



Speech Course Syllabus
School Year 2007-2008
Mrs. Kalaniopio
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Overview:

Speech Communication is a semester course meeting the 9-10 grade speech graduation requirements. The course is designed to develop the following basic communication skills: the ability to organize material appropriately for oral presentation, to communicate with clarity and confidence, and to listen effectively and politely. Speaking experiences include informal speaking tasks, informative speeches and small group discussions. An understanding of the communication process is stressed to help students appreciate the mutual responsibilities of speaker and listener in successful communication.

Course Goals/Objectives:

Students will be able to demonstrate the basic speaking skills of volume, eye contact, controlling nervous behavior, fluency, confidence, organization, gaining and holding attention, supporting propositions with evidence found through research, establishing credibility and the use of standard English at appropriate times. Students are expected to incorporate the use of visual aids in a speech. Students will also develop listening skills in the areas of listening with understanding, critically, attentively and with an open mind. Students will examine how speech communication impacts their daily lives.

Course Materials/Texts/References:

Glencoe Speech, McCutcheon, Shaffer, Wycoff (2005)

Assignments/Projects/Assessment:

The focus of speeches in this class may include, but are not limited to:

- Interesting Interpretations – Who Am I?
- Picture Tales
- Meet and Greet
- The Radio Show of a Decade
- My Dream House
- Effective Delivery Using the Narrative
- My Autobiography
- Time's Man or Woman of the Year
- Creative Sales Presentation
- The Message in the Music

Outlines:

Before each speech a rough draft and final draft outline is due. Outlines are to be typed and must follow the format provided in class. A speech cannot be given unless outlines are turned in.

Critiques of Classmates:

Throughout the semester you will be assigned to different classmates to offer both in-class

criticism and a written critique of their speeches. For each critique you give, you will be asked to focus on particular aspects of the speaker's speech.

Self-Critiques:

Throughout the semester you will self-critique at least two of your own speeches by viewing recordings of your presentations. You will be required to write a short paper critiquing the development of your speeches and your performances according to the evaluation standards set in this class.

Student Assessment:

Student assessment is primarily focused on student speeches, with a portion of evaluation based on quizzes, written exercises, class discussions, and participation. Progress reports are usually sent home every two to three weeks. Parents and guardians are asked to review and sign progress reports.

ATTENDANCE:

Due to the nature of this class attendance is mandatory during speech presentation days and several policies are in effect that discourage students from being unprepared to speak.

- If you are not ready with a speaking assignment on the day it is due, you will receive a "0" and will be expected to speak on the following day in front of an audience selected by the teacher (i.e. in the dining hall during lunch, in the Learning Center, or in front of an Advanced Speech class). The "0" will be reflected in the grade for the speech until the speech is made up. For each day your presentation is late, you will receive a lower grade.
- Should you need to miss class to attend an athletic event, to visit the health room, or a counselor on the day that your speaking assignment is due, you must first receive permission from the teacher. Failure to do this will result in a "0" and you will be expected to speak on the following day in front of an audience selected by the teacher (i.e. in the dining hall during lunch, in the Learning Center, or in front of an Advanced Speech class).The "0" will be reflected in the grade for the speech until the speech is made up. For each day your presentation is late, you will receive a lower grade.

CLASS PARTICIPATION:

Participate as much as you can in class discussions. The more you participate, the more you will enjoy class. When you have a contribution to make or know the answer, raise your hand and volunteer. Being prepared for class with ALL necessary materials is also part of your participation grade.

GRADING POLICY:

Grade	Percentage Range
A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

GRADING BREAKDOWN: (of the total grade)

Speeches/Presentations – 55%
Quizzes – 20%
Homework & Class work – 25%



ASSIGNMENT POLICY

In support of our mission “to educate children and youth of Hawaiian ancestry to become good and industrious men and women,” the following policy has been created:

