

SP251 PRINCIPLES OF EFFECTIVE PUBLIC SPEAKING

INSTRUCTOR: **Ron St. John**
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OFFICE: **Ka Lama 119**
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When you email me, you must use a specific subject line in every email with **your class #, the nature of the email**, and **your name** in the subject. For Example: **251, Intro Evaluation, 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 11:00 - 11:45 a.m. Thursday 4:25 - 5:35 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: O'Hair, D., Rubenstein, H., Stewart, R. (2004). *A Pocket Guide to Public Speaking*.

25 Page Handout Packet:

The 25 page Handout Packet is available on the Public Speakers' Web site in Adobe PDF format to print out at: <http://www.hawaii.edu/mauispeech/pdf/251handoutpacket.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.

UH Username and Email Account:

If you don't have a UH username and email account yet you will need to get one ASAP. A UH username will allow you to access your information on the Banner System. It will also allow you to access many other UH services. You can get one at: <https://sunsys.its.hawaii.edu/acctmgmt/>

WebCT Account:

We will use WebCT this semester. You will need to log into you WebCT account A.S.A.P. We will use the WebCT course management tool to manage course communications, resources, and information. I will discuss this in class and show you how to register for our class if you haven't already. You will need 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 speech, a group presentation in another course, or a public presentation at your place of work, Speech 251 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 preparing and presenting speeches, in class discussion, learning activities, self-evaluations, evaluating others, 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 the principles and fundamental skills of effective public speaking, such as appropriate speech preparation, speech outlining, team presentations, and speech delivery. Through preparation, practice, self-evaluation, and continuous improvement this class will help you gain life-long skills that will enhance your personal and public communication opportunities.

STUDENT LEARNING OUTCOMES:

1. You will learn about, remember, experience and practice effective speaking and listening skills in public speaking contexts.
2. You will further develop your knowledge of the information gathering and information synthesizing processes, and apply this knowledge to Team presentations, 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 a team presentation, 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 which you achieve these outcomes are dependent upon your effort, your attitude, and your commitment to class and our 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.
- 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 class information is unclear to them.
- Have fun, and allow themselves to enjoy personal and public speaking.

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 videotape 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 to improve, and build a specific, detailed, comprehensive plan for improvement--you will improve if you follow your plan.

COURSE POLICIES:

1. Speech 251 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 PHONES AND PAGERS BEFORE ENTERING OUR CLASSROOM—Not on Vibrate—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 tests 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 = 1000 - 900

B = 899 - 800

C = 799 - 700

D = 699 - 600

F = below 600

POINT SYSTEM:

I.	<u>SPEECHES, PREPARATION MATERIALS, & EVALUATIONS</u>		
A.	Introduction Speech & Interview of Classmate		55 _____
1.	In class interview	10 _____	
2.	Interview Schedule	20 _____	
3.	Speech (video taped)	10 _____	
4.	Visual Aid	5 _____	
5.	Video self evaluation	10 _____	
B.	The BAD Speech (Video Taped)		20 _____
C.	Two Impromptu Speeches 20pts. Each		40 _____
D.	Lyrical Speech (Video Taped)		50 _____
1.	Speech	30 _____	
2.	Manuscript	10 _____ (Early Bonus Points Available)	
3.	Video self evaluation	10 _____	
E.	Folklore Storytelling (Video Taped)		150 _____
1.	Presentation	80 _____	
2.	Story Analysis	50 _____ (Early Bonus Points Available)	
3.	Video self evaluation	20 _____	
F.	Motivational Presentation Preparation Using the Motivated Sequence Pattern		80 _____
1.	Preparation Outline	40 _____ (Early Bonus Points Available)	
a.	Outline=30pts.		
b.	6 Sources (1 interview) = 10pts		
2.	Speaking Outline/Storyboard/Flowchart	40 _____ (Early Bonus Points Available)	
G.	Motivational Presentation & Analysis		220 _____
1.	In class speech if you don't opt for the service learning opportunity	130 _____	
	Visual Aid(s)	40 _____	
	Self Evaluation	30 _____	
	Peer Evaluations	20 _____	
2.	Service Learning Opportunity Outside of Class instead of in-class speech		
	Speech/PSA-Commercial/PowerPoint/Web Site	200 _____	
	Analysis Paper of opportunity	20 _____	
	Extra Credit Incentive for Service Learning	(20) _____	
H.	Commemorative Speech (Video Taped)		125 _____
1.	Speech	60 _____	
2.	Manuscript	30 _____ (Early Bonus Points Available)	
3.	Self-Evaluation	35 _____	
II.	<u>Information Celebration Options: Team Chapter Presentations or Written Final Exam</u>		160 _____
A.	First Team Chapter Presentation	40 _____	
B.	PowerPoint Presentation (optional - extra credit offered)	(20) _____	
C.	Second Team Chapter Presentation	40 _____	
D.	PowerPoint Presentation	20 _____	
E.	Third Team Chapter Presentation	40 _____	
F.	PowerPoint Presentation	20 _____	
	Or Comprehensive Final Exam During Exam Week	160 _____	
III.	<u>CLASS PARTICIPATION OPPORTUNITIES (TOTAL 100pts.)</u>		100 _____
	You can only participate if you are in class. You will lose participation points when you are not in class.		

This Syllabus is subject to modification and/or change.

TOTAL POINTS (1000) _____