

FHS Syllabus

Course: Dual Credit Speech: COMM 1315 Public Speaking

Term: 2019 Fall Semester

Teacher: Ms. Andrews vandrews@frenship.us

Daily Procedures

- Be in your seat with all of your materials when the bell rings
- Begin working on your journal at the beginning of every class
- NO TALKING during announcements and keep the noise level down while you are writing in your journal
- You will need to purchase the text for this class
- Bring your textbook with you each day or leave it on your class assigned bookshelf
- Your journals/folders will be placed on the bookshelves assigned for your class

Class Supplies

- Spiral notebook-one subject
- Folder with pockets
- Pen, pencil, red pen, and highlighter
- **Textbook: *Communication: Making Connections. Seiler and Beall (8th or 9th ed.)***
- Flash drive/USB All speeches must be saved on a USB

Discipline

- **FHS POLICY**
- 1st Offense = Warning
- 2nd /3rd/4th Offense = Office Referral

Class Routine

- Journal Writing
- Discussion
- New Material: Lecture, Individual/Group/Partner Notes, Power Point Presentation
- Activity or Assignment
- Journal/Quote

Major Projects

- Chapter Quizzes: 5
- Final Exam
- Speeches: Special occasion, informative, persuasive
- Group Presentation

Responsibility

I look forward to the opportunity to work with you this year. My goal is to make this class one you will enjoy, find applicable to your future, and look forward to attending. If you turn in all of your assignments, attend class regularly, and give me your best effort, you will do well in my class. Each student that comes into my class has a fresh start. I will respect you from day one, and in return I would ask the same from you. In order for this class to be a success and an enjoyment, you must act like responsible young men and women. My discipline policy will follow the one set by FHS. This is a college course through Angelo State University; therefore, I must follow protocol pertaining to grading, late work, and course material/assignments based on the guidelines set forth by the Communication Department at ASU. Please see your ASU syllabus for more information on ASU policies. The exception to the late work rule in regards to speeches is outlined below on this syllabus pertaining to speech due dates and absences on presentation days.

Tutoring

My tutoring hours will be during AP from 8:25-8:50 Tuesday-Friday. I am also available after school by appointment.

Absences

If you know you are going to be absent you need to let me know ahead of time, and you will need to come to AP to get your work. If you are sick, or didn't know you were going to be out, just come to AP the next day you are on campus to get your work.

*If you are going to miss a speech date, I must know ahead of time, and you must email me. **If you are sick the day a speech is due, you must email me. You will present your speech the next day you are in class!** Email needed is only for speech days, and if you have already presented, I don't have to hear from you.

Late Work

All assignments are due on the date assigned by the instructor. You will be informed of due dates in advance.

Additional Points

SPEECHES: Your speech needs to be ready the first day of presentations. This means all materials: topic sheet, outline, and works cited. The items that required typing must be printed out and ready to go when you walk in class, and your power point must be saved to a flash drive, student drive, and either dropped off in my drop box or emailed to me. This is how we will access it for your speech. Saved to a flash drive is your back up plan, and a way to work on it at home. **PRINT BEFORE YOU COME. IF YOUR PRINTER IS BROKEN, PRINT DURING AP OR AFTER SCHOOL IN THE LIBRARY.** If you choose to be late to my class to go to the library to print you will receive a tardy and after three it is an absence.

If your speech is not ready on the first day of presentations it is late and 15 points will be deducted from your starting grade, and 15 points will continue to be deducted for each class period (your class day) that it is late. If you fail to contact your instructor the day a speech is due and you are absent you will receive 15 points off your starting grade. **YOU MUST CONTACT ME IN ADVANCE IF YOU ARE ABSENT ON A SPEECH DAY** (even if it is a school related absence, I must be **emailed** ahead of time).

SIGNING OUT

You will have downtime in this class on the days when speeches are being presented. I expect you to listen to all presenters, and you will fill out evaluations during presentations. ASU requires that you attend this course regularly to get credit. If you are more than thirty minutes late to my class, this will count as an absence. If you start to sign out frequently and miss the majority of my class I will have to count these classes as absences. The occasional doctor's appointment and emergency situations for signing out are always excused, as well as all school related absences.

ASU USERNAME/PASSWORD

You will need these throughout the semester. You received them when you registered for the course. Please write these down or keep them in your phone so you can have access to them throughout the semester. You will need to write these down on your student info sheet.

Grades

*I will be taking grades on the below assignments as set forth by ASU. The things we do for participation/daily grades will be a bit different, but everything else will be the same, and the amount of points given at ASU for participation will be given for your participation/daily work. Your grades will be entered into the 3rd 6 weeks grading period (from the first day of class) because this course is a semester course and your grades need to average for the whole semester based on the course calculations for assignments. Anytime you need to check your grades, just make sure to go into the 3rd 6 weeks grading period and they will all be entered. To calculate your grade for the current 6 weeks, I will just take the current average at the time, and that is your current grade in my class. Your overall grade in my class will be the average of the semester and calculated based on the weighted assignments below. I will show the students in my class how to find their grade on their phone/computer with their skyward account, and each student can show their guardian(s) how to find the 3rd 6 weeks grading period on their phone(s)/computer(s) from home.

The following assignments will be calculated for your grade:

- Special occasion speech 10%
- Informative speech 15%
- Informative outline 5%
- Persuasive speech 15%
- Persuasive outline 5%
- Group speech 10%
- Group outline 5%
- 5 Quizzes 10%
- Class participation 5%
- Speech evaluations (3) 10%
- Final Exam 10%

Speeches = 50% Quizzes = 10% Outlines = 15% Class part = 5% Evals = 10% Final exam = 10%

Category in Skyward

Assessment = 30%
Projects = 20%
Quizzes = 10%
Participation = 5%
Daily Work = 10%
Essay = 15%
Other = 10%

Assignment

Persuasive/Informative Speeches 15 % each
Special Occasion/Group Speeches 10% each
5 total (2% each)
5 total (1% each)
3 Speech evals (3.33 each)
3 outlines (5% each)
Final Exam

*I have put the percentages beside each assignment. Remember, your grade is an average of a semester, and the above percentages are based on the entire course.

*Our grades are calculated on a scale of 100. If you see your ASU syllabus you will notice they calculate grades for this course on a scale of 1000. The grades will be the exact same in terms of how they are calculated and the percentages of each assignment, so to figure out your total point score for ASU, just add a 0. If you make a 90 for me, that is a 900 for ASU = same grade, both A's in the course.

*If you or your guardian(s) have any questions about any of this information please feel free to contact me.