Policies and Procedures: Public Speaking

Instructor: Mrs. Carolyn Van Cott

Room: 43

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**General Overview**
The purpose of Public Speaking is to help students become comfortable and confident in various public speaking situations.  A 2013 survey by the National Association of College and Employers found that the ability to communicate effectively is the quality employers most want to see in new recruits. Regardless of the career you have planned, you’re bound to find yourself in situations where you’ll need to give an oral presentation. Whether you’re an accountant, an architect, a surgeon or a scuba instructor — communication skills are essential for your career development. Furthermore, outside of the workplace, the likelihood that you’ll end up speaking in public is also quite significant, whether that be at church, a school board meeting or a community event. Plus, if you are asked to say a few words at a funeral or are encouraged to give a toast at your best friend’s wedding, thanks to your speech class, you’ll be more than ready. You’ll be confident and experienced.

**TOPICS COVERED**:

Physical Movement and Voice Projection

Demonstration Speech

“Famous Speech” Declamation (extra credit for memorization)

Persuasive Speech

Informational Speech

Impromptu Speech

Debate

**Classroom Rules**

The most important rule in this class is that students show respect for themselves, for those around them, for the materials in the class, and for the educational process. Respect for your fellow students is particularly important in speech class, where almost everyone is feeling vulnerable. Your kindness and attention is absolutely necessary for the happy functioning of this class!

In addition I expect you to:

* **Be on time**. When the bell rings you should be sitting in your assigned seat and be ready to work.
* **Be prepared**. Students coming to class unprepared will not be allowed to go to their lockers and get materials. They will lose participation/behavior points. Homework will be considered late.
* **Be considerate**. Stay focused on learning, both for your own benefit and for the benefit of those around you.
* I have a **NO FOOD AND NO DRINK** rule in my classroom. We work with laptops daily and cannot take the chance of damaging them due to crumbs, spilling and sticky fingers. If you come into my class with food or drink despite this rule, I will ask you to throw it in the trash. If you do not comply, I will throw it in the trash for you.
* All ***Acceptable Computer Use*** policies from the student handbook are in effect in my classroom. You will be asked to sign a form agreeing to these as well as to the appropriate use and care of the laptop that will be assigned to you for use in my classroom this year.
* Everyone is expected to participate and pay attention during class. Putting your head down on your desk is not acceptable, not even during a video.
* Work to the bell. Students will stay in their seats and will continue to participate in the day’s activity until the bell rings. Please do not start packing your things up before the bell rings. It distracts those around you and irritates the heck out of me.
* All procedures in the Freeport Student Handbook are in effect.

If you choose not to follow the rules, one or several of the following will occur: loss of points, detention, ISS, e-mail/call home, OSS. I am particularly quick to e-mail/call home about infractions.

**Evaluation and Grading**

The grading scale is as follows:

91-100+ = A (excellent; well above expected competency)

80-90 = B (above average; above expected competency)

70-80 = C (average; at expected competency)

60-69 = D (poor; below expected competency)

00-59 = F (failure; well below expected competency)

**Materials Needed *Each Day***

* Loose-leaf notebook/binder WITH PAPER *used exclusively for this class*. Must have pockets.
* A pen or pencil

**Participation and Behavior Points**

At the beginning of each new quarter, I will automatically put 45/45 points in PowerSchool for Participation and Behavior. These are free points that you can only \*lose\* if you do not participate in class or do not follow class rules. Ways to lose points: tardy to class, unprepared for class, inconsiderate behavior, off-task behavior, over-use of hall pass (you get 3 free uses of the hall pass each quarter…after that you lose a P&B point each time you leave the classroom) careless treatment of classroom laptops. Remember: 3 tardies = 1 detention per the student handbook.

**Quality and Timeliness of Work**

The speeches you present for this class will always have some sort of ‘paperwork’ involved that you will turn in to me for part of yor total grade. Sometimes that ‘paperwork’ will be an outline, sometimes it will be notes, sometimes it will be a form you have filled in, sometimes it will be notecards, sometimes it will be props, sometimes it will be photos in a powerpoint. Technical problems or being absent the day a speech or outline is due are not acceptable excuses. Save back-ups of your outlines and notes and utilize I-Locker, a flash-drive or your e-mail. Most paperwork will be submitted to either Schoology or Turnitin.com. In extreme cases of technology failure you may e-mail the assignment to me at the above-listed school email address. If hard copies of assignments are requested, they will always be due at the beginning of class. On-line assignments must be uploaded at the time of day assigned (usually 8am) or they will be considered late. I expect you to do your very best on all assignments. While the content is most important, I also expect you to take pride in how you present your work.

