

College Speech and Communication

Mrs. Handlos

Room 215

Fall 2018

Block 4: T, Th, F 12:20-1:30

Course Description: *College Speech and Communication* is a one semester course focused on the fundamentals of public speaking and communication skills. The emphasis is on the development of one's individual speaking ability in a variety of speech situations. Areas of study will include building self-confidence, planning and preparation, organizing ideas both in written and spoken form, research, the communication process, listening skills, audience etiquette, presentation style, and self-reflection. Students will regularly prepare and deliver speeches to inform, to persuade, to demonstrate, and to entertain. Students will lead and participate in small group discussions and in an interview simulation. Additionally, students will watch, read, and analyze speeches given outside of the class setting.

CCIHS Option: (CCIHS stands for "College Credit in High School")

*Option to earn 3 transcribed credits from the UW-Green Bay course "Comm 133- Fundamentals of Public Address"

*If students choose this option, they would receive credit under this grading scale:

A: 92% + C: 72-78%

AB: 89-91% CD: 69-71%

B: 82-88% D: 60-68%

BC: 79-81% F: Below 59%

Material Covered:

- Basic elements of the communication process
- Non-verbal and verbal communication
- Researching, organizing, outlining, and delivering all required speeches
- Interpersonal and intrapersonal communication experiences

Requirements:

In order to learn what needs to be learned, and to receive credit for this course, all students must complete all speeches assigned. (However, completing all speeches does not automatically mean a student will pass the course). In order for a speech to be complete, it must meet the minimum time requirement. Speakers must rehearse well to assure that they perform well. To be sure that we can complete the work required in a semester, all students must be prepared to speak when scheduled. The policies explained below are designed to help all class members become significantly better speakers during the semester. Please note that most students will meet the requirements and will therefore not receive any of these penalties.

Completing All Speeches:

Each student must complete **ALL** assigned speeches in order to pass the course. A speech which is less than the minimum time required does not count as completed. A speech which is completed and which lasts at least the minimum required time, but which receives a grade of "F" does count as a completed speech. In other words, a failing grade on a single speech will not necessarily result in a failing grade for the course. **MISSING A SINGLE SPEECH WILL RESULT IN A FAILING GRADE FOR COURSE!**

Speech Approval and/or Outline:

Prior to giving a speech, all speakers **MUST** get the approval of the speech topic. Depending on the type of speech, approval may either be a simple sentence (or two or three) explaining the content of your speech. For longer speeches, approval will be in the form of an outline. Students simply will **NOT** speak if they have not submitted the required approval form. (And if students do not speak, it will result in a failing grade).

Time Limits:

When a speech has a minimum time limit specified, the following policy will be in effect:

1. **No credit will be given for any speech which lasts less than the specified minimum time.** (The teacher MAY, *but usually will not*, exempt a speech from this rule if it is less than 15 seconds short, but that exemption is NOT automatic and is not subject to appeal.)
2. Any student whose speech does not last the minimum time must be prepared to speak at full length the following day. (Unless the whole class has finished presenting).
3. Any speaker whose speech does not last the minimum time may be required to deliver the speech during their study hall (if it coincides with Mrs. Handlos' free hour) or before/after school at the teacher's option.
4. When the speaker finally delivers the speech at full length, it will be marked down one letter grade for each attempt required to finally achieve the correct time.

Speaking when Scheduled:

1. Students will sign up for presentation days and orders in advance. The presentation days / orders will be emailed out to both students and parents so that proper communication is executed.
2. Students are expected to present on the day that they are scheduled. Students are expected to communicate their absences PRIOR to their presentation date. If a student is absent with a valid excuse, they are expected to present the day they return. Certainly, truancy is not a suitable excuse for missing a presentation day. Penalties will be rewarded for those truant students.
3. If a student is not prepared on the day that he / she is scheduled, they will lose two full letter grades and begin their grade at a C. (In other words, if they only get a C on the speech, they are automatically bumped to an F). Then, they will be expected to complete the speech the next day. If time does not allow (which, in most cases it will not), you will be required to give the speech after school – when Mrs. Handlos is free – and you will be required to bring at least 6 friends with you to serve as your audience.