1. Students who have a missing assignment will be given assistance. The steps in assisting the student are:
 - Athletics/counselor is emailed a “warning”.
 - A required study session with teacher (meeting time at teacher’s discretion).
 - If the assignment is still not completed, the student can also be assigned to Po’okela Center until the assignment is completed.
2. If the missing assignment affects the grade by a deduction of a full letter, the teacher must contact the parent within 3 days of the initial due date.
3. For all missing assignments, a late penalty of 15% will be subtracted from the earned grade; assignments must be turned in within four school days.
4. After the four-day limit, students will not be allowed to participate in the next KS-related event, including athletics, clubs, and other extra-curricular activities.
5. A minimum of three late class assignments per quarter will require a Request for Assistance (RFA), a conference with a parent, student, counselor, APC and teacher(s). The student will be assigned to Po’okela Center until the work is turned in or is no longer accepted for credit.
6. A continuous pattern of missing/late assignments will be viewed as a “behavior” problem. The student will be referred to the principal or vice principal with a “Student Referral” (with attached RFA) for administrative intervention which could result in disciplinary action (i.e. conduct probation).
7. For extreme situations such as an extended illness, injury, or death in a family, teacher(s) will work out individual due dates with the student. This may also apply to Physical Education and the Performing Arts, in which the event or performance may be difficult to make up within a given time frame.
8. If a student is absent on the day that the assignment is due, **the student** must contact the teacher(s) via phone call or email to request an extension or to make alternate arrangements by 7:45 a.m. In the event of early release, pre-arranged absences, etc., all assignments are due **prior** to student’s departure unless other arrangements were made with the teacher **in advance**. Otherwise, the penalty will be 15%.

Within the parameters of the recommended policy, teachers are free to employ strategies to support students and further ensure their success.



Course Expectations and Responsibilities

Speech

School Year (2007-2008)

The information that follows will help to explain what is expected of you as a student in this class. I expect learning to take place in a safe, positive and orderly environment. In order to maintain an environment, in which learning can be shared and enjoyed, the following rules are especially important:

1. Respect yourself and others and treat them with kindness, compassion, generosity and a forgiving spirit.
2. Be on time, appropriately seated and prepared for all class sessions – READY POSITION
3. Be responsible for making up work when classes are missed.
4. Use your time wisely and follow instructions carefully.
5. Strive for your personal best at all times.
6. Be seated immediately upon entering the classroom
7. No rocking on the chair
8. Check the board for the daily agenda and instructions
9. Raise your hand to ask and/or to respond to a question – be courteous and patient
10. Sharpen your pencil and/or leave your seat with permission only
11. Be accountable for your own work
12. Listen without distractions and/or interruptions when others are speaking
13. Contribute to class discussions and class activities
14. Complete home work on time – place it in assigned tray
15. Put your name and date on top right hand corner of ALL assignments.

Consequences

For disrespecting expectations and/or your responsibilities:

- | | |
|-----------------------|-------------------------------------|
| 1 st time: | Warning |
| 2 nd time: | Student/teacher conference |
| 3 rd time: | Parent/teacher telephone conference |
| 4 th time: | Referral to Vice Principal |



Speech, Mrs. Kalaniopio
Release Form for Electronically Displayed Student Work

Kamehameha Schools utilizes the latest types of technology to support student learning. As part of the many technological applications employed across the curriculum, we may publish a variety of teacher and student projects on the Internet and or Intranet. This will occur AFTER we spend time learning about and discussing Netiquette and appropriate behavior on the Internet and Intranet. If students abuse the use of the Internet in our class, they will not be allowed the opportunity to utilize the classroom computers or display their work electronically.

Your signature below acknowledges permission for the work of your child to be published on our Kamehameha Schools website or on our in class computers.

I hereby give permission for my child's work to be electronically produced and displayed by the school, and hereby release Mrs. Kalaniopio and Kamehameha Schools from any liability resulting from or connected with the publication of such work. Mrs. Kalaniopio will not publish any last names or e-mail addresses of any students.

Please print student name: _____

Student Signature: _____

Parent / Guardian Signature: _____

Date Signed: _____

Please return to Mrs. Kalaniopio to receive credit.



**Parent/Guardian and Student Acknowledgment
Speech**

We have gone through the following items in the Speech Introduction packet and understand the responsibilities and expectations for Mrs. Kalaniopio's class.

We have reviewed the following items together:

ITEM	PARENT INITIAL	STUDENT INITIAL
Syllabus	_____	_____
Responsibilities & Expectations	_____	_____
Release form for Electronically Displayed Student Work	_____	_____

We understand that as a member of the Kamehameha Schools 'Ohana, commitment and effort will be given for all coursework, assignments will be turned in on time and respect will be shown to peers and teachers.

Student Signature: _____

Parent Signature: _____

Daytime Phone #: _____ Evening Phone #: _____

**Parent/Guardian Email Address: _____

(highly recommended)

Please return to Mrs. Kalaniopio to receive credit.