

COMMUNICATIONS SYLLABUS

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The student will understand and develop skills in oral communication which is fundamental to all other learning and to all levels of human interaction. Students will understand concepts and processes involved in sending and receiving oral messages, evaluating, and using nonverbal communication, and listening for a variety of purposes. In speech communication, student will develop communication competence in interpersonal, group, and public interaction to establish and maintain productive relationships and function effectively in social, academic and citizenship roles.

I. NOTEBOOK:

- You will be required to maintain a section for this course in a 3-ring binder. Extra paper and a pen are always required. Bring your notebook to class everyday. Keep all class work in your binder. Be prepared for spot checks during the semester. Note check will be a major grade, so be sure you have your notebook in class everyday, even if you don't think you will need them.

II. IN CLASS EXPECTATIONS:

- **This class is a one semester class and is required for you to graduate. If you do not pass it you will have to take it again.**
- Presenting speeches in front of the class on a variety of styles and topics.
- Taking tests over the notes given in class during the first six weeks.
- The final exam will be comprehensive.
- You will be given a copy of notes for this class, **YOU MUST BRING YOUR NOTES TO CLASS EVERYDAY!** If you lose the notes I will NOT give you another copy.
- Material selected for speeches will be suitable for general audiences. Editing language or content of the material is YOUR responsibility. If you have questions, ask your instructor.
- You are expected to show considerate, attentive and supportive behavior in class at all times to all persons. When other students are giving speeches, they need your support, as you will need their support, when you are giving a speech. Do not enter or leave the class or theater during a speech. Students with improper audience etiquette will lose points or their speech grade.
- Racial/sexual slurs are not permitted in this class at any time.
- You are expected to follow all school rules while in the class or theater.
- **EXEMPTIONS** – Students who are caught with chewing gum or have a zero for any speech or major grade during the semester will NOT be able to exempt this class.

III. OUT OF CLASS EXPECTATIONS:

- There will not be a lot of homework assigned in this class. The majority of homework will be preparing for your speeches. Class time will be given to create all speeches. If you do not use class time I give you, the homework you have will have been assigned by you!
- In order to make an A in this course outside preparation will be needed. I can always tell if you give a speech without rehearsing it first. The more you rehearse a speech the better it will be and the higher your grade will be.

IV. MAKEUP WORK:

- You are responsible for your own make up work. The instructor will not remind you of it. When deadlines are not met a 0 will be recorded.

V. GRADING:

- Grades are given in the following areas: speeches, audience etiquette, homework, tests, projects and overall attitude

in the classroom toward your instructor fellow classmates and notebooks. You will be given participation grades during semester. This is time given in class to prepare for speeches. This time should not be wasted! It is impossible to give a meaningful speech without preparation. You will receive a 0 or a low grade if you do little to nothing during time given. I do not always take participation grades and will not tell you when I do, so **DON'T WASTE TIME.**

- You will not be graded on talent but your individual growth and how well you prepare and apply what you learn.
- **If you make an honest effort at preparing and presenting your speeches, you will NOT fail this class. Remember this is a required course and if you fail it you will have to take it again and pass before you can graduate. If you don't do your speeches will NOT pass this class.**
- All speeches will have a written outline; I give 5 points extra credit for typed (word processed) outlines. Extra credit will not be given if the outline is not formatted correctly. **Each outline will be graded as a daily grade.**
- Each speech is a major grade.
 - The majority of your grades will come from giving speeches in front of the class.
- Grades: Daily work 40% & Test & Speeches 60%
- **Late Work:** A speech is the same as a test. If a student does not present their speech on the day it is due a grade of zero will be recorded. It's the same as turning in a test with nothing on it.
 - Speeches will be assigned in advance and students will know the day their speech is due in advance and will be given time in class to work on their speeches. There is NO excuse to not be ready on your due day!
 - If a student is absent on the day a speech is due the speech will be due the next day the student is back in school.
 - Students will be given extra time (per district policy) if absent for several days due to illness or other reasons.

VI. CLASSROOM RULES:

DO NOT TALK WHEN THE TEACHER IS TALKING!

- **NO FOOD OR DRINK OF ANY KIND IN THE CLASS OR THEATER!**
- **DO NOT SIT ON TOP OF A TABLE AT ANY TIME FOR ANY REASON!**
- **NO GUM – STUDENTS WILL LOSE EXEMPTION WHEN CAUGHT THE FIRST TIME!**
- **DO NOT LEAN BACK IN CHAIRS!**
- **DO NOT** throw or fight with large pillows, they will rip open. Students who are ruff with the pillows will have to sew them up.
- **ALL BAGS, BACKPACKS AND PURSES MUST REMAIN ON THE FLOOR, UNDER TABLES, NOT ON TOP OF TABLES!**
- **STUDENTS ARE NOT ALLOWED TO GET UP FROM TABLES WITHOUT PERMISSION.**
- No horse play in the class or theater.
- Be in your seat and ready to work when the bell rings.
- Do not ask to leave class unless you have a teacher note.
- Students are not allowed in the theater without permission unless going to the restroom.
- Students are not allowed in storage rooms without permission.
- Be cooperative, supportive and attentive during all performances.
- Only one person may go to the restroom at a time.
- Push your chairs in before you leave.
- Only three chairs per table, students are not allowed to sit with their backs to the teacher or to the inside of the large open area of the room.

VII. BEHAVIOR

- You are responsible for your own behavior. Your actions will determine the atmosphere of your environment.
- There is a zero tolerance for trash talk, making fun of other students, off color remarks, negative body language, or attitude in this class! If you do it expect to be punished!