**Technology**

This classroom has a full set of classroom laptops, a SmartBoard and projector, and access to the on-line classroom application SCHOOLOGY. You also are responsible for submitting most work to Turnitin.com. All of this technology is intended to make you better able to manage the continuing technology expectations in school, in your job, and in the world in general. I will help you overcome any challenges that you face, but I will continue to expect you to meet these challenges. I go on the assumption that all students have access to computers and the internet at home. If you do not, please see me about accommodations we can make for you. Cell phones may not be used without my express permission. You must ask permission of me each time you plan to use your phone—and permission will only be granted if your phone is needed for a specific educational purpose related to the activities we are doing in class at that moment.

**Cheating, Plagiarism and Turnitin.com**

Academic dishonesty involves stealing something that is abstract: the words, ideas or labor of someone else. It includes, but is not limited to

* copying another’s homework
* submitting someone else’s work as the student’s own (this includes having parent do a student’s paper or work)
* copying any part of another’s work without proper attribution using MLA documentation, and
* re-using work you have done in another class (whether it be a paper you wrote or content from another teacher). Even if you have not specifically done a SPEECH on this topic in the past—I still will not allow this re-use. Part of the challenge of this class is finding and presenting new and original content.

I would like to make it clear that I see no real difference between cheating and plagiarism and that I take both very seriously. Every cheating/plagiarism offense will result in a zero on the assignment or test. Please be aware that since I work with words for a living, and have done so for many years now, I am sensitive to your individual writing style and voice, even after just a couple of assignments. I will be able to tell when you have misused material…whether several words, several phrases or an entire speech. Any instance of plagiarism or cheating will be subject to the policies and penalties as outlined in the student handbook.

**Make-Up Work and Help Opportunities**:

I sincerely and truly want you to do well in my class this year. If you are struggling, if you have a quick question, if you want to make up a test, if you don’t understand an assignment, or if you just want to chit chat about books and writing and life…**PLEASE COME AND SEE ME!!!!** My schedule is listed below. Life is complicated, so please make arrangements in advance.

**Period 1 . . . . . . Hall Duty**

**Period 2 . . . . . . Planning Period**

**Period 3 . . . . . . Honors English 11**

**Period 4 . . . . . . Honors English 11**

**Period 5-9 . . . . . Lunch**

**Period 5-10 . . . . Honors English 11**

**Period 6 . . . . . . . Applied English 11**

**Period 7 . . . . . . . Public Speaking**

**Period 8 . . . . . . . Honors English 11**

**Absences**

If you are absent from class, it is your responsibility to see me and get any missed work. This should be done \*before\* the bell rings\* -- not during class time. You have one day to make up missed work for each day that you are absent. If you do not make assignments within this time frame, then it will become a zero and cannot be made up later. It is particularly important to be prepared in speech class when your name is called—even if you were absent the day before when speeches began. We have a large class and only one semester to get through all of the speeches. Again, it is **your** responsibility to come to **me**---I will not chase you down to remind you of what you are missing.  Most assignments will be outlined in Schoology.

**Homework and Projects**

Homework is not busy work. It is a method to help you prepare for class and/or reinforce the skills and knowledge you acquire during class. If you do not do homework, you are only cheating yourself. The day after a homework assignment or project is late, you will earn ½ the total points it was worth. No excuses will be tolerated. You are to take responsibility for any and all technology glitches. Particularly for large projects, you have a responsibility to save your work in multiple formats. I highly recommend the purchase of a scandisk/thumb drive or I-Locker to save all your work, so that moving from computer to computer or from school to home is not a problem. All major projects and papers will have an extended amount of lead time for completion. Due dates will be listed in Schoology and on the board. I will also explain all assignments verbally during class; there is never an excuse for “forgetting” about a major assignment.

**Communication**

I encourage both parents/guardians and students to communicate any concerns, question or needs as they arise. Please don’t wait until a problem becomes overwhelming. I am very happy to meet, chat and offer ideas.

Parents and guardians: I do find email the easiest way to communicate, and I promise to do my best to reply to any messages in a timely fashion. I have also requested that parents/guardians provide me with an email address, if this is a mode with which you are comfortable. I find it easier to communicate small concerns this way, rather than cause delay with the inevitable game of “phone tag.”

I look forward to working with you this year, and I hope to share and impart my love for language and literature with you and to you!

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Tear off and turn in to Ms. Van Cott

I have read and understood the above Policies and Procedures for Public Speaking.

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian E-mail (requested, not required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian \*best\* phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_