

# PERSONAL AND PUBLIC SPEECH -- SP 151

INSTRUCTOR: **Ron St. John**  
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OFFICE: **Ka Lama 119**  
PHONE: **984-3341**

When you email me, you must use a specific subject line in every email with **your class color, the nature of the email, and your name** in the subject. For  
Ex: **Blue-151, Problem with WebCT, Sabrina Dias**

**If you phone me and have to leave a voice mail be sure to say your phone number twice and articulate your message clearly.**

## **OFFICE HOURS:**

**Monday, Wednesday 2:55-4:00 p.m. Thursday 4:25-5:30 p.m., and by appointment.**

You can reach me for "Virtual Office Hours" using AOL Instant Messaging (AOL I.M. or AIM is available free to everyone at <http://www.aol.com> it is easy to download and install on your computer. If you already use AOL you have it. You don't need to be an AOL user to use it). My screen name is **MauiSpeech** (one word)--You can add me to your "Buddy List." When you see me logged on you can Instant Message me with questions, and/or comments for class. I also have a Web camera on my office computer and can meet with you via NetMeeting, Yahoo Messenger or ichat (Mac).

## **Required Materials & Supplies:**

**Text:** Bebee, S.A., Bebee, S.J., Ivy, D.K. (2004). *Communication Principles for a Lifetime* (3rd Ed.).

## **19 Page Handout Packet:**

The 19 page Handout Packet is available for approximately \$1.10 at Office Max (Maui Marketplace Mall by Lowes on Dairy Road). To get one from Office Max you need to call in advance (877-9448) and order a "MCC Speech 151 Handout Packet for Ron St. John's Class" for pickup. It is also available on WebCT Course Content and Related Materials page and on the Public Speakers' Web site in Adobe PDF format to print out at: **<http://www.hawaii.edu/mauispeech/pdf/151handoutpacket.pdf>**

To print the Handout Packet you will need access to a computer with an Internet connection, web browser, the free Adobe Acrobat Reader, and a printer. A hard copy is in the Library for photo copying purposes.

## **UH Username and Email Account:**

You need to know your UH username and password to access "MyUHportal." A UH username will allow you to access many other UH Services on MyUH Portal (<http://myuhportal.hawaii.edu>). You can get a UH username on the MyUHportal page. MyUHportal and WebCT are two different things. Use WebCT to email me.

## **WebCT Account:**

We will use WebCT this semester. You will need to log into you WebCT account A.S.A.P. You can log in at: <http://webct.hawaii.edu/> to manage course communications, resources, and information. I will discuss this in class. You should already be registered in WebCT if you are registered in SP151 and have a UH user ID.

**You will have unlimited access to the Course Website *THE PUBLIC SPEAKERS' Page* at: <http://www.hawaii.edu/mauispeech>** You will find information regarding assignments and speeches on *The Public Speakers' Page*. You will want to click on the SP151 stuffs.

## **Video Taped Speeches – Videostreaming :**

**All speeches will be videotaped** and available 24/7 on the Internet as a video stream for viewing. **You will need to access the videos through WebCT.** When viewing your video you will want to have your self-evaluation questions with you (they are available in your handout packet). Once you watch the videotape of your speech, **you will respond to the questions in GREAT detail. Your typed responses will be specific, detailed, comprehensive, and all inclusive. This is your plan for improvement and your opportunity to improve.**

## **Course Description:**

If confronted with an information-gathering interview for a report you are writing, a group project in another course, or a public presentation at your place of work, Speech 151 will provide you with the skills, knowledge, and abilities to confidently communicate your thoughts and ideas to others. These skills, knowledge, and abilities will be developed and improved during this class through opportunities in interviewing, group discussion, learning activities, self-evaluations, evaluating others, public presentations, out of class activities, reading of our text, supplemental handouts and web based material. The focus of this course is to provide you with opportunities to experience and practice effective communication skills, such as interviewing, group communication, speech preparation, and speech delivery. Through preparation, practice, self-evaluation, and continuous improvement in this class you will gain life-long skills that will enhance your personal and public communication.

## **STUDENT LEARNING OUTCOMES:**

1. You will learn about, remember, experience and practice effective speaking and listening skills in personal and public speaking contexts.
2. You will further develop your knowledge of the information gathering and information synthesizing processes, and apply this knowledge to interpersonal, interviewing, small group, and public speaking situations.
3. You will further develop your ability to analyze an audience and adapt a message to listeners in various communication situations.
4. You will learn how to organize your ideas into a systematic pattern for distribution in order to increase the degree of understanding in your audience.
5. You will further develop your ability to use appropriate and adequate support materials when presenting your ideas.
6. You will improve your overall delivery skills and you will learn how to deliver ideas appropriately and effectively in an interpersonal situation, interview situation, small group/team situation, and public speaking situation.
7. You will develop and improve your confidence as a personal and public communicator.