Justification: This policy is in place because we have a certain amount of speeches to cover in an allotted time, therefore requiring deadlines to ensure that all necessary material is covered.

Rehearsal:

In order to ensure that speakers are prepared, **every speech will require rehearsals outside of class**. A specified number of these (possibly varying from one speech to the next) must be witnessed, timed and commented upon by responsible observers, preferably a parent or guardian for at least one official rehearsal for each speech. Observers must be older than the student. In other words, most freshmen, younger siblings, younger friends, dogs, ferrets, etc. are unacceptable observers for this grade. Observers must have an above average understanding of proper public speaking techniques. Substantial grade penalties will be assessed against speakers who do not turn in a correctly and **honestly** completed rehearsal form. Any student who turns in a falsified rehearsal form may be subject to discipline under the school's policy on cheating and forgery.

Reflection:

Students will be required to take a video of their speech, watch it, and reflect upon it in writing. Phones are an acceptable tool to use for video purposes. Reflections will be due three days after a student completes their speech.

Written Work Expectations: This class requires a certain level of written work. Quality work will be fully spell checked (by word processing and then you!) and written to your highest of abilities. Use the default font size and lettering on Google Docs. Please double space. Additionally, you should always include the proper MLA heading on all papers. See Google Classroom.

If the document does not follow these guidelines, the paper will be returned to you for resubmission. It is then due the following day for a full letter grade lower.

Expectations:

- *Submit all course work on Google Classroom with the proper MLA heading on each document.
- *Be respectful. Show courtesy and kindness to your classmates.
- *Be on time and responsible for your work, your attitude, your presence, your life. ☺ No late work accepted.
- *Take ownership for your work, your attitude, your presence, and your impact on others.
- *Have a little bit of fun, will ya?

Cell Phone / Technology Policy: Cell phones should be in your assigned cell phone pocket number. If it is not and your cell phone is visible by sight or sound your cell phone will be given to the main office when convenient. There will be a no tolerance policy on any other unauthorized use of electronic devices. See your student handbook. Snapchat is not authorized use. Misuse of any technology will result in a referral. ***Due to the nature of this course, there may be times when listening to music via an electronic device is accepted and invited*

Weighted Grading Categories:**Formative – 40% of final grade**

Speech Approval

Outlines

Rehearsal Proof

Written Reflections / Peer Critiques (becomes summative as semester progresses)

Participation

TEDTalk Written Responses

Summative – 60% of final grade

Written Reflections / Peer Critiques

Speeches

Required Materials:

Textbook (when needed)

Writing utensil

Folder with loose-leaf

Student Planner

3 x 5 note cards (buy one pack for the semester)

A way to take a video (smartphones are acceptable)

Speech Topics (We will do most of these):*Introductory Speech* (Getting to know you. Getting to know all about you) (2-3 minutes)*Personal Experience* (We learn about a personal experience of yours) (4-6 minutes)*4-minute Speech* (You will speak about an unordinary topic for exactly 4 minutes) (4 min)*Storytelling Speech* (You will be given a topic and should come up with an original story about it) (3-4 minutes)*Sales Talk* (You will attempt to sell a product to the audience) (3-5 minutes)*Persuasive Speech* (You will attempt to persuade us) (5-7 minutes)*Demonstration Speech* (You will demonstrate a process) (5-7 minutes)*Impromptu Speech* (You will speak with no real amount of practice or research) (0:30-1:30min)*Special Occasion Speech* (You will speak as if you are at a special occasion) (3:30-5:30)*Interview Skills: Resume, Cover Letter, Interview Simulation* (You will be interviewed by a panel of your peers)*Group Discussion / Debate:* (You will participate in an organized group discussion) (25 minutes)*Final Speech: TEDTalk* (You will speak on something 'deep') (10-12 minutes)

Breathe. You'll be fine. You will probably even have a little bit of fun. ☺ Trust me. Seriously. ☺