friday April 17, 2015 HCC Intramural Debate Tournament
Week 14	April 21	Presentation Aid	Due: Panel Discussion Peer Eval (\$25) Read Ch. 13
	April 23	Designing and Delivering Speech	Presentation Aid due (\$25)
Week	April 28	Informative speeches (\$125)	Bring Video taping device on your speech day

week 15	April 30	Informative speeches (\$125)	Bring Video taping device on your speech day
Week 16	May 5	Informative speeches (\$125)	Bring Video taping device on your speech day
	May 7	NO School Study Day	
Week 17 Finals Schedule			
Week 17	TR 24654 Tuesday, May 12, 2015 11:30 am - 1:30 pm	Final Quiz 3, Chapter 11-15 (\$100)	Info Peer Eval (\$25)/ Info Self Eval (\$25) Due
	TR 24655 Tuesday, May 12, 2015 2:30 pm - 4:30 pm	Final Quiz 3, Chapter 11-15 (\$100)	Info Peer Eval (\$25)/ Info Self Eval (\$25) Due