The above student learner outcomes are available to all students that enter this class. The level at which you achieve these outcomes are dependent upon your effort, your attitude, and your commitment to this class and your classmates.

## **Students who succeed in this course will:**

Attend class on every scheduled class meeting.

Come to every class with a positive attitude, thoroughly prepared, and ready to participate.

Do every assignment to the best of their ability and turn in assignments on time and/or early.

Read all handouts and text chapters/pages assigned for each class, prior to attending class.

Contribute to every class discussions, and help create an optimal learning environment.

Listen carefully to all lectures, discussions, and instructions in class—Take notes when needed.

Ask questions whenever information is unclear.

Have fun, and genuinely enjoy personal and public speaking with others.

The surest way to succeed in life is to exceed the expectations of others. I encourage you to have fun and enjoy yourself in this class this semester. Learning can be fun - The level of fun that you have in class is up to you.

## **OUTCOME ASSESSMENT:**

Assessment in this course will be multifaceted. You will assess your own work. You will assess the work of your classmates. Your classmates will assess your work. I will give you feedback on your work throughout the semester. You will demonstrate your improvement by building on previous successes, by identifying areas that you want to improve, and by improving in those areas. Through the use of video streaming online you will be able to view your presentations and develop and improve your overall presentation skills throughout the course. There are several assignments and activities throughout the semester that will assess your skills, knowledge, and confidence in personal and public speech. By completing all of the assignments, and partaking in all of the activities and opportunities that this class will offer, you will ensure your overall improvement as a personal and public speaker. The amount of time, effort, and quality of work that you put into the activities, opportunities, and assignments in this course will determine the level of success and amount of improvement you will achieve in your personal and public speech. Self-assessment is an important aspect of this course. You will evaluate yourself after viewing yourself on videotape. Your self-evaluation is done for yourself, not for me. However, I will assess your evaluation based on detail, specificity, and comprehensiveness. The more specific, detailed, and comprehensive your self-evaluation is the more improvement you will make from one speech to the next speech-- Guaranteed! When you can identify the areas that you want/need to improve, and build a specific, detailed, comprehensive plan for improvement--you will improve if you follow your plan.

## COURSE POLICIES:

1. Speech 151 is designed to be an experiential learning course, therefore, **ATTENDANCE IS EXPECTED AND REQUIRED FOR ALL SCHEDULED CLASS MEETINGS**. Participation in the class discussion will enhance your learning and enrich the class experience for everyone. So please come to class prepared to participate.
2. **Absences on scheduled speech days (not just the day you are scheduled to speak) will result in an AUTOMATIC DEDUCTION of points for each day missed.** Speaking assignments require attendance as a presenter AND AN audience member. Any and all absences will result in a point deduction. Three unexcused absences will result in a grade reduction at the end of the semester. Missed Speeches and Class activities may only be made-up at instructors discretion and class schedule.
3. **PLEASE AVOID** being **LATE** to class. This disrupts scheduled activities and speakers. If a speaker is presenting please wait until the speech is over before entering class. Repeat offenses will result in absences and point reductions. Please be respectful of others. **TURN OFF ALL CELL PHONES BEFORE ENTERING OUR CLASSROOM—Not on Vibrate—“Lights Only or Turn them OFF completely!**
4. All work is due on the assigned due date **at the beginning of class**. The Information Festival is to be taken when scheduled and there will be no make up Festivals. All presentations are to be given when scheduled. Late work in this class will be detrimental to your progress and success in this course. **Do Not discuss any late work or your grades with me during class time.** I am available outside of regular class hours so please come and see me for help and/or clarification. Only some assignments will be accepted past the due date (these will be determined by your instructor). Late work will be penalized 20%. Late work will not receive a grade after one week past the due date. You will only receive credit for a late assignment if you bring your work by my office **DURING MY REGULARLY SCHEDULED OFFICE HOURS ONLY**. You will grade the assignment and assess the late fee. I may give you verbal feedback on your late work if time permits.

It would be much easier for you and for me if you turn your work in on time **or even early**. **Early work will receive bonus points**. All Outlines, Manuscripts, Team Project materials (must be turned in as a packet), and the Audience Analysis Questionnaires (with copies for the entire class) receive extra credit and bonus points if they are turned in before the scheduled due date. You will receive 1 bonus point for each day it is early, up to one week, and if you turn the assignment in one week early or more you will receive 3 extra bonus points for a total of 10 maximum bonus points each. Work turned in early must be superior work worth 95% of the total grade to receive the early bird bonus points---otherwise it will be returned, without a grade, for revisions. After revisions you can still turn the work in early for bonus points if it is before the due date.

