

PROFESSIONAL COMMUNICATION SYLLABUS

Our goal as a speech class over the course of this semester is to prepare you to confidently speak in front of a group of individuals in a variety of different formats. We will be accomplishing this goal in several ways:

1. Individual Presentations: These include speeches to persuade and interviews.
2. Partner Presentations: These include speeches to inform and introductory speeches.
3. Group Presentations: These include stage fright skits and group problem solving.

GRADING:

The most important thing for me is that for each of these projects, you at least try to complete your oral presentation. The first time will be difficult for many of you, so we as an audience will do our best to support you. The grading breakdown is as follows:

1. Homework/Quizzes/Daily Grades: (40%) There are many small assignments that make up each unit of study – notes, activities, and classroom discussions.
2. Major Presentations: (60%) There will be 3 major oral presentations each 9-weeks. You will be given an assignment sheet outlining the details at the beginning of each project. The final grades on those projects will be averaged for this part of your grade.

LATE WORK:

Daily Work: All assignments for the week will be turned into me by Friday at the last class bell (3:50). Should you have a grade of below an 80 on the assignment, you will have 5 days from the date I return the assignment to you in class for a higher grade, not to exceed an 80. If you did not complete an assignment, it is now late. You can come in after school the day after the assignment has been returned to you to complete the assignment for a maximum grade of an 80.

Speeches: If you choose not to complete your speech in class, you have 5 days to complete the speech in class, or with me before or after school in tutorials. During that period, the grade for the speech will be recorded as "M." If you choose not to complete the speech in tutorials by the 5-day mark, your grade will be recorded as a 0 in the grade book. If you do not perform your speech in front of the class, the maximum grade you can receive is an 80. If you do not give your speech on the day you are called, the maximum grade you can receive is an 80.

PROCEDURES:

1. MAKE-UP WORK:

Make-up work is YOUR responsibility. I will do everything I can to help you complete work missed, but I will not take time away from class to do so. When you return, you have one week to return any work to me and/or schedule missed quizzes / tests / speeches. Any work/speeches/tests must be turned in by the final day of the 9-weeks regardless of your date of absence.

2. PERFORMANCE DAYS:

On days when we have scheduled speeches, there will be a pre-assigned order. If your partner is absent or your group is substantially incomplete, you will not be asked to present. Not performing within the time period given for presentation will result in a major grade zero.

3. CLASSROOM ENVIRONMENT

Leave your workspace cleaner than you found it. Return supplies to the proper location. Dispose of trash in the trashcans. Clean up any messes in your work area.

SUPPLIES:

Every student will need to bring in 1 box of tissues for the class to use. If any student has difficulty obtaining school supplies please let me know ASAP.