**SPEECH SYLLABUS**

**SEMESTER:**  Fall 2018

**INSTRUCTOR: Mr. Jeff Sand**

**Mitchell High School – Room 143**

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[www.mrsand.weebly.com](http://www.mrsand.weebly.com)

**TEXTBOOK:** *Speech for Effective Communication – Verderber – Revised Edition*

**COURSE DESCRIPTION:**

This course is designed to help students communicate effectively in various social settings. Students will learn the communication process and how to be an effective communicator. Students will participate in group discussions, perform listening exercises, role-play job interviews, discuss telephone etiquette, study stage fright, revise speaking habits based on constructive criticism, and learn how to effectively write and deliver various speeches. Students will perform speeches to entertain, to inform, to persuade, special occasion speeches, along with several impromptu or extemporaneous speeches each quarter.

**MATERIALS:**

-Laptop/Charger (Please bring to class every day.)

-Notebook

-Note cards

-Folder

-Pens/Pencils/Highlighters

**GENERAL COURSE OBJECTIVES:**

Students will:

* acquire research skills
* demonstrate public speaking skills
* employ electronic resources for research and data management
* understand effective communication techniques
* analyze and self-evaluate his/her speeches via video recording technology
* apply human relations skills when collaborating with others
* adjust/adapt speech based upon written and oral critiques
* develop the ability to give and receive appropriate constructive criticism
* HAVE FUN, GO BEYOND THEIR COMFORT ZONE AND OVERCOME THE #1 FEAR IN THE WORLD – PUBLIC SPEAKING

**ELECTRONIC USE POLICY:**

1. Respect- Phones should be put away at the beginning of class. Leaving your phone on your desk during class is a distraction, temptation, and can be considered disrespectful to anyone speaking, including me. Although we will be using the laptops frequently, we will not use them all of the time. If someone is speaking, please show respect by lowering your laptop lid and focusing your attention on the speaker.
2. Responsibility- You also must be responsible and proactive in terms of taking care of your laptop (keeping it charged, not leaving it behind, etc.), but also making sure you download any attachments before leaving school as you may not have internet access at home. You are responsible for taking notes, writing assignments down in a planner or electronic calendar, and LISTENING in class. Do not expect every detail from class to be available online.
3. Reality- technology is now, more than ever, a part of our culture. I think we all should embrace this, but this will present challenges and temptations. There may be times when you are given time to work on assignments and multi-tasking or internet distractions may tempt you. Ultimately, you are responsible for your education, so do not expect extensions or leniency if you choose to not use class time appropriately.

**ASSIGNMENTS AND GRADING:**

Assignments and activities will include, but are not limited to bell ringer activities, worksheets, quizzes, tests, journals, speeches, self-evaluations, and participation in speech activities.

**GRADING SCALE: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59**

* Cumulative point totals will determine your grades. Quizzes, tests, and speeches are worth more points than daily work.
* Your semester grade will be composed of the following: 40% first nine weeks, 40% second nine weeks, and 20% semester exam.

**LATE WORK/MAKE-UP WORK/ABSENCES**

* Expected Absences: If you know that you will be gone for an activity, doctor’s appointment, etc., you are required to make up the work you will miss **before** the absence.
* Unexpected Absences: If you are absent without prior knowledge, you are expected to find out what your assignments/obligations are and complete them before the next class period. So if you are sick on Monday and cannot come to class, you need to visit **mrsand.weebly.com** to determine what you missed. If you still have questions after visiting the class website, then please stop in and see me during SRB or before/after school.
* Whether the deadline is the end of the class period or nine weeks from now - submit work on time.
* Late work is only eligible for half credit, but even if an assignment is late, turn it in because half credit is better than no credit. **You are required to send a professional email to me after completing and submitting your late work.**
* After one week from the assignment’s due date, you may no longer submit the assignment for credit.

**BEGINNING OF THE CLASS PERIOD/END OF THE CLASS PERIOD PROCEDURES:**

* There will be a bell ringer activity or instructions displayed on the board at the beginning of every period.
* You will be expected to be in your seat working quietly on this activity or assignment when the bell rings.
* The last portion of class will oftentimes be dedicated to the completion of an individual activity or beginning work on homework assignments for the day. Whatever the activity, continue working quietly until the bell rings.
* Do NOT congregate at the door for lunch or at the end of the class period. You are expected to remain in your seat working diligently until the bell rings. Failure to do this will result in the holding the class after the bell rings.

**CLASSROOM EXPECTATIONS:**

**Expectation #1:** **R-E-S-P-E-C-T**. You must treat each of your classmates, guests in our room, and me with the same level of respect with which you expect to be treated. You may do only those things that do not interfere with your learning or the learning of anyone else.

**Expectation #2: Focus on learning.** Treat your space as both a classroom and a learning environment. You must be willing to learn, participate, and improve each and every class period. Hold yourself accountable.

**Expectation #3**: **Time-Management**. Use class time productively. Because of the nature of this class, you will be given an adequate amount of time to prepare for, practice, and revise your speeches. When you are given time to work individually or with a partner, take advantage of this! Remember that if you are called on to present on speech days, you must be prepared. If you choose not to make full use of class time, you will get no flexibility from me. Do not expect extensions on assignments or passes out of other classes to work on assignments.

**Expectation #4: Go beyond your comfort zone!** “The only real failure in life…is the failure to try.” Please don’t be afraid to make mistakes, try something new, and get out of your comfort zone. Let’s make it a great year by giving it a 100% in all we do!