5. **MISSED SPEECHES MAY NOT BE MADE UP**, however, under extenuating circumstances, make-ups will be based on time availability, the availability of the class, and at the discretion of the class and the instructor. Late speeches will result in an automatic grade reduction for the speech. All assigned major speeches must be completed in order to receive a passing grade for this class. Missed Festivals will not be made up.
6. **ALL ASSIGNMENTS MUST BE TYPED.** Type all materials that will be turned in for credit unless otherwise indicated.
7. Students will avoid using language that is sexist, racist, or ageist in all writing and speaking. Students will avoid speech content that may offend values, customs, or beliefs held by any member of the audience. Please be sensitive to the diversity of your audience and your classmates. Inappropriate language will not be tolerated.
8. **Academic dishonesty of any kind WILL NOT BE TOLERATED AND WILL RESULT IN A FAILING GRADE.** Any disruptions deemed to undermine the learning process and/or the learning environment will not be tolerated. Remember, we are all here to learn--so learn, and let learn. Refer to the MCC Student Handbook for further information and policies regarding academic dishonesty. Please help me develop and maintain an optimal learning environment that encourages learning for everyone.

**Students with Special Needs:** Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities. If you believe you have a disability requiring accommodations, please notify the Special Needs office at 984-3277 or Telecommunication Device for the Deaf (TDD) 984-3325 or the Text Telephone (TT) replay service at 643-8833. The Special Needs coordinator will verify your disability and provide the course instructor with recommendations for appropriate accommodations.

# GRADING SYSTEM

You can record your progress and point totals for all assignments below. Keep every assignment that is returned to you graded—it is your receipt. Each graded assignment earns points, not letter grades. Your final grade will be a letter grade. The grades will be awarded based on the following point ranges:

**A = 100% - 90%**      **B = 89.9% – 80%**      **C = 79.9% - 70%**      **D = 69.9% - 60%**      **F = below 60%**

## POINT SYSTEM:

<b><u>I. SPEECHES, PREPARATION MATERIALS, &amp; SELF EVALUATIONS</u></b>				
A.	<b>Personal Experience Speech</b>			+ _____
B.	<b>Introduction Speech &amp; Interview of Classmate</b>			<b>70</b> _____
	1. In class interview	10	_____	
	2. Typed Interview Schedule	40	_____	
	3. Speech (2 Min.)	10	_____	<b>Visual Aid Extra Credit</b> <b>5</b> _____
	5. Self evaluation	10	_____	
C.	<b>Two Speeches @ 2 Minutes each</b>			<b>40</b> _____
	1. Bad Speech	10	_____	
	2. The Vision Speech	20	_____	
	Self evaluation	10	_____	
D.	<b>Commemorative Speech</b>			<b>80</b> _____
	1. Speech (2 Minutes)	60	_____	
	2. Self evaluation	20	_____	
F.	<b>Three Impromptu Speeches @ 20pts. Each</b>			<b>60</b> _____
H.	<b>Informative Speech with Visual Aid (video taped)</b>			<b>260</b> _____
	1. Audience Questionnaire	20	_____ (Early Bonus Pts.1 questionnaire per classmate)	
	2. Speech ( <b>7-9 Minutes</b> )	75	_____	
	3. Visual Aid(s)	20	_____	
	4. Preparation Outline	60	_____ (Early Bird Bonus Points Available)	
	a. 4 Sources = 10pts			
	5. Speaking outline	25	_____ (Early Bird Bonus Points Available)	
	6. Peer Evaluations	20	_____	
	7. Self evaluation	40	_____	
<b><u>II. Information Celebrations &amp; Team Presentations</u></b>				<b>170</b> _____
	A. <b>Information Party 1</b> Ch. 1 + Interview schedule handout	30	_____	
	B. <b>Information Party 2</b> Ch. 2, Handouts	30	_____	
	C. Team Chapter Presentation 1 ( <b>PowerPoint Extra Credit</b> )	40	_____	
	D. <b>Information Festival</b> on the Informative Speech Outline	30	_____	
	E. Team Chapter Presentation 2 ( <b>PowerPoint Extra Credit</b> )	40	_____	
	<b>You may use PowerPoint in Team Presentations for possible Extra Credit (10)</b> _____			
<b>III.</b>	<b><u>CLASS PARTICIPATION</u></b>	You must attend class to participate in class.		<b>70</b> _____
<b>IV.</b>	<b><u>Extra Credit Opportunities</u></b>	Bonus Points & Extra Credit _____		

**This Syllabus is subject to modification and/or change.**

**TOTAL POINTS (750)** \_\_\_\_\_